

Annexure-A

FORM 'T'

Notice of loss of Certificate of Registration or Renewed

Certificate of Registration

[See Rule 51]

Name of Establishment :

Address and Location of

the Establishment :

Name of Employer :

Certificate of Registration No. Date

To

The Inspector of Shops and Establishments,

.....

.....

Sir,

This is to inform you that the Certificate of Registration No. dated which was issued in favour of the above establishment has been lost/destroyed/defaced.

Please issue a duplicate Certificate.

A copy of the Challan depositing the fee of Rs. (Rupees) only at the Treasury at (here mention the place) as specified in Schedule I is forwarded herewith for needful.

Yours faithfully,

Date

Signature of the Employer

Annexure-'B'

* Schedule -I

(See Rules 45, 49, 50 & 52)

Fees for Certificate of Registration, Renewal of Registration, Issue of Duplicate Certificate of Registration and for notice of change.

A	Shops					
	Category of Shops	Fees for Registration	Fees for Renewal	Fees for Duplicate Copy	Fees for Notice of Change	Remarks
	1	2	3	4	5	6
		Rs	Rs	Rs	Rs	
1	Self- employed small shops (pan Ghumti type)	20	20	10	10	----
2	Shops with no employee	50	50	10	10	Shops dealing in stationaries & other costly articles
3	Shops with 1 to 3 employees	100	100	10	10	----

4	Shops with 4 to 9 employees	200	200	10	10	----
5	Shops with 10 employees or more	300	300	10	10	----
6	Jewellery shops engaged in making ornaments	300	300	10	10	-----
7	Shops dealing in costly stones	500	500	10	10	-----

* Substituted vide Notification No. GLR(RC) 105/89/47, dt 05-09-90 and came into force with effect from 10-09-90

B	Commercial Establishments					
	Category of Shops	Fees for Registration	Fees for Renewal	Fees for Duplicate Copy	Fees for Notice of Change	Remarks
	1	2	3	4	5	6
		Rs	Rs	Rs	Rs	

1	Establishment with no employee	100	100	10	10	----
2	Establishment with 1 to 3 employees	200	200	10	10	-----
3	Establishment with 4 to 9 employees	300	300	10	10	----
4	Establishment with 10 or more employees	500	500	10	10	-----
C	Establishment for Public Entertainment or Amusement-					
1	Establishment with no employee	100	100	10	10	----
2	Establishment with 1 to 3 employees (Hotel, Restaurants)	500	500	10	10	-----
3	Establishment with 4 to 9 employees	1000	1000	10	10	----
4	Establishment with 10 employees or more	1500	1500	10	10	-----

Annexure-'D'

Form 'Q'

Certificate of Registration

(See Rule 47)

Name of Establishment –

Name of Employer –

Address and Location of the Establishment –

No. of Employees –

Nature of Business

Registration No.....Date.....

Certified that under the Assam Shops and Establishments Act, 1971 and the rules framed thereunder -

(i) the establishment bearing the above particulars has been registered this..... day of for a period of twelve months upto (here put the date) and the Registration Number is.....

The validity of the Certificate of Registration shall expire unless renewed before that date.

Office Seal and Date:

Signature of the Inspector of Shops and Establishments.

(ii) the validity of the Certificate of Registration issued to the establishments bearing the above particulars having expired on....., is on the employer's application under the Rule, 49, renewed –
(a) for a period of twelve months upto.....
(b) for a further period of twelve months, upto.....

Office Seal and Date:

Signature of the Inspector of Shops and Establishments.

(iii) the information in the prescribed Form R by the employer under Rule 50 as requiring change in respect of the establishment bearing the above particulars have been registered this..... day of

Office Seal and Date:

Signature of the Inspector of Shops and Establishments.

