

## SHOPS AND ESTABLISHMENT ACT 1988-RENEWAL

### Procedure:

Steps	Forms	Documents to be Attached	Fee	Timelines
Submit	Online application form "Form III"	Check List below	Online fee payment (As per the fee structure given Above)	7 Days from the date of submission of complete application as per Citizen's Charter. Deemed Registration at the end of <b>30 days</b> from date of Application if no adverse orders passed
Issue	Form IV			

System sends SMS to respective applicant at each progression.

In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

Online application process requires no physical touch point.

### Check List:

- 1 Form No.III i.e. Application for renewal
- 2 Telugu Name Board Photo of the particular shop or establishment
- 3 List of Employees
- 4 Previous year Copy of Renewal Certificate

### FeeDetails

Fees Structure for obtaining Renewal Certificate	
1 0 Employees	₹100/-
2 1-5 Employees	₹500/-
3 6-10 Employees	₹1000/-
4 11-20 Employees	₹2000/-
5 21-50 Employees	₹5000/-
6 51-100 Employees	₹10,000/-
7 101 and Above Employees	₹10,000/- + 5000 for additional 50 Persons.