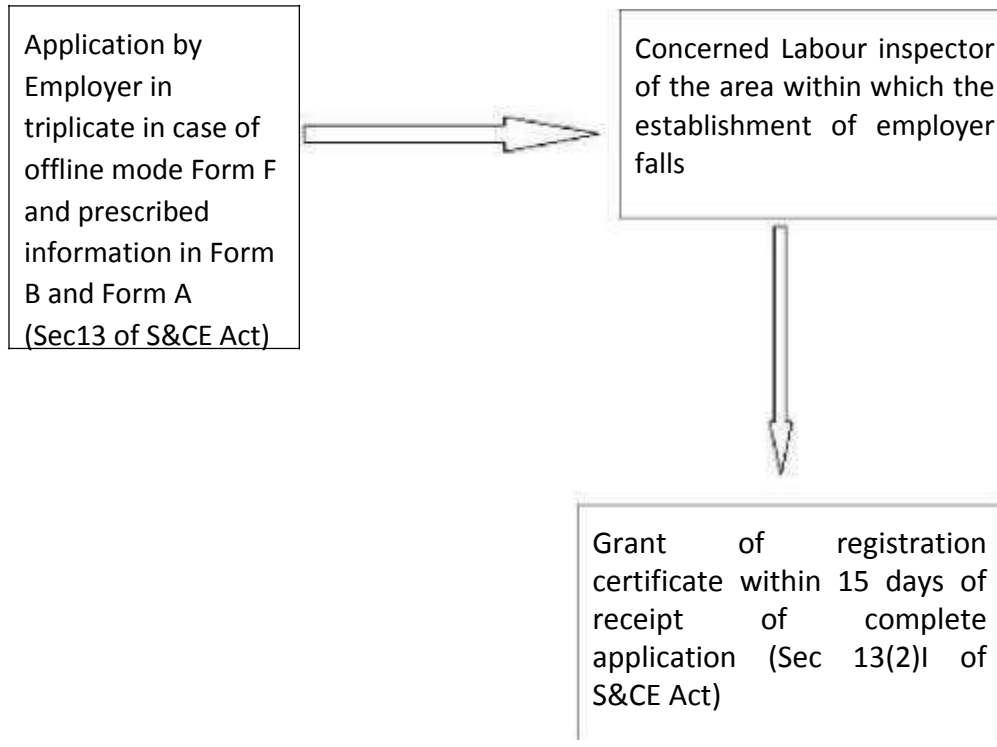


Detailed Process Flow for Registration of Establishment under Shops and Commercial Establishment act 1958

A) Process flow:-



The employer can also apply registration under Punjab Shops and Commercial Establishment Act 1958 online on below Link:-

<http://www.pbshops.org/>

B) Procedure :-

Applicability

The Punjab Shops & Commercial Establishments Act, 1958 is applicable in whole of the state of Punjab, but registration is done only within the municipal limits in the State.

Registration of Shops/Commercial Establishments

Section 13 of The Punjab Shops & Commercial Establishments Act, 1958 deals with registration of shops/commercial establishments. Section 13 reads as under:

Section 13. (1) Within the period specified in sub-section (3), the employer of every establishment shall send to the prescribed authority concerned a statement in the prescribed form containing:

- (a) the name of the employer and the manager, if any;
- (b) Postal address of the establishment;
- (c) The name, if any, of the establishment;
- (d) Number of persons employed;
- (e) Such other particulars as may be prescribed.

(2) (i) On receipt of the statement, the authority shall, on being satisfied about the correctness of the statement, register the establishment in the register of establishment in such manner as may be prescribed from a registration certificate to the employer. The registration certificate shall on demand by the Inspector, be shown to him by the employer.

Rule-13(i) of The Punjab and Shops and Commercial Establishment Act,1958 provides for issuance of registration certificate/renewal of registration with a period of 15 day. Rule-13(i) is reproduced as under:-

“13(1). REGISTRATION. - [(1) A statement required under Section 13 of the Act for registration of an establishment or its renewal shall be submitted by the employer to the Inspector of the area within whose jurisdiction the establishment is situated in triplicate Offline mode in Form F, and the Inspector shall issue the registration certificate as required

under clause (1) of sub-section (2) of section 13 of the Act in the same Form [within 15 days of the receipt of the statement by him.] [added by Punjab Govt. Notification
th
No.G.S.R.357/P.A. 15/58/S.34/Amd. (20/64, dated the 16th November,
1964]” Renewal of registration Certificate

Sub-section (ii) of Section 13(2) of The Punjab Shops & Commercial Establishments Act, 1958 deals with renewal of registration certificate. It reads as under: -
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(ii) The registration certificate shall be renewable by the 31st March, every year. Thirty days grace time shall, however, be allowed for the renewal of the certificate.

Fees

No fee is chargeable to get the shops/commercial establishments registered.

Documents required

Apart from the documents sub-section (1) of Section 13 of the Act, the following forms are required to be filled by the employer:-

- (1) Form-A
(http://pblabour.gov.in/Content/documents/pdf/Procedures/Registration_Forms_under_Shop_Act.pdf)
- (2) Form-B
(http://pblabour.gov.in/Content/documents/pdf/Procedures/Registration_Forms_under_Shop_Act.pdf)
- (3) Form-F
(http://pblabour.gov.in/Content/documents/pdf/Procedures/Registration_Forms_under_Shop_Act.pdf)

C) Time line :-

Every Registration Certificate shall be issued within 15 days of receipt of complete application (R13(1))

*Note:- For more information and details click below link:-

- a) <http://pblabour.gov.in/Content/documents/html/Shop%20Act.pdf>
- b) http://pblabour.gov.in/Content/documents/pdf/acts_rules/punjab_shops_and_commercial_establishments_act_1958.pdf