

**FORM-1**

[See sub-rule (1) of rule 3 and sub-rule (1) of rule 6]

**Statement under sub-section (1) of section 7 for Registration**  
**Statement under sub-section (4) of section 7 for Renewal of Registration Certificate**  
**FOR THE FINANCIAL YEAR 20..... TO 20.....**

- Note:** (1) This Form shall be completed in ink in BLOCK letters or Typed.  
 (2) If any of the persons named against item 6 is a minor, the fact shall be clearly stated.  
 (3) In the case of Shop or Establishment where a managing agent or agents have been appointed under the Companies Act, 1956 (Central Act 1 of 1956), the information required in item 5 shall be supplied only in respect of that person or persons.

1. Full name of the Shop or Establishment :
2. (i) Full postal address and situation of the shop or establishment.
- (ii) Full address to which communications relating to the shop or establishment should be sent.
3. (i) Maximum number of employees proposed to be employed on any one day during the financial year.
- (ii) Number of employees ordinarily to be employed in the shop or establishment. Male  Female
4. Full name and residential address of the person who shall be the Manager of the shop or establishment.
5. Full name and residential address of the Employer other than the Manager, that is to say—
- (i) The Proprietor of the shop or establishment:  
 (ii) Directors in case of a public limited liability establishment.  
 (iii) Where a managing agent has been appointed, the name of managing agent and Directors thereof; and  
 (iv) Share-holders, if any :
6. Amount of fee ₹.....(Rupees .....only)  
 paid in No. ....Treasury on .....vide challan.....  
 (enclosed).

*Signature of Employer*

Date :

*Signature of Manager*

The prescribed fee structures are as follows under rule 3 (2) :

(a) No Employee Shop/Establishment .. ₹ 30	(e) 21 to 50 Employees .. ₹ 1,000
(b) 1 to 5 Employees .. ₹ 100	(f) 51 to 100 Employees .. ₹ 2,000
(c) 6 to 10 Employees .. ₹ 200	(g) 101 and above Employees .. ₹ 2,500
(d) 11 to 20 Employees .. ₹ 350	

The Duplicate Registration Certificate may also be obtained under Rule 7(1), if the Registration Certificate is lost or destroyed on payment of ₹ 20.

Rule 6 (3)—If the application for renewal is sent —

- (i) after the date of expiry of the Registration Certificate but within a period of 2 months from the date of expiry, an additional fee representing 50% of the prescribed fee; and  
 (ii) after a period of 2 months from the date of expiry of the Registration Certificate, an additional fee representing 100% of the prescribed fee, shall accompany the said application for renewal.

Rule 6 (5)—The period of Renewal of Certificate of Registration shall be 1 year or up to 3 years from the date of its expiry, at the option of the Employer.