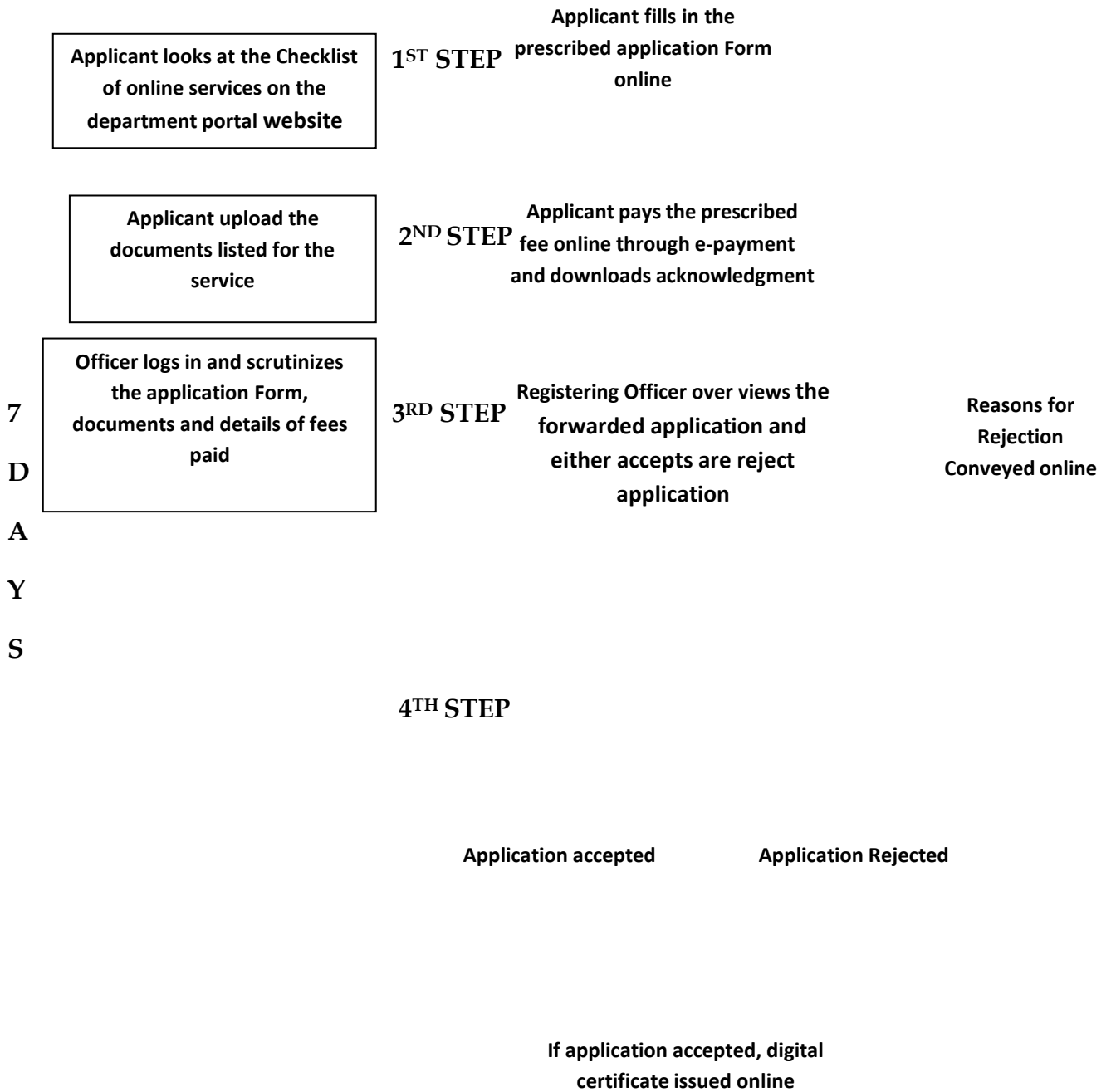


GOVERNMENT OF KARNATAKA: DEPARTMENT OF LABOUR
ONLINE SERVICES PROCEDURE

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



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

Shops and Commercial Establishment Act 1961

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

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

** **

