

Basic Information on the procedure for online registration, renewal of registration and incorporation of changes in the registration certificate under the West Bengal Shops & Establishments Act, 1963 and check list

There are two separate applications running in the State of West Bengal for online registration renewal etc, under the W.B. Shops & Establishments Act, 1963 and Rules framed thereunder.

For shops and establishments situated at Kolkata the user shop keeper or employer is required to apply through 'wbshopsonline.in' portal and for shops and establishments situated in the State of West Bengal other than Kolkata, the user shop keeper or employer will apply through 'edistrict.wb.gov.in/PACE/'.

Now the general procedure for application for registration of shops and establishments located at Kolkata region under the 'wbshopsonline.in' portal is as follows:

Process for REGISTRATION

1. The user will search for the url 'wbshopsonline.in' in the web browser;
2. Click to Online Apply for applying online to get Registration Certificate in the home page of the portal;
3. If the applicant employer or shopkeeper is a New User, click on REGISTER and register himself after submitting some credentials;
4. After successful registration user will receive a verification mail in his mail box;
5. User has to click on the link sent to his mail for verification. Till the verification of e mail is completed user registration will not be successful;
6. User has to verify this within 2 hours of registration otherwise user registration will be cancelled and the user have to register afresh;
7. After successful verification user will receive an SMS as well as e-mail containing the 'Username' and 'Password' for Log In;
8. Now the user is to log in using the user id and password received;
9. Now to apply online user is to click on 'Form' menu to view list of forms. There are 3 types of forms
 - Form-B (New Registration)
 - Form-D (Renewal)
 - Form-C (Notice of Change)
 - Form E (for winding up of business)
10. It is advisable for the user to see the guidelines and the user manuals available in the website before starting the process of applying online.
11. Now to click on 'Apply Online' to get the digital application form. The user has to fill up the form step by step.

12. The user is also to upload supporting documents after filling up the form.
13. The user can edit the particulars submitted by him at any stage before final submission of the application.
14. After filling up User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form.
15. By clicking Apply Now the applicant finally submit the application form. The documents required will also be uploaded.
16. User can see application status log (For applied applications only).
17. The Inspector or the Assistant Labour Commissioner can suggest for some correction or seek clarification by sending back to the applicant or can take necessary action for approval as the case may be.
18. User can view the remarks of the Inspector or the Assistant Labour Commissioner and take necessary steps regarding any correction or remarks sent from the Inspector or ALC.
19. After rectification as suggested the user can re-submit the updated application form.
20. Regarding corrections relating to attached documents user can see the status of required attachments, if any, and he can upload the required document accordingly.
21. After approval from the ALC, the user can pay the fees online through GRIPS portal.

22. After payment the user will upload the documents in support of payment of fees. However in case of submission of application form without Digital Signature or in case of offline payment the user has to submit the original signed copies of the same before the Registering Authority.
23. After successful payment the Registration certificate will be issued and made available in the user's dash board. The final registration certificate can be viewed and downloaded by the user. The detail procedure is available in the user manual available in the website itself.

Process for renewal.

For a new user, he /she has to follow first 9 steps as mentioned for process of registration.

Then select for renewal option.

Enter the registration certificate number and press on GO button

The whole application as it stood previously will be populated if the data of the shop or establishment is already available in the data base. If no such data is available in the data base i.e. for history data, blank application form will appear and it should be filled up in the same

way as New Registration for validation and further processing when ever asked by the system to do so.

1. User has to check the details in application form and submit the form. After filling up, User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form for renewal.
2. After filling up User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form.
3. By clicking Apply Now the applicant finally submit the application form. The documents required will also be uploaded.
4. User can see application status log (For applied applications only).
5. The Inspector or the Assistant Labour Commissioner can suggest for some correction or seek clarification by sending back to the applicant or can take necessary action for approval as the case may be.
6. User can view the remarks of the Inspector or the Assistant Labour Commissioner and take necessary steps regarding any correction or remarks sent from the Inspector or ALC.
7. After rectification as suggested the user can re-submit the updated application form.
8. Regarding corrections relating to attached documents user can see the status of required attachments, if any, and he can upload the required document accordingly.
9. After approval from the ALC, the user will pay the fees online through GRIPS portal.
10. After payment the user will upload the documents in support of payment of fees. However in case of submission of application form without Digital Signature or in case of offline payment the user has to submit the original signed copies of the same before the Registering Authority.
11. The final registration certificate can be viewed and downloaded by the user. The detail procedure is available in the user manual available in the website itself.

However a detailed user manual is available in the portal “wbshopsonline.in”

The general procedure for application for registration of shops and establishments located in West Bengal other than Kolkata region under the 'edistrict.wb.gov.in' portal is as follows:

- 1). The applicant can apply through any of the options, i.e. Common Service Centres / Kiosk / on his own through internet.
- 2) The user will search for the url 'edistrict.wb.gov.in' in the web browser;
- 3) If the user is a citizen, he will click 'citizen registration' to register into the system
- 4) After successful registration into the system the user will Log in to the system using his user credentials.

5) For convenience it is advised that the user should, at first, download the user manual available under download > Manual for registration of shops and establishments where every detail is mentioned in a very illustrative way.

6) Click on the service name Registration of shops and establishments under 'Services of Labour Department' module.

7) The applicant will have to click on Apply button in order to apply for 'Registration of Shops and Establishments' in Instruction and Requirements for Registration of Shops and Establishments page

8) Applicant should fill up the application form available for new registration and for correct entry he should continue by clicking 'save and next' button for proceeding to next page.

9) After the applicant fills up the application form and clicks Save & Next button, application details become visible. The applicant can either proceed further by attaching supporting documents, or can edit or cancel it, or might take a print out of this page.

10) After satisfactory filling up of application form the applicant should attach and upload scanned copies of required documents as per check list. The applicant can view the application details and supporting document list before the submission of the application form for Registration of Shops and Establishments.

11) Finally the applicant is required to submit the application form and will get a system generated acknowledgement of receipt of application bearing AIN

12) The Inspector will verify the application and supporting documents. If the application and documents are found correct, the Inspector will forward it to the ALC for further verification. If the application is not correct, the Inspector will send back the application to the applicant for correction or can reject it with reason.

13) After the Inspector forwards the application, the ALC will have to conduct further verification. The ALC will verify the application and supporting documents forwarded from the Inspector. If the application is not correct, the ALC can either reject it or send back to the applicant for correction. If the application is correct the ALC will notify the applicant for proper payment.

14) When an application is accepted for payment, the applicant is automatically notified. In this case the applicant (citizen/ CSC/ kiosk operator) is required to login to the system. For payment procedure, the applicant will have to click on 'Payment Pending Application'. List of Payment-Pending Application' page will open. The user is required to click the 'Registration of Shops and Establishments' service from the drop down list of 'Please Select Service Name' list-field. After the user has selected 'Registration of Shops and

Establishments' service, he/ she will have to click on 'Search' button to view the list of payment pending application for that service.

15) The user will have to select the proper application having same AIN from the list of payment pending applications for 'Registration of Shops and Establishments' and click on the button under 'Action' column for payment. Applicant can opt for online payment and proceed.

16) After successful payment the inspector will digitally sign the registration certificate.

17) In order to get the certificate of Registration of Shops and Establishments, the applicant (Citizen/ CSC/ Kiosk Operator) will have to login to the system again and to click

on 'Approved Application'. The 'List of Approved Applications' page will open, where the applicant will have to select the service name from 'Please Select Service Name' list field. After the applicant selects 'Renewal of Registration of Shops and Establishments' as service name and clicks on 'Search' button, the list of approved applications for the service will be displayed. The user will have to click on the 'Certificate' icon for a particular application to get the digitally signed registration certificate.

The general procedure for application for renewal of registration certificate of shops and establishments located in West Bengal other than Kolkata region under the 'edistrict.wb.gov.in' portal is as follows:

- 1). The citizen/CSC/kiosk operator will log in to the system to apply for Renewal of Registration of Shops and Establishments.
- 2). For convenience it is advised that the user should, at first, down load the user manual available under download > Manual for renewal of registration of shops and establishments where every details are mentioned in a very illustrative way.
- 3). User is to choose the 'Renewal of Registration of Shops and Establishments' Service by clicking on the service name which is available under the column 'Department'.
- 4). The user at first is to insert the Registration No and Name of the Shop / Establishment in the application form for searching in the data base. The 'Renewal effective from' and 'Renewal valid upto', these two fields are also part of the basic information required. After correct entry and submission the applicant can view the application details and is also required to upload the required documents. After successful submission the system will generate a receipt having AIN (Application Identification Number).

5). The Inspector will verify the application and supporting documents. If the application and documents are correct, the Inspector will approve it and a notice will be generated for payment. If the application is not correct, the Inspector will reject it with reason.

6). When an application is accepted for payment, the applicant is automatically notified. In this case the applicant (citizen/ CSC/ kiosk operator) will have to login to the system. In order complete the payment procedure, the applicant will have to click on 'Payment Pending Application'. 'List of Payment-Pending Application' page will open. The user will have to click the 'Renewal of Registration of Shops and Establishments' service from the drop down list of 'Please Select Service Name' list-field. After the user has selected service, he/ she will have to click on 'Search' button to view the list of payment pending application for that service. The user will have to select the proper application with same AIN from the list of payment pending applications for 'Renewal of Registration of Shops and Establishments' and click on the button under 'Action' column to proceed for payment. The applicant can pay the requisite fees online through payment gateway.

7). After the applicant makes the correct payment, final approval is done by the Inspector. If the payment amount is not correct the Inspector will send back the application to the applicant for repayment of correct amount. If the payment is made correctly, the Inspector will approve the application for renewal of registration with digital signature.

8). In order to get the certificate for Renewal of Registration of Shops and Establishments, the applicant (Citizen/ CSC/ Kiosk Operator) will have to login to the system again and to click on 'Approved Application'. The 'List of Approved Applications' page will open, where the applicant will have to select the service name from 'Please Select Service Name' list field. After the applicant selects 'Renewal of Registration of Shops and Establishments' as service name and clicks on 'Search' button, the list of approved applications for the service will be displayed. The user will have to click on the 'Certificate' icon for a particular application to get the digitally signed renewed certificate of Registration.

List of documents required for new registration

- 1) Application in Part I of Form B duly signed.
- 2) Copy of T.R-7 through which requisite fees, as specified in schedule I of the Rules is to be paid during the process of registration under appropriate Head of Account. Or the receipt received from GRIPS having BRN.

- Others related documents as may be asked to furnish along with the application if required:

1. Copies of appointment letters in Form X, duly received and signed by the employees concerned (to ascertain that all the employees have been given the appointment letters).
2. Copy of Latest Trade License (to ascertain the exact location, postal address, nature of business, category of the shop/establishment and name of the Proprietor, in case of Proprietorship Concern).The copy of first Trade License application of Trade License (to ascertain the date of commencement of business) if available.
3. Copy of Voter Identity Card/ Bank Pass Book/ Adhar Card as proof of residential address of shop-keeper/employer, in case of Proprietorship Concern.
4. Copy of Registered/Notarial Partnership Deed, in case of Partnership Concern.
5. Copy of Certificate of Incorporation, Memorandum and Article of Association from Registrar of Companies, Ministry of Corporate Affairs, in case of Limited / Private Limited Company.
6. Form 32/ Dir. 12from Registrar of Companies (R.O.C.), Ministryof Corporate Affairs for appointment of and changes among Directors,in case of Ltd./Pvt.Ltd. company or other document substantiating the correctness.
7. Form 18 from Registrar of Companies, Ministry of Corporate Affairs as proof of address of registered office, in case of Limited /Private Limited Company.
8. A List containing name and residential address of Directors, in case of Limited /Private Limited company, in company letter head.
9. Certificate of Incorporation and Deed of Partnership, in case of Limited Liability Partners Firm.
10. Copy of Tenancy Agreement wherever applicable.
11. Document in support of allowed nature of business like in case of Non-Banking Financial Institution- RBI Authorisation, in case of Insurance agency- IRDA Authorisation etc.

12. Any Other documents to substantiate the correctness of the particulars

List of documents required for renewal of registration

1. Application in Form D along with the Current Registration Certificate.
2. Copy of T.R-7 through which requisite fees, as specified in schedule I of the Rules is to be paid during the process of registration under appropriate Head of Account. Or the receipt received from GRIPS having BRN.
 - o Others related documents as may be asked to furnish along with the application:

1. A declaration containing name and date of appointment of all the employees employed as on date of application of renewal (to ascertain changes, if any, in respect of employees).
2. Copy of renewed Trade License (to ascertain that the shop/establishment is currently, in operation).