

FEES for Shop & Establishment

Sr. No.	Categories	Reg. Fees
1	Shop / Establishment employing no persons	Rs. 20/-
2	Shop / Establishment employing 5 or less than five persons	Rs. 40/-
3	Shop / Establishment employing more than five but less than 10 persons	Rs. 150/-
4	Shop / Establishment employing 10 and above but less than 20 persons	Rs. 300/-
5	Hotels & Bar	Rs. 600/-

Check list for Shops & Establishment

- Application in Form I
- Lease Agreement / Ownership documents
- Fees / Copy of Challan
- Copy of house taxes issue by the Panchayat or DMC
- Photo of Shop
- Aadhar Card / Pan Card

Nature of Business Verification

- RTO Transport Permit
- Food License from concern authority
- The food and drugs Administration License
- Certificate for Import-Export business
- License from Police Department for Security services
- NOC by Municipal corporation for floor mill / masala mill
- Copy of Excise Licence for wine shop/Beer Bar/ Bar and Restaurant

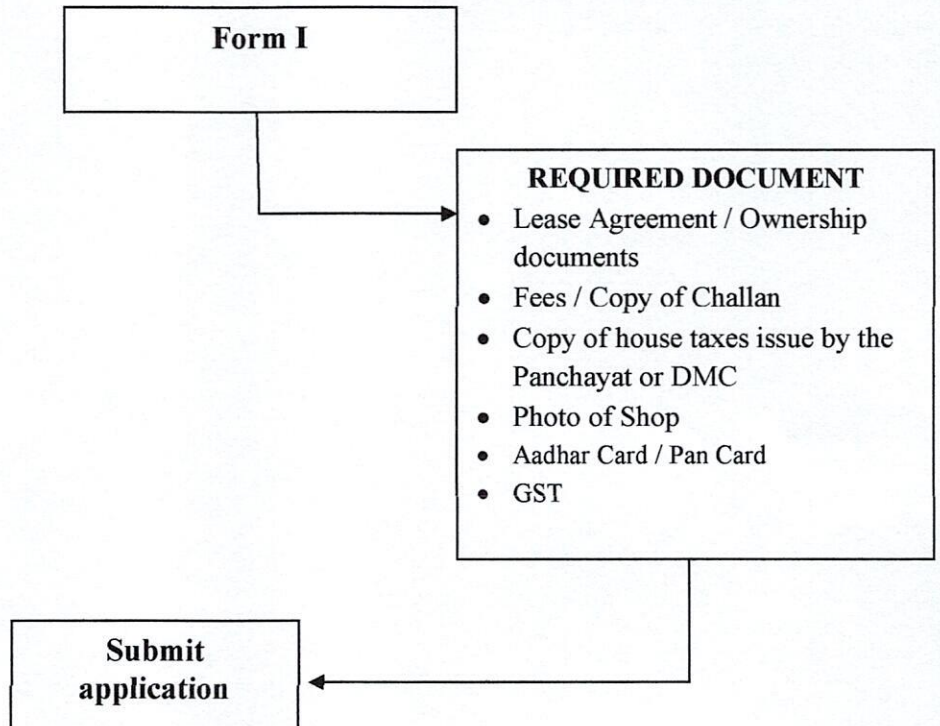
Check list for Manufacturing Establishment

- Application in Form I
- S.S.I. Registration Certificate (True Copy)
- Affidavit to be given by the Director / Partner / Owner * / Self Declaration
- Partnership Deed / Memorandum Articles of Association (Signed)
- Copy of receipt / challan as proof of payment of Registration fee
- Lease Agreement and Leaser's ownership documents, if applicable **
- Fees / Copy of Challan.

NOTE : Applicable to units employing less than 10 person (Directly / indirectly) with the aid of power or less than on any one day of the year. 20 persons without the aid of power. All other units have to apply for factory license.

**** ON COMPANY LETTER BY AUTHORISED SINGATORY FOR WHATEVER IS NOT APPLICABLE.**

Flow of Shop & Establishment :-



Check list for Renewal of Shops & Establishment

- Application should be submitted in triplicate in Form IV
- Challan
- Original copy of registered license
- Lease Agreement and Leaser's ownership documents, if applicable **

Timeline for renewal of Shops & Establishment : - 20 days

FEES

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Flow of Renewal of Shop & Establishment:-

