



## Labour Department Punjab

Registration /Amendment of Trade Union under The Trade Union Act, 1926@ [pblabour.gov.in](mailto:pblabour.gov.in)

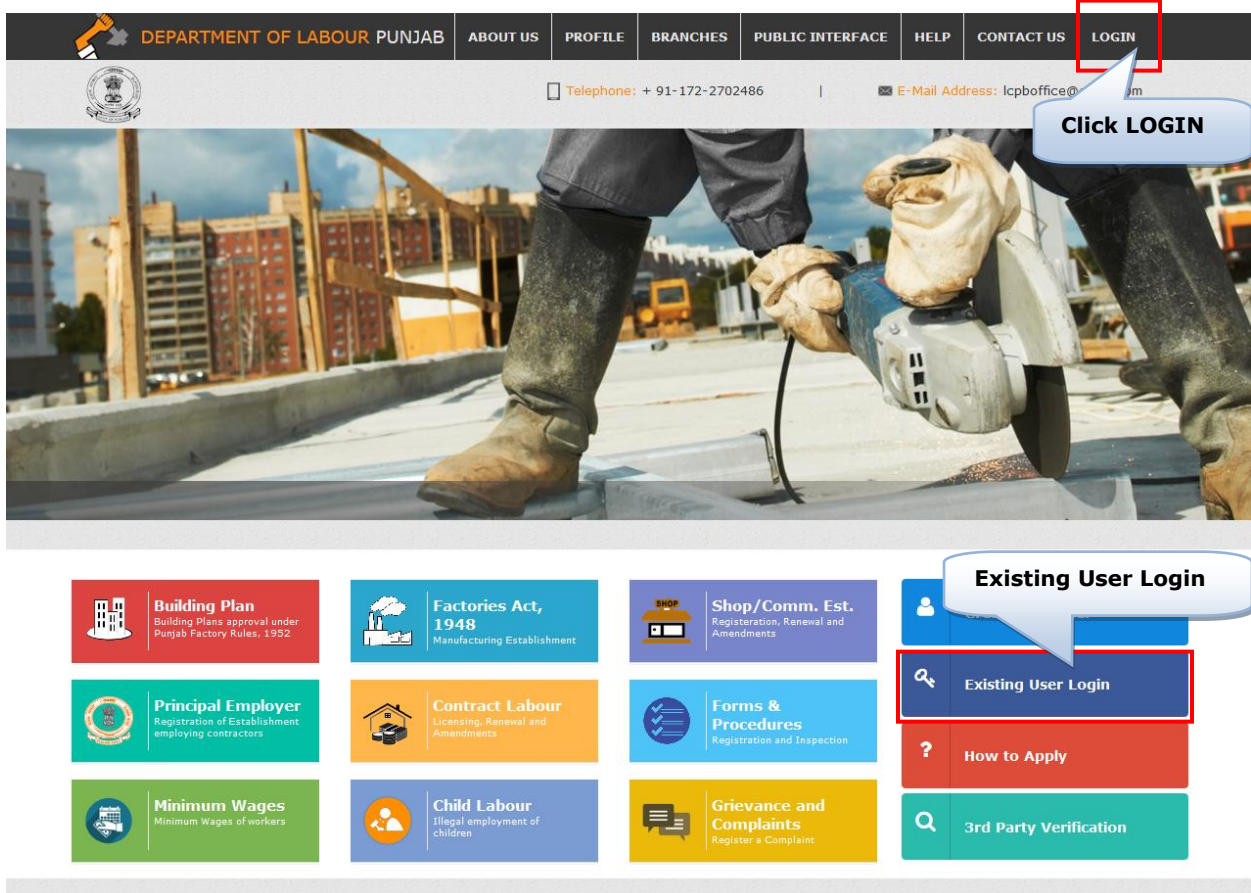
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## Introduction

The trade union has to register to run the union under The Trade Union Act, 1926. Every application for registration of a Trade union shall be made in (Form A) appended to the Trade Unions Act 1926 before the Registrar of Trade Unions and shall be accompanied by a copy of rules of the trade union and Licence is granted within 30 days of time after receipt of complete application / documents.

## Steps Registration /Amendment of Trade Union under The Trade Union Act, 1926 application submission @pblabour.gov.in:

1. Open your web browser and go to <http://pblabour.gov.in> web portal, if applicant is new please refer **New User Registration** manual otherwise applicant (with provided username and password) has to go to login page either by clicking **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal as shown in screenshot below:





- To get into the system, please enter valid **Username, Password, Captcha** and click on **Submit** button on the screen as shown on screenshot below:

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Designed & Developed by NIC Punjab

- Select the desired licence from list by checking the checkbox. If Owner has already applied for licence in office in any year then select Renewal or Amendment and enter licence details which includes: Licence No, Licence Issue Date and Scan Copy of Licence in PDF.

Select Regulatory Clearance

Mandatory Fields (\*)

- Factory License under Punjab Factory Rules Act, 1948
- Establishment Employing Contract Workers under the Contract Labour Act, 1970
- Contract Labour Licence under the Contract Labour (R&A) Act, 1970
- Shop & Commercial Establishment under the Punjab Shops and Commercial Establishments Act, 1958
- ... under the Inter State Migrant Workmen Act, 1979
- ... for Employment of Migrant Workmen under the Inter State Migrant Workmen Act, 1979
- Licence Under the Motor Transport Workers Act, 1961
- Registration under Trade Union Act, 1926
  - Registration
  - Amendment



4. In next step, please fill Form-A, for Trade Union Registration. Please note that at the end of the form, following buttons are there:
- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and next page will show where applicant have to upload necessary documents to complete the application.
  - ii) **Previous** - By pressing this button, the user go back to previous page.

REGISTRATION OF THE TRADE UNION ACT
Mandatory Fields (\*)  
Max. Attachment Size: 4 MB

**FORM - A**  
APPLICATION FOR REGISTRAION UNDER THE TRADE UNIONS ACT, 1926

1. We heareby apply for the registration of trade union under the name of \*
2. The address of the head office of the Union \*

District\*

Tehsil\*

3. The Union came into existence on date \*
4. The Union of working engaged in the \*
5. The particulars required be section 5(1)(c) of the Trade Union Act, 1926 are given in Schedule-I.
6. The particulars given in schedule-II . So the provision made in the rule for the matter detailed in Sec-6 of the Indian Trade Union Act,1926.
7. to be stuck out in the case of Union which have not been in existence for one year before the date of application ? The particulars required by section 5(2) of Indian Trade Union Act 1926 are given in Schedule III.
8. We have been duly authorised to make this application by President/Secretary.

(a) Designation*	(b) Name of Officer*	(c) Address*	(d) Phone*	(e) Date of Birth*	(f) Occupation*
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Officers of Trade Union						
Designation	Officer Name	Address	Phone	Age	Occupation	Action



5. After filling trade Union Form-A, document will be uploaded to authenticate trade union as shown in the screen below:

UPLOAD DOCUMENTS FOR REGISTRATION OF TRADE UNION

Mandatory Fields ( \* )  
Max. Attachment Size: 4 MB

FORM - A  
APPLICATION FOR REGISTRAION UNDER THE TRADE UNIONS ACT, 1926

Upload Necessary Documents

[Click here](#) to Download Draft Copy of Officers Information to upload in Schedule I

1. Scan Copy of Schedule I \*  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*
2. Scan Copy of Schedule II \*  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*
3. Scan Copy of Schedule III  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*
4. Scan Copy of Preceeding \*  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*
5. Scan Copy of Affidavit \*  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*
6. Scan Copy of Officers Detail \*  
+ ATTACHMENT  
*\* In PDF format Less Than 4 MB*

◀ Previous   Next ▶

- i) **Next** - By pressing this button, the applicant can save entered information into **e-Labour** web portal and next page will be the summary page .
- ii) **Previous** - By pressing this button, the user go back to previous page.



- 6. By clicking on Lock & Submit your application for Licence will be locked and changes cannot be made and by clicking on Edit you will be redirected to edit the application for any change.

Application Form Submitted Successfully

Application Information Applied on: 28-Jun-2017 17:03:19

**Company/Factory Name:** Trade Union      **Site Address(Location):** Trade Union, Trade Union, Nabha, Patiala  
**Manufacturing Process:** Trade Union      **Contact Person:** Trade Union, 9872110319, darshansingh319@gmail.com

Submitted Application Details

LIN	Applied For	Status	Action
TUR-20170636127	REGISTRAION OF TRADE UNION	Trade Union Application Filling in Process	<a href="#">EDIT</a>

[Lock & Submit](#)

- 7. Final save will submit the application to concerned authority and allot a file no. and status of the file changed to **Motor Transport Application Submitted but fee pending**, please click on **Pay Now** button on screen as shown on screenshot below:

Application Form Submitted Successfully

Application Information Applied on: 28-Jun-2017 17:03:19

**Company/Factory Name:** Trade Union      **Site Address(Location):** Trade Union, Trade Union, Nabha, Patiala  
**Manufacturing Process:** Trade Union      **Contact Person:** Trade Union, 9872110319, darshansingh319@gmail.com

Payment Details

File No	Establishment Name	Applied For	Status	Amount	Submitted on
TUR-20170636127	Trade Union	REGISTRAION OF TRADE UNION	Application Submitted but Fee Pending	100.00	28/Jun/2017

Your application has been locked successfully, Please click on **Pay Now** to submit.

[Pay Now](#)



- 8. Select **Payment Method**, as **Offline – On Desk Payment** and clearance for which applicant is paying and click **Proceed** button as selected on screenshot below:

**Application Information** Applied on: 28-Jun-2017 17:03:19

Company/Factory Name: Trade Union      Site Address(Location): Trade Union, Trade Union, Nabha, Patiala  
Manufacturing Process: Trade Union      Contact Person: Trade Union, 9872110319, darshansingh319@gmail.com

Fees Paid    Fees Pending

**Select Payment Method**

Online - Through OSCS Payment Gateway       Offline - On Desk Payment

**Select forms for payment**

Clearance	Statutory Fee	Balance Fee Due	Balance Fee Paid / Received	Total Fees
<input checked="" type="checkbox"/> REGISTRAION OF TRADE UNION	₹ 100.00	₹ 0	₹ 0.00 / ₹ 0	₹ 100
<b>Total</b>	<b>₹ 100</b>	<b>₹ 0</b>	<b>₹ 0</b>	<b>₹ 100</b>

**Proceed**

- 9. Enter the payment details (i.e. Challan No., Payment Date, Bank, Payment Receipt and Comments) as shown on screenshot below:

**Add Offline Payment Details** GO BACK

**Application Information** Applied on: 28-Jun-2017 17:03:19

Company/Factory Name: Trade Union      Site Address(Location): Trade Union, Trade Union, Nabha, Patiala  
Manufacturing Process: Trade Union      Contact Person: Trade Union, 9872110319, darshansingh319@gmail.com

**Payment Mode:**  Challan No  NEFT / RTGS

**Challan No.:**

**Payment Date:**

**Bank:**

**Attach Payment Receipt:**   
\* In PDF format Less Than 4 MB

Clearance	Statutory Fee	Balance Fee	Total Fee
Total	₹ 100.00	₹	₹ 100.00

**Comments:**

**Submit**



10. After Making Payment your application will be submitted and will show as in screenshot below:

**Project Profile**

[+ New Registration](#)

**[Note]:** Click on **New Registration** if an Owner have more than one **Establishments / Factories / Contractors**.

Trade Union  
9872110319  
darshansingh319@gmail.com

Trade Union

Trade Union

28-Jun-2017

File No.	Act Name	Submitted On	Licence	Validity	Processing Days	Status	Action
TUR-20170636127	REGISTRAION OF TRADE UNION	28/Jun/2017			30	Application Form Submitted and Fee Paid Offline	In Process

[Apply For Licence](#) [View all Licences](#)

**[Note]:** Click on Apply for **Registration of Factory Licence** under Punjab Factories Rules 1948, **Registration of Shop and Commercial** under Punjab Shop and Commercial Establ. Act 1958, **Registration of Establishment employing contract workers(Principal Employer)** under Contract Labour Act 1970, **Licencing of Contract Labour** under The Contract Labour (R&A) Act 1970