

Replies to Point at Sl. no. 2 of the Specific Queries to Department/Directorate/Office

Sl. No. 2 (2)		
Meghalaya Shops and Establishments Act, 2003 - Registration (& Renewal) Certificate		
Fees		
Sl. No.	Category of Shops	Fees for Registration/Renewal Certificate
1	Shops with no employees	50.00
2	Shops with 1 to 3 employees	150.00
3	Shops with 4 to 10 employees	350.00
4	Shops with 11 to 20 employees	700.00
5	Shops with 21 to 50 employees	1,500.00
6	Shops with 51 employees or more	2,500.00

Fees		
Sl. No.	Category of Commercial Establishment / Establishment for Public Entertainment or Amusement	Fees for Registration/Renewal Certificate
1	Establishment with no employees	100.00
2	Establishment with 1 to 3 employees	250.00
3	Establishment with 4 to 10 employees	500.00
4	Establishment with 11 to 20 employees	850.00
5	Establishment with 21 to 50 employees	2,500.00
6	Establishment with 51 to 100 employees	3,500.00
7	Establishment with 101 to 500 employees	5,000.00
8	Establishment with 501 to 1000 employees	6,500.00
9	Establishment with 1001 to 2000 employees	8,000.00
10	Establishment with 2001 employees or more	10,000.00

Approval Flow		
Step No.	Designated Authority	Process Description
1	LDA/UDA	Submission of application in Form A, supporting documents and Treasury Receipt showing payment of fees at the District Labour Office
2	Deputy/Assistant Labour Commissioner	If there is no ground for rejection of the application for a Registration Certificate, the Registering Officer shall issue a Registration Certificate in Form C to the applicant.

List of Documents		
Sl. No.	Category of document	Description
1	Application Form	Form A
2	Payment details	Treasury Challan
3	Others	Attested copy of EPIC
		Passport photograph
		Attested copy of Trading Licence from District Council