

Annexure – I

A. REGISTRATION OF ESTABLISHMENTS UNDER PUDUCHERRY SHOPS & ESTABLISHMENTS ACT, 1964

Procedure for applying for Registration/Renewal:

(1). Office in which Application to be submitted:

- (a). O/o the **Labour Officer (Enforcement)**, Puducherry for Puducherry Region.
- (b). O/o the **Labour Officer**, Karaikal for Karaikal Region.
- (c). O/o the **Assistant Inspector of Labour, Mahe** for Mahe Region.
- (d). O/o the **Assistant Inspector of Labour, Yanam** for Yanam Region.

(2). Forms to be submitted:

- (a). **Form I** (Statement about the shop or establishment) & **Form IX** (Notice of Daily Hours of work, Rest Interval, Weekly Holidays etc.) under Puducherry Shops & Establishments Act/Rules, 1964.
- (b). **Form I** (Proposal for specification of festival holidays) & **Form V** (Statement of Holidays) under Puducherry. Industrial Establishments (National & Festival Holidays) Act/Rules, 1964.

(3). List of Documents to be enclosed:

- (a). Challan for payment of prescribed fees.
- (b). Proof for Legal occupancy of the premises.
- (c). Photo of the premises with name board.

(4). Fees for Registration/Renewal:

Sl. No:	No. of Employees in Shop/Establishment	Fees (₹)
1)	Nil	30.00
2)	Does not exceed 5	100.00
3)	Exceeds 5 but does not exceed 10	200.00
4)	Exceeds 10 but does not exceed 20	350.00
5)	Exceeds 20 but does not exceed 50	1000.00
6)	Exceeds 50 but does not exceed 100	2000.00
7)	Exceeds 100 and above	2500.00