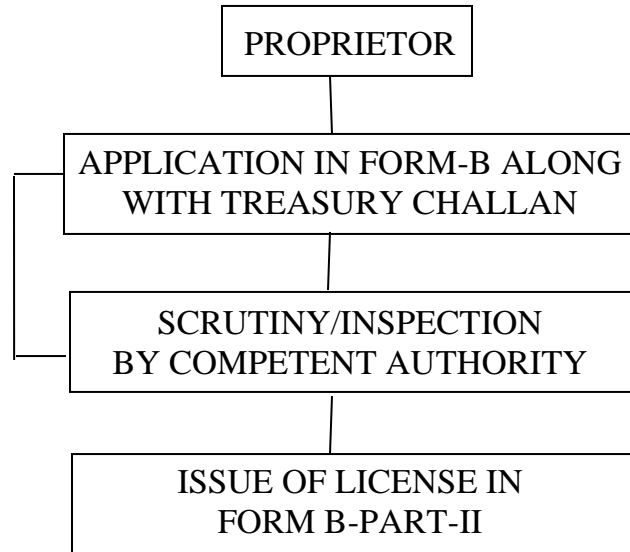


REGISTRATION AND RENEWAL UNDER THE SHOPS AND ESTABLISHMENT ACT, 1986 AND CORRESPONDING NAGALAND SHOPS & ESTABLISHMENTS RULES 2015

PROCEDURE OF MAKING APPLICATION FOR REGISTRATION OF SHOPS & ESTABLISHMENT:



1. In the case of a Shop or an establishment, not being a shop or an establishment in existence on the date on which the Act applies, the shop-keeper or the employer, as the case may be, shall apply under sub-section (1) of Section 36 for registration within thirty days from the date on which the shop or the establishment, as the case may be commence its business.
2. An application for registration or for renewal of registration certificate shall be made to the Chief Inspector or to such Officer authorized in these behalf in **Form “B”** Rule 4 sub rule (2) within such date and containing such particulars as may be prescribed.
3. Every application shall be accompanied by requisite fees specified in Schedule I Part 1 (A), (B) & (C), along with original Treasury Challan depositing the fees to the Government Treasury under the **“Head of Account “0230”-L&E.**
4. On receipt of an application accompanied by the requisite fee under sub-rule (3), the registering authority shall, on being satisfied about the correctness of the particulars furnished in the application, register the shop or the establishment, as the case may be in the appropriate part of the register of the shop and establishments referred to in Rule 3 and issue a Certificate of Registration in **Form B-Part II.**

PROCEDURE OF MAKING APPLICATION FOR RENEWAL OF REGISTRATION CERTIFICATE:

1. An application for renewal of certificate shall be accompanied by the existing registration certificate under sub-section (2) of Section 36 shall be in **Form 'B'** and shall be accompanied by the existing registration certificate together with such requisite fees as are prescribed in **Schedule I**. Part 1(A), (B) & (C).
2. On receipt of an application for renewal of a registration certificate and the necessary documents and fee under sub-rule (1) the registering authority shall, on being satisfied about the correctness of the information furnished, make necessary entries in the appropriate part of the Register of Shop and Establishments and the registration certificate and return the registration certificate to the applicant.

Provided that if the registering authority so thinks fit he may issue a new registration certificate, instead of renewing the existing certificate by making alteration therein.

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION AND RENEWAL UNDER THE SHOPS AND ESTABLISHMENT ACT, 1986:

1. Application for Registration & Renewal of Shops & Establishment in **Form –B**
2. Certificate of Registration in **Form –B Part II** (for renewal)
3. Treasury Challan in original for deposit of **Registration fee.**
4. Treasury Challan in original for deposit of **Renewal fee.**
5. All fees to be paid by the shopkeeper or the employer, as the case may be, payable under the rules shall be credited to the Government Treasury under the **‘Head of Account’ “0230 – L&E”** Fees for registration of Shops and Establishments and the original copy of the challan depositing the requisite amount of fees shall be forwarded by the employer to the registering authority accompanied by the prescribed application form duly filled in and signed.

NOTE: Fees payable for Registration/Renewal of Shops & Establishment, Commercial Establishment, Public Entertainment or Amusement, Change in Establishments, Loss of Registration Certificate under Rules 4, 5, 6 & 8 as appended in Schedules I & II.

FORM-B
[See sub-rule (2) and (3) of Rule (4)]
Part I

APPLICATION FOR REGISTRATION & RENEWAL OF SHOPS AND ESTABLISHMENT

To,

The Registering Authority
Shops and Establishments

Sir,

I beg to apply for registration/renewal of my shop/establishment under the Nagaland Shop and Establishment Act, 1986. Particulars about the shop/establishment are furnished in the statement below:-

STATEMENT

1. Name of shop/establishment
2. Postal address and exact location of shop/establishment
3. No. and date of previous certificate of registration. (certificate to be produce with application for Renewal)
4. Exact location of office, store room, godown, warehouse, or work place, if any attached to shop but situated in premises different from those of shop/establishment
5. Name of shop-keeper/employer
6. Residential address of shop-keeper/employer
7. Name of manager, if any, and his residential address
8. Name of partners and their residential address (if partnership concern)
9. Name and residential address of Directors (if a limited company).....
10. Category of establishment, i.e. whether a shop, commercial establishment, residential hotel, restaurant, eating house, theatre, cinema or other places of public amusement or entertainment
11. Nature of business
12. Date of commencement of business

13. Names of members of owner's family employed in the shop/establishment who lives with the owner and are dependent on him/her

Relationship :-
Males/Females :-
Adults/Child :-
Total :-

14. Total numbers of permanent employees:-

Males :-
Females :-
Adults/child :-
Total :-

15. Names of other persons employed

(i) In a managerial or confidential capacity

(ii) As a traveler, canvassers, messengers, watchmen or caretaker and

(iii) Exclusively in connection with customs, examinations, collection, dispatch, delivery or conveyance of good from or to booking office for transport by rail, road or air, dock wharves or airport (indicate sex and age in case of young persons)

16. Total numbers of employees

Adults :-
Males :-
Females :-
Child :-
Total :-

17. Declaration of weekly closing days (in case of a shop or commercial establishment)

.....

I hereby declare that the above information is true to the best of my knowledge and behalf.

Yours faithfully,

Signature of shop-keeper/employer

Note: Item 3 should be filled in only when the office storeroom etc. is not separately registered under the Act. In respect of such store room etc. not separately registered particulars required under item No. 12, 13, 14 should be given separately for each office, store rooms etc. Total

FORM-B
Part II

Registration No.LBR/CISE.....

Date

CERTIFICATE OF REGISTRATION

Registration is hereby granted to

For the premises/establishment known as

Situated at..... to be used as shops/establishments under section 36 (1) of the Nagaland Shops & Establishment Act, 1986.

**Chief Inspector Shops & Establishment
Nagaland, Kohima.**

Details of Registration/Renewals.

	Valid for Calendar year	Maximum No. of workers	Fees paid	Additional fee paid for late payment	T.V. No./Receipt No. with date	Signature of Issuing Authority
1	2	3	4	5	6	7
Registered Under Section 36(1)						
Renewed Under Section 36(1)						

PROCEDURE FOR MAKING APPLICATION FOR NOTICE OF CHANGE IN ESTABLISHMENTS:

NOTICE OF CHANGE IN ESTABLISHMENTS:

- (1) It shall be the duty of every employer in an establishment to notify to the Chief Inspector or the Officer authorized by him in this behalf, in **Form 'C'** together with the original treasury challan depositing the requisite fees as prescribed in **SCHEDULE II** appended to these rules, for any change in respect of any particulars contained in the statement submitted under sub-rule (2) of Rule 4 within ten days after the change has taken place.
- (2) The Chief Inspector or the Officer authorized by him in this behalf on receiving the prescribed notice of change together with the original copy of the treasury challan depositing the required fees shall, on being satisfied about the correctness of the change of particulars, make the required change in the Register of Shops and Establishments, in accordance with such notice and shall amend the current Certificate of Registration, if necessary.

PROCEDURE FOR MAKING APPLICATION FOR NOTICE OF WINDING UP:

NOTICE OF WINDING UP

Notice of winding up of business of a shop or an establishment shall be in **Form 'D'** and shall be accompanied by the registration certificate. The registering authority, on receiving the information of the closure of the establishment and on being satisfied about its correctness, remove the name of the establishment and on being satisfied about its correctness, remove the name of such establishment from the Register of Shops and Establishments and cancel the Certificate of Registration:

Provided that if the registering authority does not receive any written information about the winding-up of the business of an establishment, but he is otherwise satisfied that the establishment has been wound-up, he may remove the name of such establishment from the Register of Shops and Establishments and cancel the Certificate of Registration.

Explanation: Every case where a shop or an establishment is closed for a continuous period of six months or more shall be treated for the purpose of this rule as a case of winding up.

PROCEDURE FOR MAKING APPLICATION FOR LOSS OF CERTIFICATE:

LOSS OF CERTIFICATE

If any Certificate of Registration issued under sub-rule (4) of Rule 4 is lost, destroyed or defaced, the concerned shopkeeper or the employer, as the case may be, shall forthwith report the matter to the registering authority who issued the certificate and make an application in **Form 'E'** accompanied with the requisite fees as specified in Schedule I for the issue of duplicate certificate, and the registering authority shall thereon issue a duplicate Certificate of Registration duly stamped "Duplicate" in red ink.

PROCEDURE FOR MAKING APPLICATION FOR TRANSFER OF REGISTRATION CERTIFICATE:

TRANSFER OF REGISTRATION CERTIFICATE

- (1) A Certificate of Registration or a renewed Certificate of Registration issued under this rules shall not be transferable.
- (2) In case the ownership of any shop or establishment is transferred, the shopkeeper or the employer, as the case may be shall, within 15 days of such transfer, notify the fact of transfer and surrender the Certificate of Registration or the renewed Certificate of Registration, as the case maybe, to the registering authority and shall submit to the registering authority a statement signed by himself specifying the name and address of the transferee.
- (3) The registering authority, on being satisfied about the correctness of the information relating to transfer, shall cancel the certificate of registration and amend the register of shop and establishment accordingly.
- (4) The transferee shall apply for new registration certificate as provided in Rule 4 within thirty days from the date of transfer.

PROCEDURE FOR MAKING APPLICATION FOR NOTICE OF WEEKLY CLOSURE OF SHOPS:

NOTICE OF WEEKLY CLOSURE OF SHOPS:

1. Every employer of a shop shall display closure notice in **Form 'F'** specifying the day of the week on which the shop shall remain entirely closed.
2. Every employer of a shop before displaying the weekly closure notice in **Form 'F'**, shall submit the said notice with the required entries in duplicate to the Inspector of shops and establishments within whose jurisdiction the shop is situated and the Inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign them and shall, after retaining one copy thereof for his office record, return the other copy to the employer for display in the shop as required under the Act.

PROCEDURE FOR MAKING APPLICATION FOR NOTICE OF WEEKLY HOLIDAYS:

NOTICE OF WEEKLY HOLIDAYS:

1. An employer in a commercial establishment or an establishment for public entertainment or amusement, as the case may be, shall display in the establishment a notice in **Form 'G'**, specifying the days of the week on which the person employed in such establishment shall be allowed full holiday and half holiday.
2. Every employer in a commercial establishment or an establishment for public entertainment or amusement, before displaying the Notice in **Form 'G'**, shall submit the said notice with the required entries in duplicate to the Inspector within whose jurisdiction the establishment is situated and the Inspector shall, on receipt of the Forms duly filled in and on being satisfied about the correctness of the entries made therein, countersign the Forms and shall, after retaining one copy thereof for his office record, return the other copy to the employer for display in the establishment.
3. The one and a half day of Weekly Holidays so determined by the employer of an establishment shall be continuous and shall not be altered more than once in any year.

DISPLAY OF NOTICE AND CERTIFICATE

Every employer/shopkeeper shall keep the Certificate of Registration or Renewed Certificate displayed at some conspicuous place of the establishment Sec 36 (5)

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION AND RENEWAL UNDER THE SHOPS AND ESTABLISHMENT ACT, 1986:

1. Notice of Change in Establishments in **Form-C**, along with Treasury Challan in original for deposit of fee.
2. Notice of Winding up of Business in **Form – D**, along with Registration certificate.
3. Notice of Loss of Registration Certificate in **Form – E**, along with Treasury Challan in original for deposit of fee.
4. Notice of Weekly Closure of Shops in **Form ‘F’**.
5. Notice of weekly Holidays in **Form ‘G’**.
6. All fees to be paid by the shopkeeper or the employer, as the case may be, payable under the rules shall be credited to the Government Treasury under the **‘Head of Account’ “0230 – L&E”** Fees for registration of Shops and Establishments and the original copy of the challan depositing the requisite amount of fees shall be forwarded by the employer to the registering authority accompanied by the prescribed application form duly filled in and signed.

NOTE: Fees payable for Registration/Renewal of Shops & Establishment, Commercial Establishment, Public Entertainment or Amusement, Change in Establishments, Loss of Registration Certificate under Rules 4, 5, 6 & 8 as appended in Schedules I & II.

FORM-C
(See Rule 6)

NOTICE OF CHANGE IN ESTABLISHMENTS

1. Name of Establishment :
2. Address and Location :
3. Name of Employer with :
residential address
4. Registration Certificate No :

Date:

To,

The Registering Authority of Shops and Establishments,

.....
.....

Sir,

Notice is hereby given that the following change has taken place with effect from in respect of the particulars of information relating to my establishment forwarded in the statement under Rule 4 in Form 'B'.

The Certificate of Registration is enclosed herewith for amendment.

A copy of the challan depositing the fee of Rs. (Rupees
.....) only on
at the Treasury at (mention place) as specified in Schedule II
appended to this rules is also enclosed herewith.

Yours faithfully,

Signature of the Employer

Date

FORM-D
(See rule 7)

NOTICE OF WINDING UP OF BUSINESS

To,

The Registering Authority, Shop and Establishments
(here specify the exact address)

.....
.....

Sir,

Please take notice that I am winding up my business. Registration certificate No.
..... is surrendered herewith. The reason for closure
and other details are given below:

1. Name of the shop/establishment
-
2. Name of shop-keeper/employer
3. Address
-
4. Number of employers affected
5. Reasons for winding up.

Yours faithfully,

Signature of shop-keeper/employer

Date:

FORM – E
(See rule 8)

NOTICE OF LOSS OF REGISTRATION CERTIFICATE

Name of shop/establishment

Address

.....

Registration No

To,

The Registration Authority under the Nagaland
Shops and Establishment Act,1986.

Sir,

This is to inform you that the registration certificate of this shop/establishment has
been lost/destroyed/defaced due to (here specify the reason or circumstances)

.....

Please issue a duplicate certificate.

Treasury Challan worth Rs..... is enclosed with this application as the
required fee.

Yours fathfully,

Signature of Shop-keeper/employer

Date:

FORM – F
(See rule 12)

NOTICE OF WEEKLY CLOSURE
(To be displayed in a conspicuous place)

Name of shop/establishment
Name of employer
Address in full
.....
Registration No

Until further notice this shop/establishment shall remain entirely closed for one day in each week as specified below following the date of this notice;

EVERY OF THE WEEK

Counter Signature of the
Inspector of Shops and
Establishment

Signature of the Employer/the Manager/
Agent or any other authorized person
acting in the general management

Designation
Date

Designation
Date

Office Seal of the Inspector with Date

Copy forwarded for information to:

1. The Chief Inspector, Shops and Establishments, Nagaland.
2. The Inspector (Specify area)

(See rule 13)

NOTICE OF WEEKLY HOLIDAYS

Name of Commercial Establishment/
Establishment for Public Entertainment/
Establishment for Amusement
Address:
.....
Registration No:

Until further notice employees in this Commercial Establishment/Establishment for Public Entertainment/Establishment for Amusement (Strike out the words which are not applicable) shall be allowed holidays continuously for one and a half day in each week as specified below following the date of this notice:

Name of employees	Days on which Half Holiday is allowed	Days on which Full Holiday is allowed
(1)	(2)	(3)

Counter Signature of the
Inspector of Shops and
Establishment

Signature of the Employer/
the Manager/Agent or any other
Authorized person acting in the
General management

Designation:

Date:

Date:

Office Seal of the Inspector with date:

Copy forwarded for information to:

1. The Chief Inspector of Shops and Establishment, Nagaland.
2. The Inspector (Specify area)