GOVERNMENT OF KARNATAKA: DEPARTMENT OF LABOUR ONLINE SERVICES PROCEDURE

Service	Registration & Renewal Under Shops and
	Commercial Establishments,
	1961
Registering Officer to be contacted for availing service	Labour/Senior Labour Inspector
Process flow involved in the service	For details <i>Page No 2</i>
Eligibility for availing the service	Any Shops and establishment Owners
Documents to be submitted along with the application	For details <i>Page No 3</i>
Fee prescribed for the service	For details <i>Page No 3</i>
Maximum time limit for the service	1 days

Process flow for the Service

	Applicant looks at the Checklist of online services on the department portal website	Applicant fills in the $1^{ m STEP}$ prescribed application Form online	
	Applicant upload the documents listed for the service	Applicant pays the prescribed $2^{ND}STEP_{fee}$ online through e-payment and downloads acknowledgment	
7 D	Officer logs in and scrutinizes the application Form, documents and details of fees paid	Registering Officer over views the 3 RD STEP forwarded application and either accepts are reject application	Reasons for Rejection Conveyed online
A Y S			
		4 TH STEP	

4TH STEP

Application accepted

Application Rejected

If application accepted, digital certificate issued online

The process flow consists of five (5) steps viz-

Step 1:- The applicant sees the check list on the online services portal.

- **Step 2:-** Applicant fills up the indormation
- **Step 3:-** The documents listed in the check list for the service sought shall be uploaded along with duly filled in online application Form.
- **Step 4:-** Once the online application is duly filled in and all relevant documents are uploaded, the same shall be saved and prescribed fees for the service shall be paid through the e-payment gateway.
- **Step 5:-** Once the payment is made through the payment gateway, the applicant download acknowledgement for his/her application and fee payment.

Fee prescribed : – The fee prescribed for various services under the Act are as shown in the following

Sl.No	Category of establishment	Rs.
1	Shops and Commercial Establishments	300
	having No Employees	
2	Shops and Commercial Establishments	600
	Employing 1-9 employees	
3	Shops and Commercial Establishments	4000
	Employing 10-19 employees	
4	Shops and Commercial Establishments	10000
	Employing 20-49 employees	
5	Shops and Commercial Establishments	20000
	Employing 50-99 employees	
6	Shops and Commercial Establishments	40000
	Employing 100-250 employees	
7	Shops and Commercial Establishments	50000
	Employing 251-500 employees	
8	Shops and Commercial Establishments	70000
	Employing 501-1000 employees	
9	Shops and Commercial Establishments	75000
	Employing Above 1000 employees	

Shops and Commercial Establishment Act 1961

Documents to be uploaded: -

The following document shall be uploaded along with the application Form

- 1. Identity / Address Proof of the owner(Aadhar card/ Driving license/Voter Card etc.)
- 2. Address Proof of the Establishment (Lease agreement/GST/BBMP Tax receipt etc)
- 3. Incorporation Certificate / Memorandum of Article (In Case of Private Ltd. Company)
- 4. Duly filled Registration Form signed by owner / Authorised signatory

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