

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Labour Factories Boilers & Insurance Medical Services Department – Ease of Doing Business (EODB)- State Reforms Action Plan – Registration under AP shops and Establishment (S&E) and Trade Licence given through a single form – Notification –Issued.

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**LABOUR FACTORIES BOILERS & IMS (LAB. I) DEPARTMENT**

**G.O.MS.No. 11**

**Dated: 07-12-2020.  
Read the following:**

- 1.D.O.Lr No. 25020/6/2020-EODB Dt, 25-08-2020 from Joint Director, Department for Promotion of Industry and Internal Trade (DPIIT), GOI conveying the State Action Plan (SRAP) – 2020-21 to the States.
2. Minutes of meeting on SRAP, 20-21 held on 22.09.2020 by Special Chief Secretary, Industries & Commerce, Government of AP.
- 3.From the Special Commissioner of Labour, A.P., Vijayawada, Lr. no. 2314/2020, Dated: 03.12.2020.

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**ORDER**

The Department for Promotion of Industry and Internal Trade (DPIIT) Government of India vide reference 1st read above made certain recommendations and one of such recommendations is to ensure provision for single form which can allow both Registration under AP Shops and Establishments Act,1988 and Trade License under Industrial and Trade Act.

2. In the reference 2nd read above, The Industries & Commerce Department has communicated the minutes of the meeting held on 22.09.2020 on " Ease of Doing Business (EoDB) – State Reform Action Plan 2020-21 and requested the Departments to comply with the recommendations / Reforms issue under SRAP 2020-21. Among the reforms, they have recommended for Registration under AP Shops and Establishment (S&E) and Trade Licence given through a single form.

3. In the letter 3rd read above, the Special Commissioner of Labour has furnished the proposal for implementation of State Reforms Action Plan. Out of the 29 Reforms proposed for Labour Department, the Reform No. 118 pertains to Registration under AP Shops and Establishment (S&E) and Trade Licence given through a single form and requested the Government to notify the same as part of the implementation of State Reforms Action Plan.

4. After careful examination of the request of the Special Commissioner of labour, A.P., the Government of AP have decided to issue a notification for Registration under Andhra Pradesh Shops and Establishment (S&E) and Trade Licence given through a single form. Accordingly, the following notification will be published in the Extraordinary issue of Andhra Pradesh Gazette:

**Notification**

The Government of India, Department of Industries and Commerce and promotion, Ministry of Commerce and Industry, New Delhi have recommended for Registration under AP Shops and Establishment (S&E) and Trade Licence given through a single form to improve the Ease of Doing Business in State of Andhra Pradesh. Accordingly, the State Government have decided to introduce a scheme for Registration under AP Shops and

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Establishment (S&E) and Trade Licence given through a single form to simplify legal compliances for wide range of Establishments/Trades/Shops on the e-municipal system and m-panchayat system on the following process. The Form for Integrated Trade License and Registration under AP Shops and Establishments Act, 1988 is annexed as Annexure-I :

- i. The entrepreneur who is applying for Trade License will be asked whether they are eligible for registration under AP S&E Act, 1988 (Please refer Annexure 2)
- ii. If yes, the entrepreneur will be asked to register under the AP S&E Act, 1988 along with application for trade license
- iii. The entrepreneur fills the details of AP S&E registration in addition to information for trade license
- iv. The applicant then uploads the documentation required for combined registration
- v. After payment of requisite fee (under both acts), the entrepreneur is issued instant registration under AP S&E Act and provisional trade license certificate
- vi. The information of registration shall be shared with Labour Registration System of Labour Department.
- vii. The amount collected under AP S&E Act shall be deposited with AP Treasury as per relevant DDO code.

5. The Special Commissioner of Labour, A.P., Vijayawada shall take necessary action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**B. UDAYA LAKSHMI  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner of Printing & Stationery, AP, Vijayawada.

The Special Commissioner of Labour, A.P., Vijayawada

Copy to:

The Director of Industries, AP.

The Commissioner & Director of Municipal Administration, AP.

The Commissioner, Panchayat Raj, AP.

The Industries & Commerce Department.

The Municipal Administration & Urban Development Department.

The Panchayat Raj & Rural Development Department.

The P.S. to Hon'ble Minister(LFB&IMS).

The PS to Spl.Chief Secretary to Govt, Industries & Commerce Dept.

The P.S. to Prl.Secy to Govt, LFB&IMS Dept.

Sf/Sc.

//FORWARDED :: BY ORDER//

**SECTION OFFICER**

**(Contd. Annexure)**

**Annexure 1**

Form for Integrated Trade License and Registration under AP Shops and Establishments Act, 1988

S.No	Fields- Trade License (e-municipal system)	Type of Field	Fields - AP S&E Online Registration (Meeseva)	Type of Field
1.	Trade Owner Name	Text Box	Employer Name	Text box
2.	Mobile Number	Text Box	Mobile Number	Text box
3.	Trade Owner Address	Text Box	Employer address	Text box
4.	Father/Spouse Name	Text Box	Employer Father /Spouse	Text box
5.	Email ID	Text Box	Email ID	Text box
6.	Property Assessment No	Text Box	NA	
7.	Locality	Drop Down	Shop Locality	Text box
8.	Election Ward	Drop Down	NA	
9.	Trade Address	Text Box	Shop Address	Text box
10.	Ward	Drop Down	NA	
11.	Ownership Type	Drop Down	Classification of Establishment (company/partnership etc.)	drop down
12.	Trade Title	Text Box	Name of the Shop and Establishment	Text box
13.	Trade Type (Permanent/Temp)	Drop Down	NA	drop down
14.	Trade Category	Drop Down	Nature of Business	drop down
15.	Trade Sub-Category	Drop Down	Nature of Business	drop down
16.	Trade Measurement	Text Box	NA	
17.	UOM (Unit of Measurement)	Autofill	NA	
18.	Trade Commencement Date	Date	Date of Commence of business	date
19.	Remarks	Text Box	NA	
20.	Lease Document	Attachment	Establishment Address Copy	attachment
		-	<b>ADDITIONAL FIELDS REQUIRED TO BE FILLED</b>	
21.			Trade Category (as per Act)	
22.	-	-	No. of Direct Employees (Male/ Female)	Text box
23.	-	-	No. of Contract Workers (Male/Female)	Text box
24.	-	-	Casual Daily wage workers (Male/Female)	Text box
25.	-	-	Total Workers (Male /Female)	Text box
26.	-	-	Employer Photo with Signature	attachment
27.	-	-	PAN No	attachment
28.	-	-	Aadhaar No	attachment
29.	-	-	VAT No (Not Applicable )	attachment
30.	-	-	GST No	attachment
31.	-	-	Authorization	attachment

**B.UDAYA LAKSHMI  
PRINCIPAL SECRETARY TO GOVERNMENT**