

## Procedure for Registration of Establishment Under Section 13 of the Punjab Shop and Commercial Establishment Act 1958

### Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form “Registration under The Shops and Establishment Act” and applicant has to start filling form and provide:-
  - a) Name and Address of Factory
  - b) Total number of workers
  - c) Total Power installed
  - d) Brief of manufacturing process
  - e) Land Details
  - f) Details of Factory Manager/CEO
  - g) Occupier Details: Name, Address, Email Id, Phone Number
  - h) Land/Building Owner details
- Online Registration form is submitted by the Applicant

### Step 2:

- Submit required fee online, if applicable

### Step 3:

- Scrutiny by Desk Officer of Industries Department and further, forward to Labour Department.

### Step 4:

- Site visit by Concerned Inspector of Labour Department.

### Step 5:

- Forwards recommendations to Assistant Labour Commissioner(ALC) for allotment of registration

### Step 6:

- Allotment of Registration number and Issuance of license.

- Online application process requires no physical touch point.
- Registration and licence will be granted within 15 days
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

### **Documents Required for Registration and Grant of Licence**

- Pan Card
- Aadhaar Card
- Rent deed/Lease deed
- Partnership
- Other papers as required by Inspector.

**FORM A**

Intimation Under Section 10(2) (I) of the Punjab Shops & Commercial Establishment  
Act, 1958

(Rule 3 of the Punjab Shops & Commercial Establishment Rule, 1958)

To

The Inspector  
Shops and Commercial Establishment  
Chandigarh Circle

I hereby furnish the following information which is correct to the best of my  
knowledge.

The working hours and the period of interval of the persons employed in my  
establishment are fixed below and shall take effect from (date)

Submit & Move Next

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**FORM B**

Notice to be Exhibited Under Section 20(1) of the Shops and Commercial Establishment Act, 1958  
(Rule 4 of the Punjab Shops & Commercial Establishment Rule, 1958)

- 1. Close day, if any\*
- 2. Opening hours of the Establishment\*
- 3. Closing hours of the Establishment\*
- 4. Name and parentage of Establishment\*
- 5. Name of the Manager, if any\*
- 6. Name of the Establishment\*
- 7. Nature of Business\*
- 8. Full Address\*

**Fill Employee Detail**

Name of employee	Working Hour From	Working Hour To	Weekly of Day	Interval From	Interval To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

**Submit & Move Next**

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## FORM F

### Statement of Registration of Establishment Under Section 13 of the Punjab Shops and Commercial Establishment Act, 1958

(Rule 13 of the Punjab Shops & commercial Establishment Rule, 1958)

To

The Inspector  
Shop and Commercial Establishment  
Chandigarh Circle.....

I hereby submit this statement for the Registration/  
Renewal of my Establishment for the year

**The information furnished hereunder is correct to the best of my knowledge.**

1 Name and parentage of employer\*

2 Name of the manager, if any\*

3 Name of the Establishment\*

4 Full Postal Address of the Establishment \*

5 Nature of Business\*

6 No. of young employees, if any\*

7 No of Other Employees, if any\*

8 No. and date of previous Registration  
Certificate surrendered\*

Yes  No

a) Registration No\*

b) Date\*

**Save & Lock**

**Save**

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