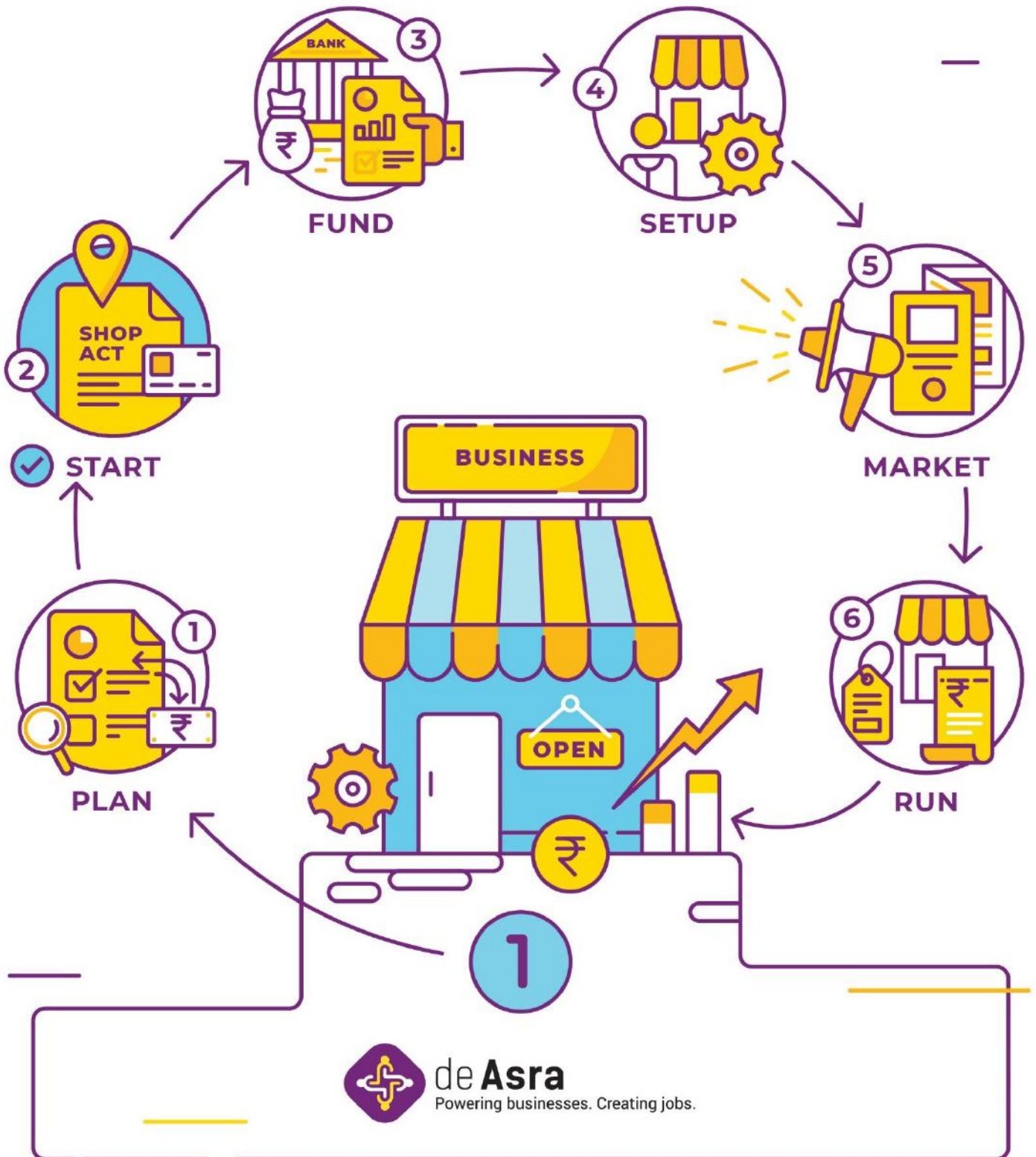


SHOP ACT REGISTRATION DOCUMENT CHECKLIST



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SHOP ACT INTIMATION

The Maharashtra Shops and Establishment (Registration of Employment and Conditions of Service) Act, 2017 regulates the conditions of employment and other conditions of service of workers employed in shops, residential hotels, restaurants, eating houses, theatres, other places of public amusement or entertainment etc.

This act extends to whole of Maharashtra and is applicable only in Maharashtra as it is a State specific Act.

A) Applicability of Shop Act

- 1) Based on the place of business the applicability of Shop Act will be as follows:
 - i. If business premises are located within Municipal limits then Shop Act is applicable.
 - ii. If business premises are located in Gram Panchayat then Shop Act is not applicable instead the candidate needs to get a NOC from the local Gram Panchayat.
- 2) If an establishment has employed 0-9 employees then they will have to apply for **Shop Act Intimation**
- 3) If an establishment has employed more than 9 employees then they will have to apply for **Shop Act Registration**.
- 4) If an establishment has already employed 0-9 employees and later if the employees exceeds more than 9 then they will have to apply for Shop Registration.

B) How to apply for Shop Act Intimation:

(This is the process for applying online, if you need deAsra's assistance, please give a call on the number given in the header)

- 1) The process for applying for Shop Act Intimation is online.
- 2) To apply for Shop Act Intimation the applicant will have to first register with MAITRI (Maharashtra Industry, Trade And Investment Facilitation Cell) website (www.maitri.mahaonline.gov.in)
- 3) The step wise process for Shop Act Intimation is as follows:



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Step 1: Registering with MAITRI website: -

- 1) Open MAITRI website (www.maitri.mahaonline.gov.in)
- 2) Click on the new registration button.
- 3) Registration page will be displayed, and you will have to fill in the following details (The items marked with "*" are mandatory, rest are optional)
 1. *Name of the entity
 2. *Type of constitution (Proprietary, Partnership, Private Limited Company, Co-operative, HUF, Public Limited Company, LLP, etc)
 3. *Applicants' full name
 4. *Applicants' designation in firm (Proprietor, Chairman, MD, Director, etc)
 5. *Applicants Aadhar (UID)
 6. Applicants' PAN
 7. Entity PAN
 8. Entity TIN
 9. *Applicants correspondence address
 10. *Mobile number
- 4) On entering the mobile number an OTP will be sent, you will have to enter the OTP in the field provided for the same
- 5) Create a user name – the user name will be the email id of the applicant
- 6) Password – the password should contain one number from 0-9, one lowercase character, one uppercase character i.e. capital letter, one special symbol i.e. #, \$, @ and should contain minimum 7 to maximum 20 characters. E.g. – Maitri@123
- 7) Enter the displayed text and click register

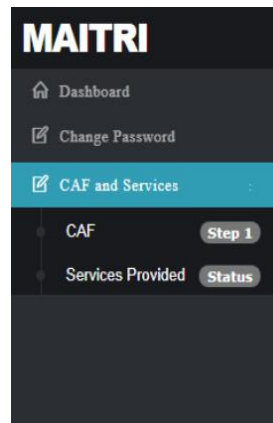
Step 2 – Login to MAITRI: -

- 1) After registering, the applicant will have to login to MAITRI website.
- 2) After login to be the website click the "CAF" option displayed on the left side (as per below image)



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CAF

- 3) After clicking on “CAF”, the applicant will have to enter the Aadhar no, on doing so the fields under applicant details are auto populated from the Registration Page
- 4) If the address of main office of the business and place of business unit is same, you will have to tick the box.
- 5) Then enter the nature of activity, the options available are Manufacturing, Service, Business.
- 6) Describe the details of the activity of the business.

Step 3 – Select Shop Act service: -

Under the option “Services Provided” a list of services is displayed, applicant will have to click “Labour Department” option and select “Registration under Shops and Establishments Act, 1948” option to apply for Shop Act.

Step 4 – uploading documents: -

1) The applicant will have to upload following documents (The items marked with “*” are mandatory, rest are optional):

1. *Applicants ID proof (Any one of – PAN, Aadhar card, Voters ID, Passport, Driving license etc)
2. Registration documents of Company/ Firm/ Society (Mandatory except for Proprietary entities)
3. Land document in name of the unit (Possession Receipt/ Transfer Order)
4. TIN Certificate
5. Udyog Aadhar
6. The size of the documents should be between 50 KB to 500 KB



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7. The file names of the documents to be uploaded should not contain special characters i.e. _, \$, # etc.
8. Documents should be in either JPEG or PDF format

Step 5 - Payment for registering with MAITRI website: -

- 1) Payment can be made via – Wallet, Net banking, Credit/Debit card, IMPS and UPI modes
- 2) The fees payable are Rs. 23.60/- (including Rs. 3.60/- GST)

Step 6 - Applying for Shop Act Intimation:

- 1) On clicking the “Service provided” option a list of services is displayed, click on “Labour Department”
- 2) Select “Registration under Shops and Establishment Act”, the applicant will be redirected to Labour Department website
- 3) On redirecting to the website an option for “Shop and Establishment Intimation (For 0 to 9 employees) is displayed
- 4) On clicking the option “Form ‘F’ – Application for Intimation” is displayed.
- 5) Fill and save the form.

Step 7 - Uploading documents for shop Act:

- 1) On filling the form, the applicant will have to go back to home page and upload the documents. The applicant will have to upload the following documents:
 1. Scan copy of Photo of the applicant (Size should be between 5 KB and 20 KB)
 2. Scan copy of Signature of the applicant (Size should be between 5 KB and 20 KB)
 3. Applicants ID proof (Aadhar card) (Size should be between 75 KB and 100 KB)
 4. Establishment Photo (Photo of the sign board of the business) (Size should be between 75 KB and 100 KB)
 5. Self-declaration in prescribed format (If doc is PDF then size should be less than 500 KB)



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Step 8 – Payment of fees

On uploading the documents, the applicant will have to pay the fees. The fee amount is Rs. 23.60/- (including Rs. 3.60/- GST)

Step 9 – Download Intimation Receipt

On completing the payment process applicant can download the Shop Act Intimation, payment receipt and filed form.

List of documents for Shop Act Intimation:

1. Scan copy of Photo of the applicant (Size should be between 5 KB and 20 KB)
2. Scan copy of Signature of the applicant (Size should be between 5 KB and 20 KB)
3. Applicants ID proof (Aadhar card) (Size should be between 75 KB and 100 KB)
4. Establishment Photo (Photo of the sign board of the business) (Size should be between 75 KB and 100 KB)
5. Business specific licenses: Such as FSSAI, RTO Transport permit, The Food and Drugs Administration License, etc
6. Based on the constitution of the business following additional documents are required:
 - a. Partnership firm - Partnership deed,
 - b. Limited Liability Partnership (LLP) - LLP Agreement
 - c. Private Limited Company and OPC - Certificate of Incorporation
 - d. Trust – Trust deed
 - e. Co-operative Society – Copy of Bye-laws.

Turn Around Time (TAT):

It takes approx 45 – 50 minutes approx. for filing the Shop Act Intimation form. This TAT will vary considering the technical glitches.

Deliverables:

Shop Act Intimation Certificate



Good Luck For Your Business.



deAsra Foundation

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