



सत्यमेव जयते

Government of Gujarat



Registration under The Shops and Establishment Act

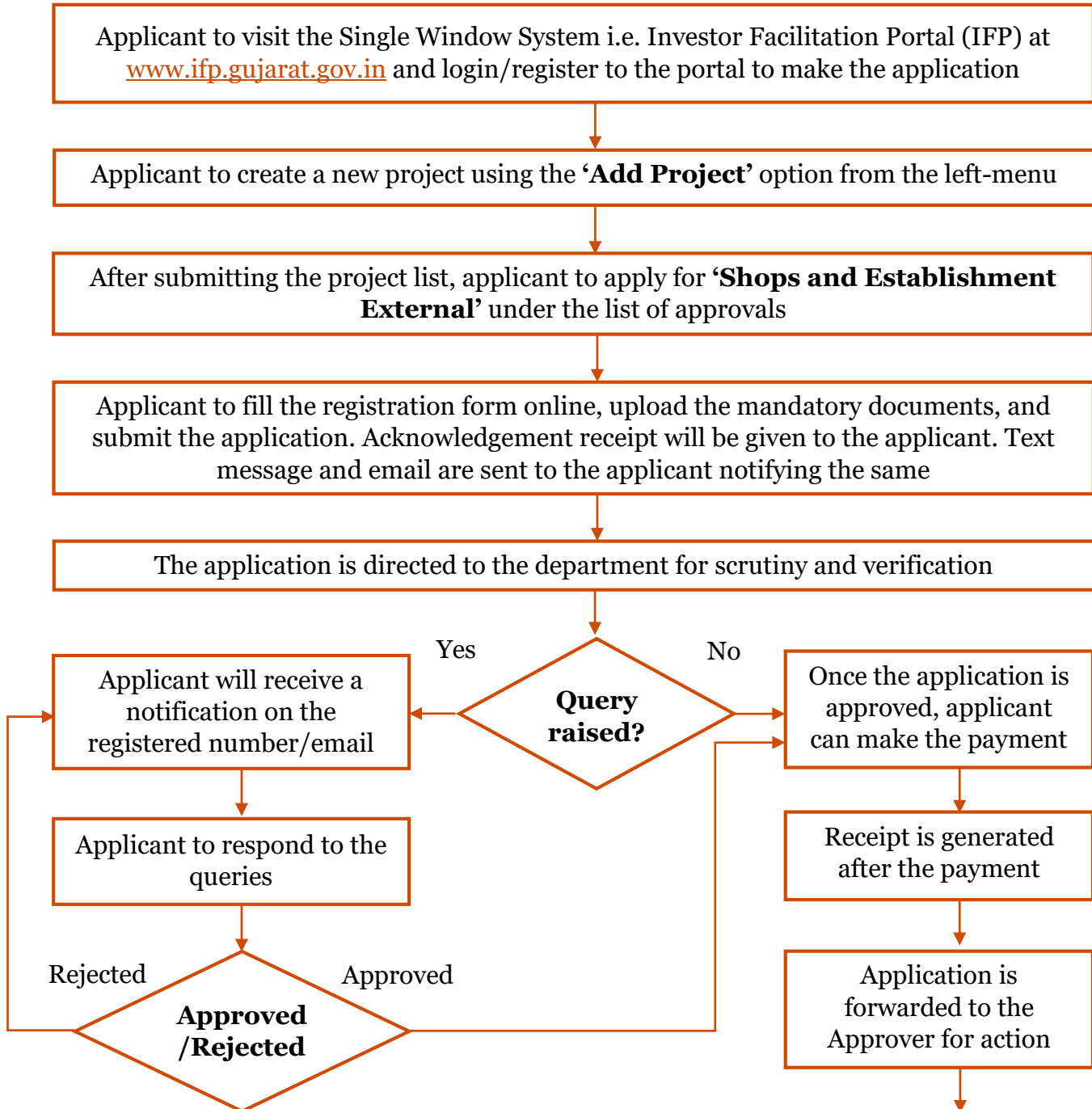
Process Flow, Fee Details and Timelines

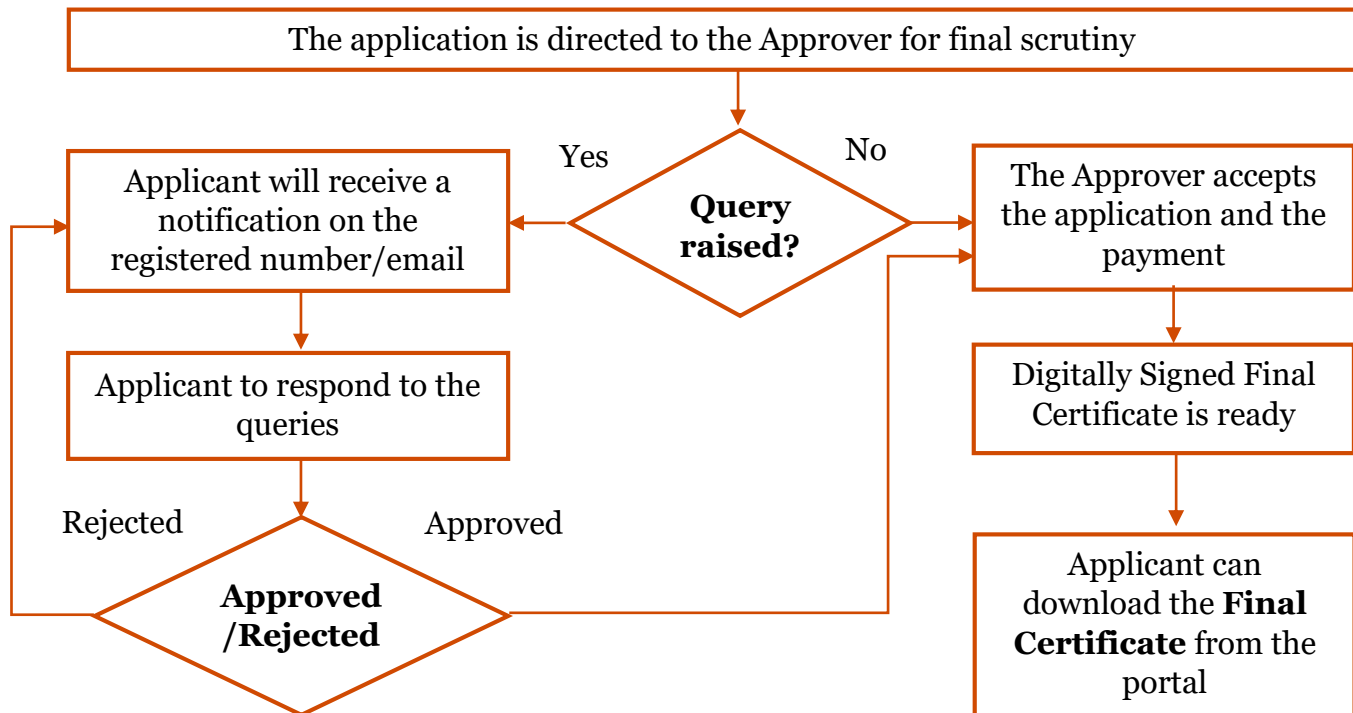
Government of Gujarat

Application Name:

Registration under The Shops and Establishment Act

Process Flow:





E Payment Note:

1. Allow pop-ups from the browser for the payment process.
2. If the money is deducted from your account and on-screen payment status is shown as pending, then visit the payment history section and click on "Check Status" after 30 minutes. Please do not initiate second payment transaction without checking the status of the first transaction.

To allow pop-ups:

1. To allow pop-up in Google Chrome, click the ellipsis icon (...) in the upper right corner of your web browser, and then click on Settings. In the Advanced settings section, click on view advanced settings. In the Block pop-ups section, change the switch to Off. Pop-ups will now be allowed.
2. To allow pop-up in Internet Explorer, select the Tools button, and then select Internet option. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then click on OK.

Checklist:

- Proof of the Identity
- Rent agreement
- Establishment Address proof
- List of Directors on company
- Partnership Agreement
- Employer Residential Address
- Sale Bill
- Purchase Bill
- Trustee List
- Trust Registration

Fee Details:

Category	Number of employees	Fee Amount
Commercial establishment	Less than 10 employees	INR 40
	More than or equal to 10 employees	INR 60
Shop	Less than 10 employees	INR 40
	More than or equal to 10 employees	INR 60
Hotel	-	INR 60
Hotel with restaurant	-	INR 60
Theatre/Entertainment	-	INR 60
Self-employed	-	INR 20

Timeline:

The timeline required for complete process of issuance of license is one (1) working day (excluding the time taken by the applicant for providing necessary inputs, whenever asked for) as notified under the RCPS Act

Thank You
