

## A.P. SHOPS AND ESTABLISHMENTS ACT, 1988

PROCEDURE FOR MAKING APPLICATION FOR GRANT OF REGISTRATION / RENEWAL OF CERTIFICATE OF REGISTRATION OF ESTABLISHMENTS UNDER THE A.P. SHOPS AND ESTABLISHMENTS ACT, 1988, IN ACCORDANCE WITH THE A.P. INTEGRATED REGISTRATION AND FURNISHING OF COMBINED RETURNS BILL BY CERTAIN ESTABLISHMENTS) ACT, 2015 (AMENDED IN 2016) CALLED THE INTEGRATED REGISTRATION ACT, FOR CONVENIENCE.

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### APPLICABILITY:

EVERY ESTABLISHMENT INCLUDING A SHOP (ANY PREMISES WHERE A BUSINESS IS CARRIED ON OR WHERE SERVICES ARE RENDERED TO CUSTOMERS AND INCLUDES A CO-OPERATIVE SOCIETY, AN OFFICE, A STORE ROOM, GODOWN, WAREHOUSE OR WORK IN THE SAME PREMISES OR OTHERWISE, USED IN CONNECTION WITH BUSINESS) RESTAURANT, EATING HOUSE, RESIDENTIAL HOTEL, LODGING HOUSE, THEATRE OR PUBLIC AMUSEMENT OR ENTERTAINMENT AND INCLUDES A COMMERCIAL ESTABLISHMENT AS THE STATE GOVERNMENT MAY, BY NOTIFICATION, DECLARE AS SHOP FOR THE PURPOSES OF THE A.P. SHOPS AND ESTABLISHMENTS ACT, 1988.

### APPLICATION FOR GRANT OF REGISTRATION / RENEWAL:

EVERY EMPLOYER OF AN ESTABLISHMENT / SHOP / COMMERCIAL ESTABLISHMENT COVERED BY THE A.P. INTEGRATED REGISTRATION ACT SHALL, WITHIN 30 DAYS OF COMMENCEMENT OF BUSINESS, APPLY ONLINE OR APPROACH A CITIZEN SERVICE CENTRE (ONLINE) FOR GRANT OF REGISTRATION CERTIFICATE / RENEWAL OF REGISTRATION (SEE A.P. SHOPS AND ESTABLISHMENTS ACT, 1988 READ WITH SECTION 4 OF THE INTEGRATED REGISTRATION ACT, 2015).

### REGISTRATION / RENEWAL FEE:

[SCHEDULE I OF APSE ACT, 1988 & RULE-3 OF APSE RULES, 1990]

CATEGORY OF ESTABLISHMENT	NO. OF EMPLOYEES	FEES (RS.)
SHOP/ESTABLISHMENT EMPLOYING NO PERSONS.		30
SHOP/ESTABLISHMENT EMPLOYING UP TO 5		100
SHOP/ESTABLISHMENT EMPLOYING 6 TO 10		200
SHOP/ESTABLISHMENT EMPLOYING 11 TO 20		350
SHOP/ESTABLISHMENT EMPLOYING 21 TO 50		1,000
SHOP/ESTABLISHMENT EMPLOYING 51 TO 100		2,000
SHOP/ESTABLISHMENT EMPLOYING 101 AND ABOVE		2,500

### REGISTRATION VALIDITY PERIOD:

REGISTRATION / RENEWAL OF REGISTRATION ISSUED UNDER THE INTEGRATED REGISTRATION ACT, 2015, SHALL BE VALID FROM THE DATE OF ISSUE, UP TO THE END OF THE THIRD YEAR. AS PER THE A.P. INTEGRATED REGISTRATION ACT, 2015, THE REGISTRATION SHALL BE RENEWED EVERY THREE YEARS. APPLICATION FOR GRANT OF RENEWAL OF REGISTRATION SHALL BE MADE AT LEAST 15 DAYS BEFORE EXPIRATION OF THE REGISTRATION.

OF THE CERTIFICATE OF REGISTRATION (SECTION 4(4) OF THE A.P. INTEGRATED REGISTRATION ACT, 1988)  
READ WITH SECTION 4(4) OF THE A.P. INTEGRATED REGISTRATION ACT, 1988

REGISTERING AUTHORITY:

THE FOLLOWING OFFICERS OF LABOUR DEPARTMENT NOT HAVING BEEN THE  
REGISTERING AUTHORITY (G.O.MS.NO.33 OF LET&F DEPT. 08/2002)

1. ASST. LABOUR OFFICER
2. ASST. COMMISSIONER OF LABOUR
3. DY. COMMISSIONER OF LABOUR
4. JT. COMMISSIONER OF LABOUR

HOW TO MAKE APPLICATION FOR REGISTRATION / RENEWAL

SUBMISSION OF PHYSICAL APPLICATION FORM AND OTHER DOCUMENTS  
WITH, AS PROVIDED IN THE A.P. INTEGRATED REGISTRATION ACT, 1988  
2016.

APPLICATION THROUGH CITIZEN SERVICE CENTRES (MEESEVA), APONLINE  
APPLICANT MAY APPROACH ANY CITIZEN SERVICE CENTER SERVICE BOTH  
REGISTRATION/RENEWAL OF REGISTRATION OF ESTABLISHMENT DETAILS ON THE  
ESTABLISHMENT TO BE REGISTERED AND THE FEE PAYABLE AS ABOVE TABLE.  
ON FURNISHING THE INFORMATION TO BE FILLED BY CITIZEN, AT THE KIOSK  
OPERATOR AND ON PAYMENT OF REQUISITE FEE, REGISTRATION/RENEWAL  
CERTIFICATE IS GENERATED INSTANTANEOUSLY AND HANDOVER TO THE APPLICANT.

APPLICATION ONLINE:

THE CITIZEN MAY ALSO APPLY FOR REGISTRATION/RENEWAL OF REGISTRATION OF  
ESTABLISHMENT ONLINE FOLLOWING THE PROCEDURE SPECIFIED BELOW:  
STEP 1: GO TO MEESEVA PORTAL [HTTPS://ONLINEAP.MEESEVA.GOV.IN/](https://onlineap.meeseva.gov.in/)  
STEP 2: COMPLETE PROFILE REGISTRATION SO THAT USER CREDENTIALS TO LOGIN  
INTO THE PORTAL.  
STEP 3: SELECT REQUIRED SERVICE FROM LABOUR DEPT. SECTION  
STEP 4: FILL UP THE FORM AND PAY THE REQUISITE FEE ONLINE  
STEP 5: PAYMENT RECEIPT WILL BE GENERATED.  
STEP 6: REGISTRATION CERTIFICATE WILL BE GENERATED INSTANTANEOUSLY  
STEP 7: TAKE A PRINTOUT OF THE RECEIPT AS WELL AS CERTIFICATE

APPLICATION THROUGH SINGLE DESK PORTAL

APPLICATION FOR REGISTRATION/RENEWAL OF REGISTRATION MAY ALSO BE SUBMITTED  
THROUGH SINGLE DESK PORTAL, IF THE APPLICANT WANTS TO APPLY FOR  
PROCESSED FOR CERTAIN INCENTIVES AND OTHER BENEFITS PROVIDED BY  
DEPARTMENT.

THE CITIZEN INTENDING TO APPLY THROUGH SINGLE DESK PORTAL TO MAKE THE  
APPLICATION BY FOLLOWING THE ABOVE PROCEDURE "APPLICANT ONLINE".

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