

## FAQ for Registration under the Shops and Establishment Act

1. URL where citizen can avail service- [www.labourcis.nic.in](http://www.labourcis.nic.in)
2. No document is required to avail this service.
3. No fees is payable for the said Registration certificate under the Shops and Establishment Act .
4. No need to track the application status because it is real time based service and the Registration certificate is granted as soon as Citizen submits all the details online and click on Register button.
5. Citizen can download/Print final Certificate under Shop and Establishment Act immediately after completing the registration.
6. Procedure to avail the service through URL [www.labourcis.nic.in](http://www.labourcis.nic.in) is given below:-
  - (a) Three options are available for Registration and search of existing Shops or establishment:
    - 1) Registration
    - 2) Searching
    - 3) List of Shops Registered
  - (b) Under the menu “Online Registration” citizen can apply for the application in below format. No Physical copy of the application form needs to submit to the Department



# Department of Labour

Govt. of NCT of Delhi



LABOUR DEPARTMENT

## ONLINE SHOPS AND ESTABLISHMENT REGISTRATION

### FACILITY AVAILABLE

1. [Online Registration](#)
2. [Shops and Establishment Search](#)
3. [List of Registered Shops](#)

NOTE: Any problem/error may be reported at [help.labour@yahoo.com](mailto:help.labour@yahoo.com)

Form A (See Rule 3)

| PART - I                           |                                                                                           |
|------------------------------------|-------------------------------------------------------------------------------------------|
| Name of the Establishment: *       | Category of Establishment: * --Select--                                                   |
| Address: *                         |                                                                                           |
| City: *                            | State: * Delhi                                                                            |
| Pin: *                             | Mobile: *                                                                                 |
| Tel: *                             | Fax: *                                                                                    |
| Email: *                           | Website: *                                                                                |
| Details of the Shops/Establishment |                                                                                           |
| Name of the Occupier/Employer: *   | Father's/Husband's Name the Occupier/Employer: * --Select-- (Please Select Your Relation) |
| Name of the Manager: *             | Father's/Husband's Name of Manager: * --Select-- (Please Select Your Relation)            |
| Nature of Business: * --Select--   |                                                                                           |

**NOTE:-** If the Nature of Business is not available in the List, kindly mail your business nature to [helplab.delhi@gmail.com](mailto:helplab.delhi@gmail.com), and try registering after 3 days.

Continue Cancel

( c )After filling the details in the above form, click on Continue, next window is opened as below:-

| Shops/Establishment Registration Form                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| PART - II                                                                                                                                                                                        |  |
| Number of Employees: * (Male: 0, Female: 0, Young Person: 0, TOTAL: 0)                                                                                                                           |  |
| Date of Commencement of Establishment: * 6/Feb/2019 DD/MM/YYYY                                                                                                                                   |  |
| No. of Members of Employer's family, working in the establishment: 0                                                                                                                             |  |
| No. of other persons occupying position of management or employees engaged in confidential capacity: 0                                                                                           |  |
| I hereby solemnly declare that details given above are correct to the best of my knowledge and and the establishment is functioning from the aforesaid premises which is in my legal possession. |  |
| Register Cancel                                                                                                                                                                                  |  |

(d)After clicking on Register Button, Registration is granted on Real time basis and applicant can download/Print final Certificate under Shop and Establishment Act immediately after completing the registration.

Search of shop registration:- *Following screen enables to search already existing Shops & Establishment*

Email: Inbox (166) ×Home | e-District Delhi | ×Interstatemigrant.pdf ×Official Website of Labo: ×Ease of Doing Business | ×shop\_establishment.pdf ×Establishment Search ×

← → × Not secure | labourcis.nic.in/fse05\_search.asp



Department of Labour

Govt. of NCT of Delhi

Home

Help

LABOUR DEPARTMENT

Establishment Search

Establishment Name :

Category :

Locality :

Nature of Business :

SUBMIT

RESET

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