

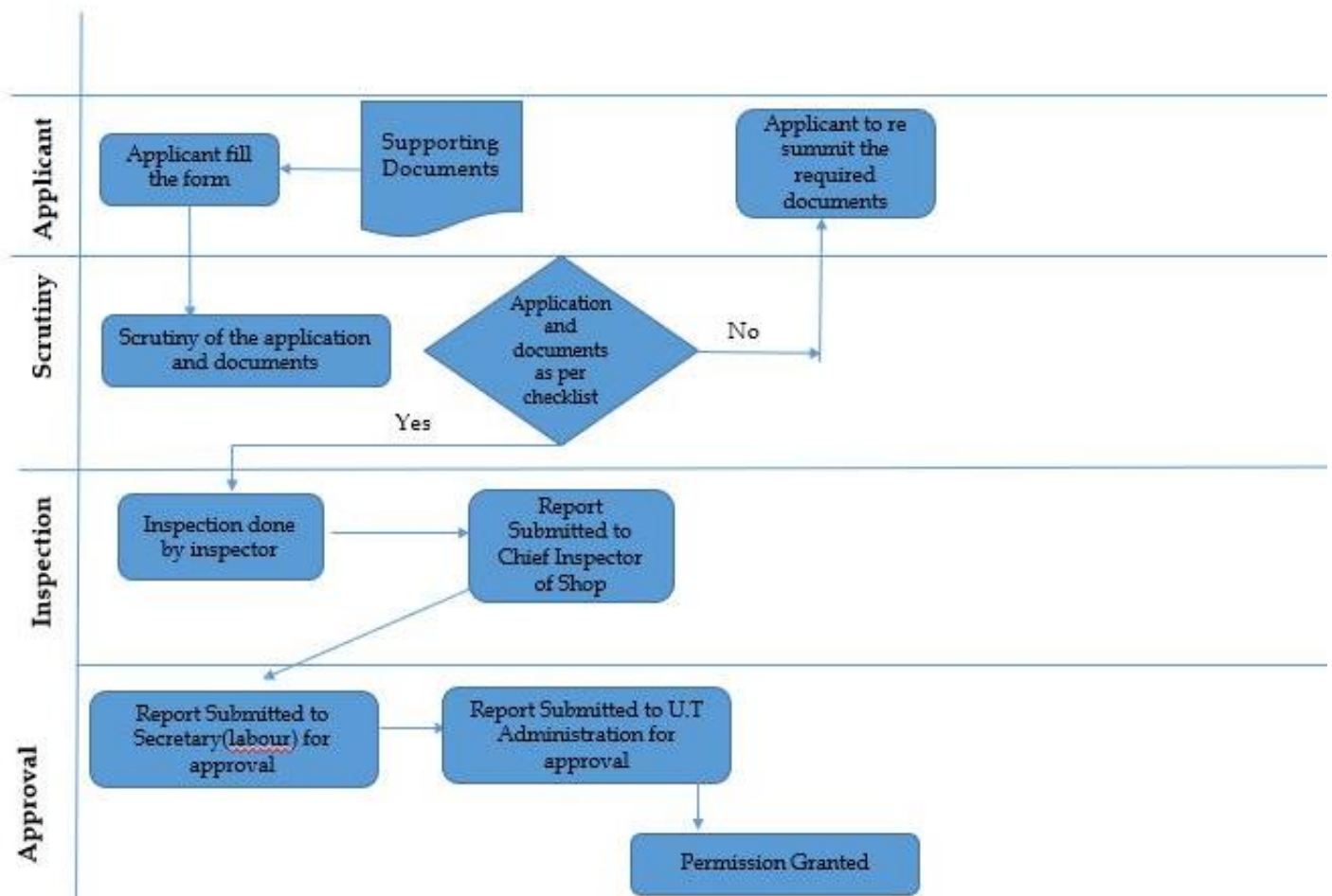
## Procedure and Checklist for Registration under The Shops and Establishment Act (including 365 days license)

### Documents Required:

- Application
- Registration certificate of Shop and Commercial Establishment ACT, 1958

**Fee: Nil**

### Procedure:



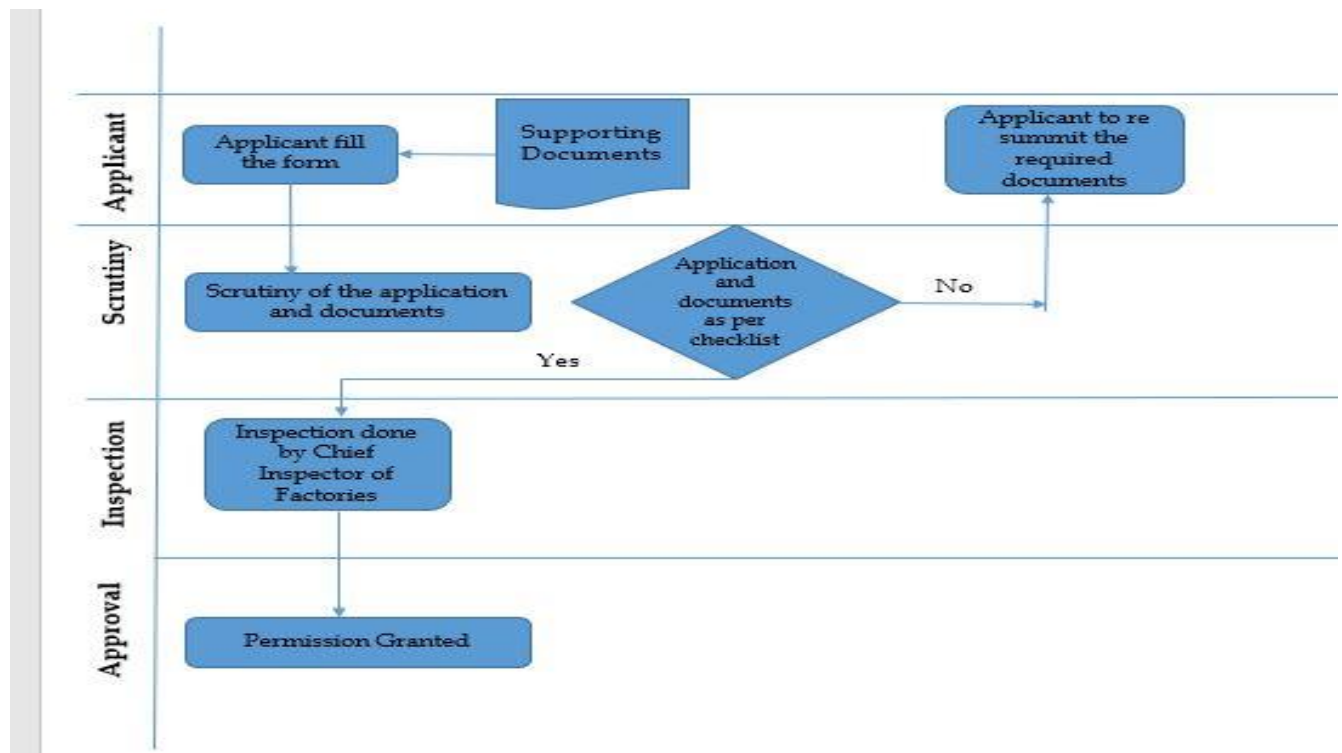
## Procedure and Checklist for Approval of plan and permission to construct/extend/or take into use any building as a factory

### Documents Required:

- Application form No. 1 for approval of site/building plans.
  - (a) Form No. 1A details of work rooms
  - (b) Questionnaire annexed to Form No. 1A checklist regarding various provisions relating to
    - safety, health and welfare of workers
  - (c) Stability certificate
  - (b) Factory building plans indicating relevant details relating to natural lighting, ventilation
    - means of escape
  - (d) Flow chart with brief description of manufacturing process

**Fee: Nil**

### Procedure:



## Procedure and Checklist for Registration of ID card of Building and Other Construction Worker Welfare Board.

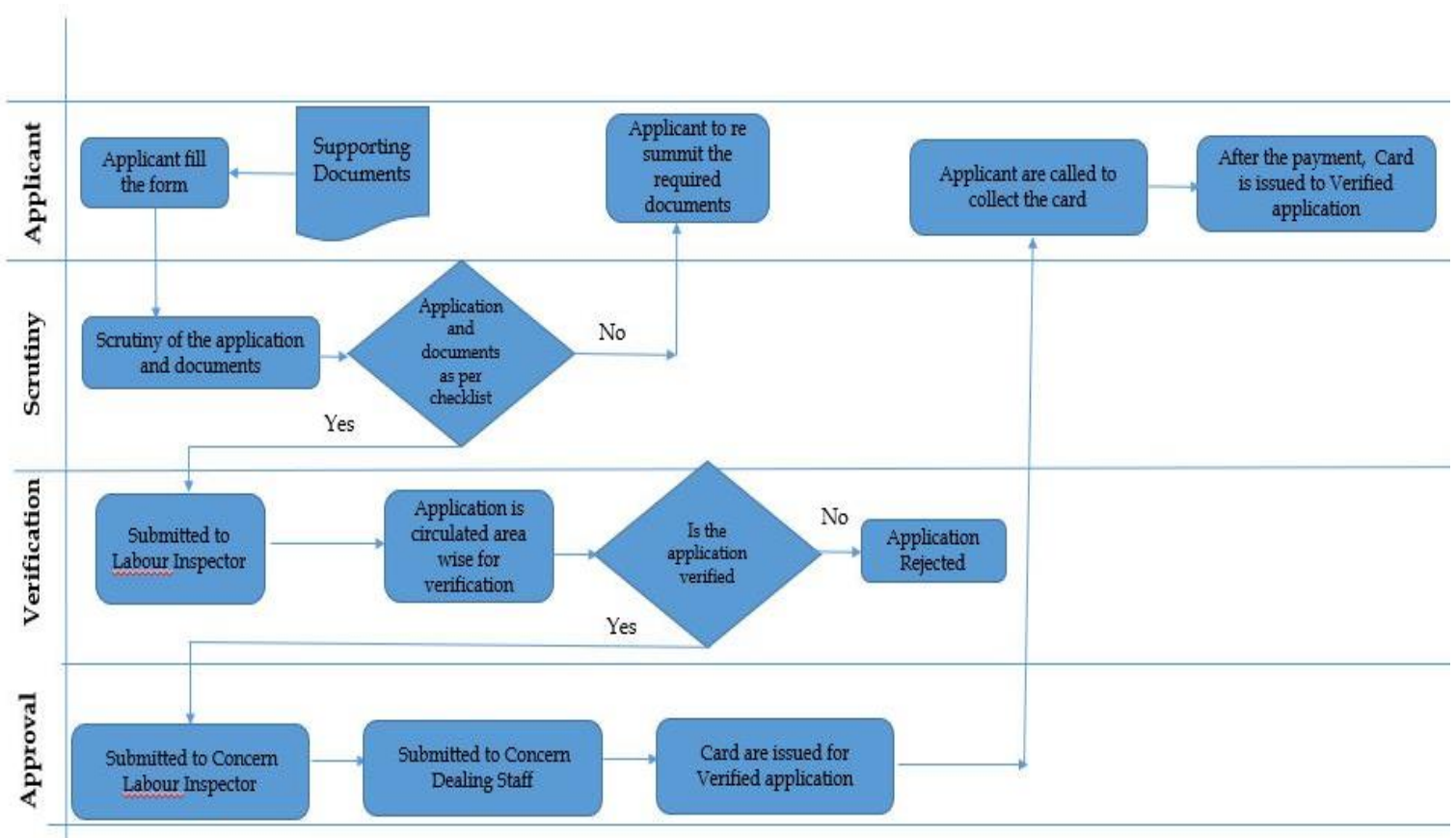
### Documents Required:

1. Application for Registration as a New Member/Renewal
2. Two Passport Size Photos.
3. Copy of Aadhaar Card.
4. Copy of Bank Account
5. Copy of Aadhaar Card of Nominee and Family members.

### Fee:

Rs. 85/- for New Registration

Rs.60/- for Renewal.



## Procedure and Checklist for Registration of Contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

### Documents Required:

1. Application for Registration Certificate
2. Applications for Registration of Construction workers.
3. Fee Challan deposited vide treasury.

### Fee:

The fee to be paid for the grant of a certificate of registration under rule 24 shall be as specified below

- |                |             |
|----------------|-------------|
| a) Upto 100    | Rs.500.00   |
| b) 101 to 500  | Rs.2,000.00 |
| c) 501 to 1000 | Rs.4,000.00 |
| d) Above 1000  | Rs.5,000.00 |

