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Shop Act Intimation Checklist

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Need assistance? Reach out to our team

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We work from Monday to Friday 10 a.m to 6 p.m

SHOP ACT INTIMATION

The Maharashtra Shops and Establishment (Registration of Employment and Conditions of Service) Act 2017 regulates the conditions of employment and other conditions of service of workers employed in shops, residential hotels, restaurants, eating houses, theatres, other places of public amusement or entertainment etc.

This Act is applicable only in Maharashtra.

A. Applicability of Shop Act

(When is Shop Act applicable?)

Based on the place of business, the applicability of Shop Act will be as follows:

1. If business premises are located within Municipal limits, Shop Act is applicable.
2. If business premises are located in Gram Panchayat, Shop Act is not applicable.

- If an establishment has employed 0-9 employees, it will require Shop Act Intimation.
- If an establishment has employed more than 9 employees, it will require Shop Act Registration.
- If an establishment has already employed 0-9 employees and later on, the employees exceed 9 persons, then it will require Shop Registration.

D. How to Apply for Shop Act Intimation (only for Maharashtra except Brihan Mumbai Municipal Corporation)

(What is the process to apply for Shop Act in Maharashtra?)

- The process for applying for Shop Act Intimation is online.
- To apply for Shop Act Intimation the applicant will have to first register with AAPLE SARKAR Website (www.aaplesarkar.mahaonline.gov.in)

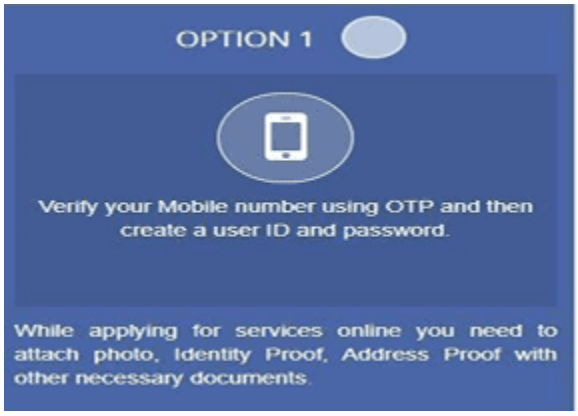
The stepwise process for Shop Act Intimation is as follows:

Step 1: Registering with AAPLE SARKAR website:-

- Open AAPLE SARKAR website (www.aaplesarkar.mahaonline.gov.in)
- Click on the 'New Registration' button.



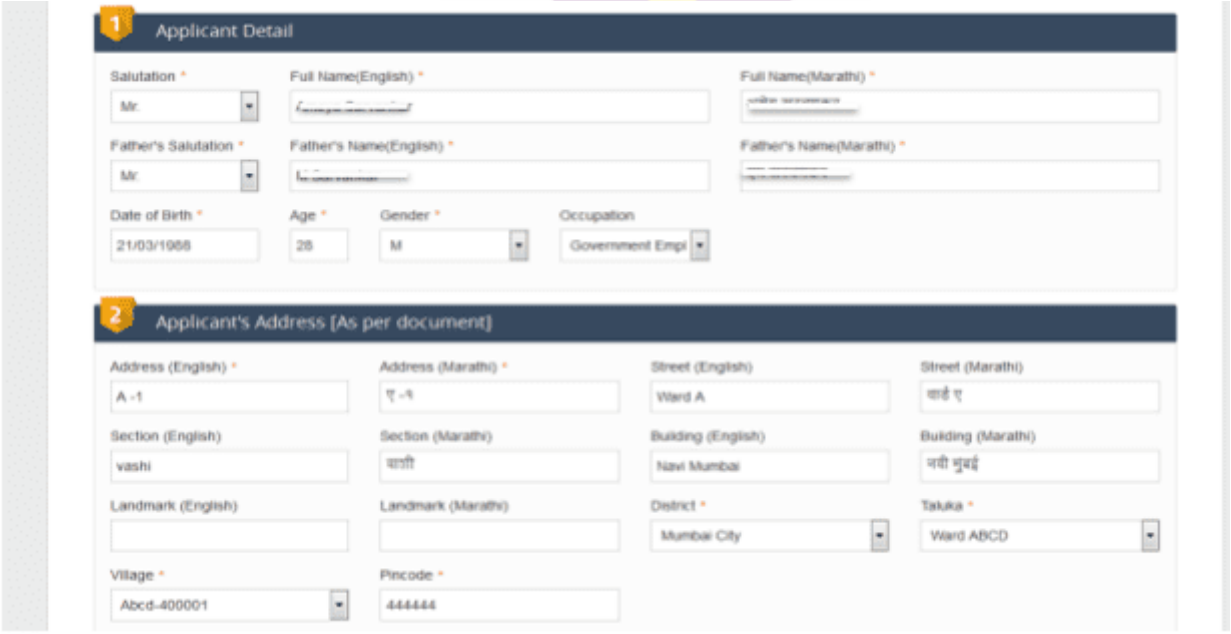
Select any one mode from the given options to create user name and password i.e. User ID and Password by verifying UID or create your own user profile via OTP verification on your mobile.

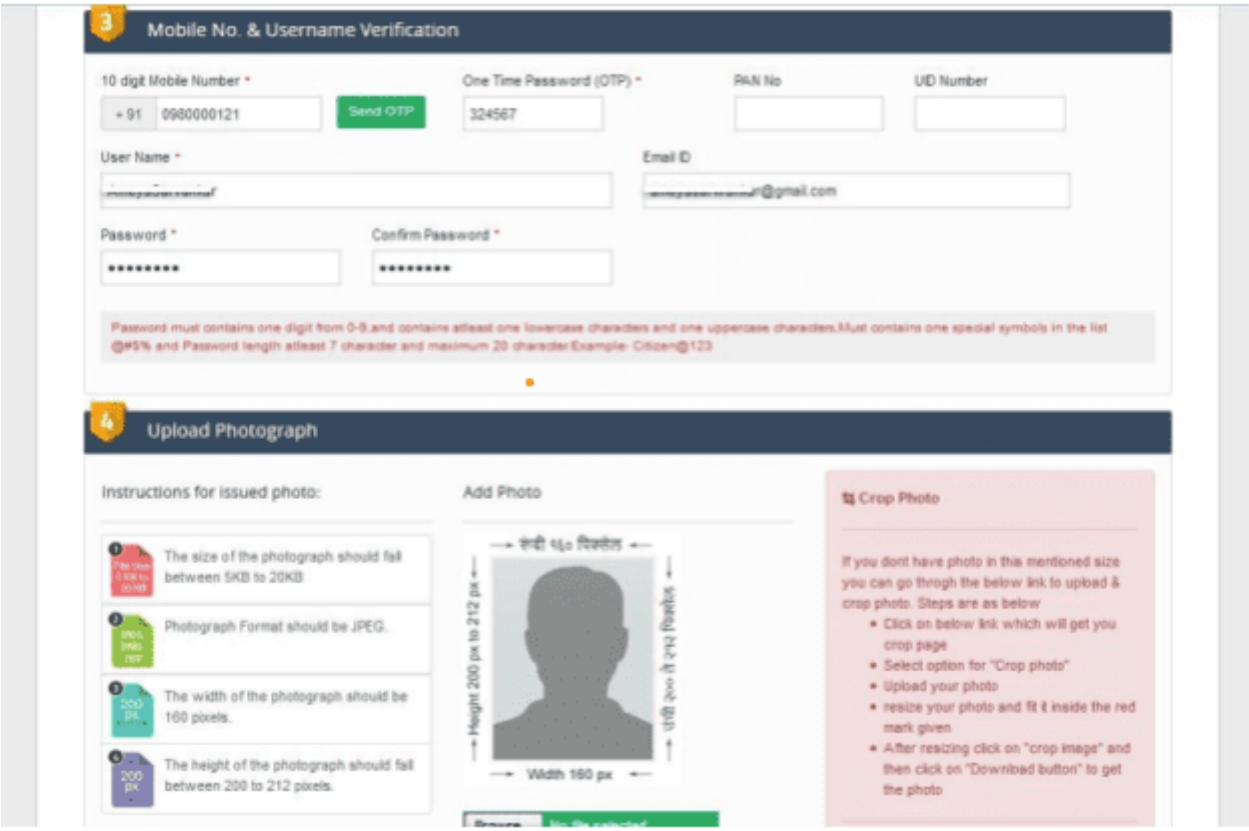


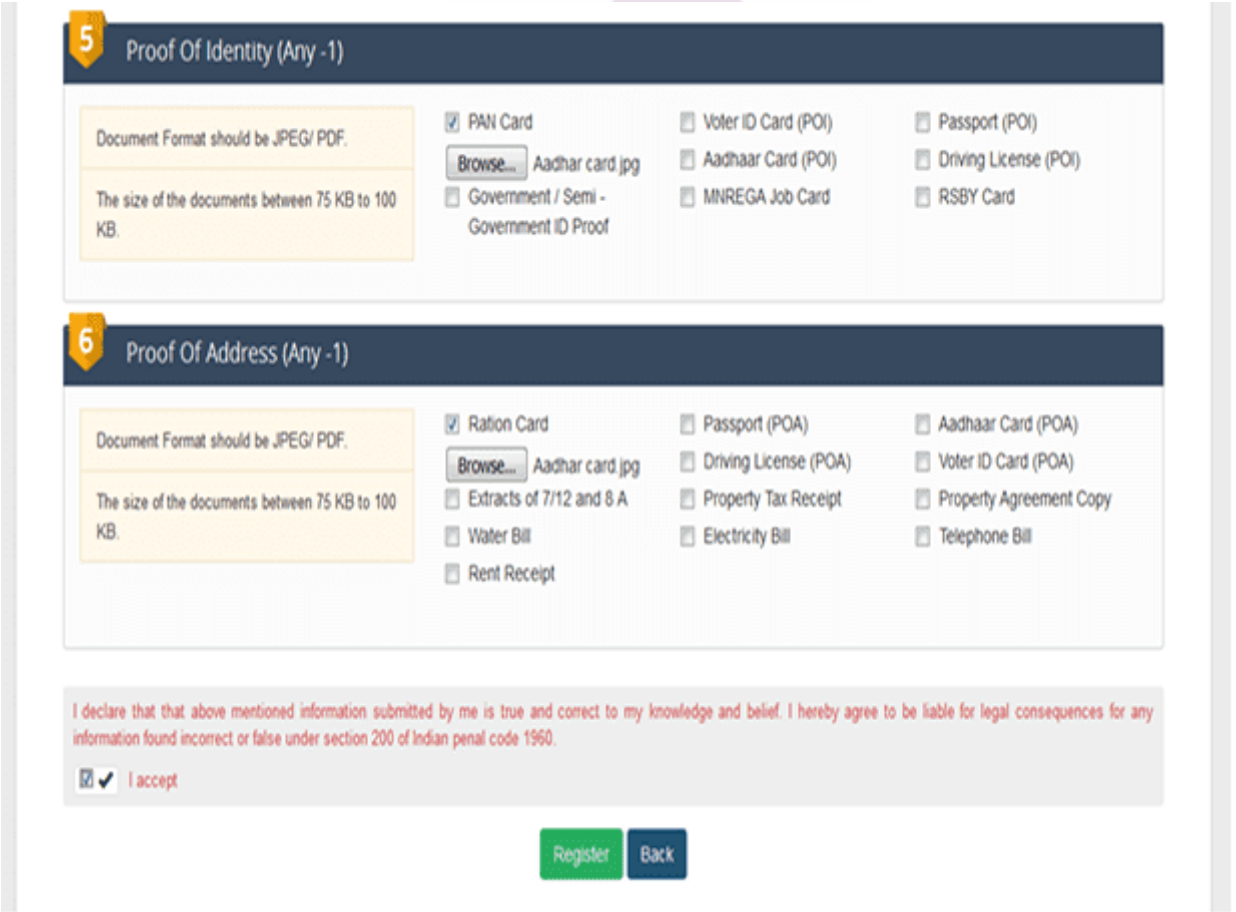


Registration page will be displayed, and you will have to fill the AAPLE SARKAR form in 6 steps (Items marked with '*' are mandatory).

1. Applicant details
2. Applicant's address (as per document)
3. Mobile No. & Username verification
4. Upload photograph of applicant
5. Proof of identity (any one)
6. Proof of address (any one)

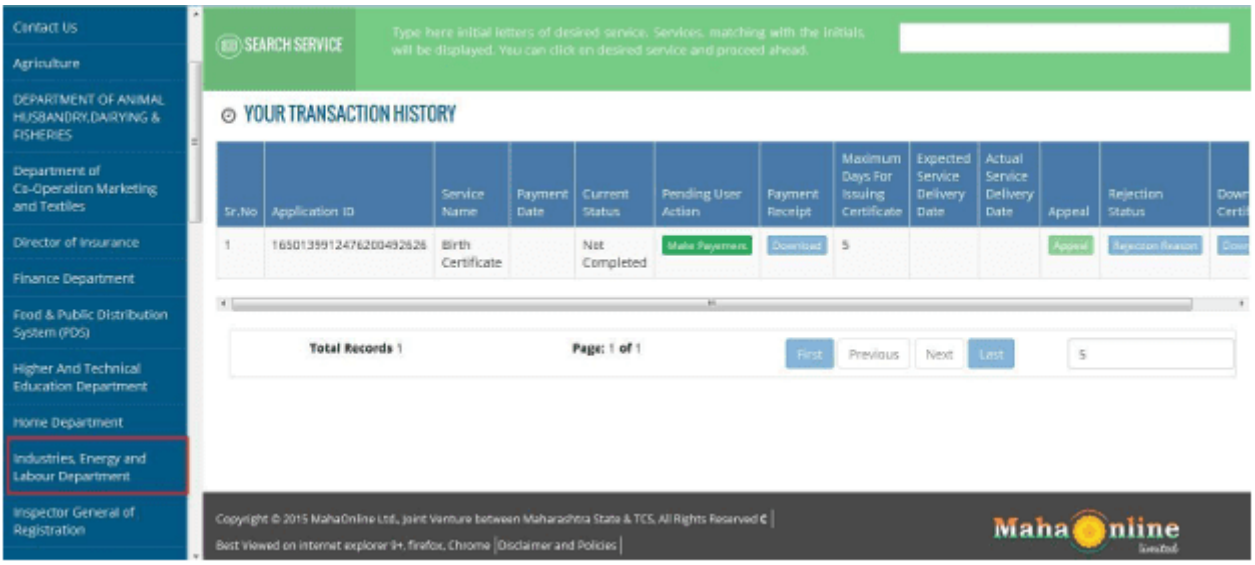



3
Mobile No. & Username Verification
10 digit Mobile Number *
+ 91
0980000121
Send OTP
One Time Password (OTP) *
324567
PAN No
UID Number
User Name *
Email ID
@gmail.com
Password *
Confirm Password *
Password must contains one digit from 0-9,and contains atleast one lowercase characters and one uppercase characters.Must contains one special symbols in the list @#$% and Password length atleast 7 character and maximum 20 character.Example- Citizen@123
4
Upload Photograph
Instructions for issued photo:
The size of the photograph should fall between 5KB to 20KB
Photograph Format should be JPEG.
The width of the photograph should be 160 pixels.
The height of the photograph should fall between 200 to 212 pixels.
Add Photo
Height 200 px to 212 px
Width 160 px
Crop Photo
If you dont have photo in this mentioned size you can go throgh the below link to upload & crop photo. Steps are as below
Click on below link which will get you crop page
Select option for "Crop photo"
Upload your photo
resize your photo and fit it inside the red mark given
After resizing click on "crop image" and then click on "Download button" to get the photo


5
Proof Of Identity (Any -1)
Document Format should be JPEG/ PDF.
The size of the documents between 75 KB to 100 KB.
PAN Card
Browse...
Aadhar card.jpg
Government / Semi - Government ID Proof
Voter ID Card (POI)
Aadhaar Card (POI)
MNREGA Job Card
Passport (POI)
Driving License (POI)
RSBY Card
6
Proof Of Address (Any -1)
Document Format should be JPEG/ PDF.
The size of the documents between 75 KB to 100 KB.
Ration Card
Browse...
Aadhar card.jpg
Extracts of 7/12 and 8 A
Water Bill
Rent Receipt
Passport (POA)
Driving License (POA)
Property Tax Receipt
Electricity Bill
Aadhaar Card (POA)
Voter ID Card (POA)
Property Agreement Copy
Telephone Bill
I declare that that above mentioned information submitted by me is true and correct to my knowledge and belief. I hereby agree to be liable for legal consequences for any information found incorrect or false under section 200 of Indian penal code 1960.
I accept
Register
Back

Step 2: Select Labour department:-

After logging in with one's User Name & Password, Department names like Agriculture, Home Department, Industries Energy and Labour Department, appear on the left side. On selection of a department, the user will get a list of services of respective department.



Step 3: Applying for Shop Act Intimation:-

- On clicking the 'Service Provided' option, a list of services is displayed. Now, click on 'Labour Department'.
- Select 'Registration under Shops and Establishment Act', the applicant will be redirected to the Labour Department website.
- On redirecting to the website, an option for 'Shop and Establishment Intimation' (For 0 to 9 employees) is displayed.
- On clicking the option, 'Form F – Application for Intimation' is displayed.
- Fill and save the form.

Step 4: Uploading Documents for Shop Act:

On filling the form, the applicant will have to go back to the home page and upload the documents. He will then have to upload the following documents:

- Scanned copy of photo of the applicant (size should be between 5 KB and 20 KB)
- Scanned copy of signature of the applicant (size should be between 5 KB and 20 KB)
- Applicant's ID proof (Aadhar card) (size should be between 75 KB and 100 KB)
- Establishment Photo (photo of the sign board of the business) (Size should be

between 75 KB and 100 KB)

- Self-declaration in prescribed format (If doc is PDF then size should be less than 500 KB)

Step 5: Payment of Fees:

On uploading the documents, the applicant will have to pay the fees to the government. The fee amount is Rs.23.60/- (including Rs. 3.60/- GST). One can pay this fee via:

1. Net banking
2. UPI
3. Debit/Credit card
4. Paytm/Gpay

Step 6: Download Intimation Receipt:

On completing the payment process, the applicant can download the Shop Act Intimation, Payment receipt and filed form.

List of Documents for Shop Act Intimation (Only for Maharashtra):

(In Maharashtra, which documents are required for Shop Act Intimation?)

1. Scanned copy of photo of the applicant (size should be between 5 KB and 20 KB).
2. Scanned copy of signature of the applicant (size should be between 5 KB and 20 KB).
3. Applicant's ID proof (Aadhar card) (size should be between 75 KB and 100 KB).
4. Establishment Photo (photo of the sign board of the business) (size should be between 75 KB and 100 KB).
5. Business-specific licenses: FSSAI, RTO Transport permit, The Food and Drugs Administration License, etc.
6. Based on the constitution of the business, the following additional documents are required:

    - Partnership firm – Partnership deed
    - Limited Liability Partnership (LLP) – LLP Agreement

- Private Limited Company and OPC – Certificate of Incorporation
- Trust – Trust Deed
- Co-operative Society – Copy of By-law

Information to Be Furnished for Shop Act Intimation (Only for Maharashtra):

(What information is required for Shop Act Intimation?) (In Maharashtra)

1. Name of the applicant (in English and Marathi)
2. Email address and mobile number of the applicant
3. Residential address of the applicant (in English and Marathi)
4. Whether the residential address is owned or rented should be mentioned in the application form
5. Name of the business (in English and Marathi)
6. Address of the business (in English and Marathi)
7. Type of business entity (proprietorship concern, partnership firm, LLP, company)
8. Date of commencement of business (only for existing businesses)
9. Nature of business activity (manufacturing, service, trading)
10. Brief description of business activity (in English and Marathi)
11. Total number of employees
12. Number of male/female employees
13. Names of the partners/directors (applicable only to partnership, LLP and company) (in English and Marathi)
14. Name of the family members who will be involved in the business (in English and Marathi)

FAQs

Q. Is Shop Act applicability the same all over India?

A: Shop Act is a state implemented Act, hence, its applicability will change from state to state.

Q. For food business what should be obtained first FSSAI or Shop Act?

A: In case of food business, you will have to first apply for FSSAI Registration or License and then you can apply for Shop Act.

Q. In Maharashtra, can Shop Act be used as an address proof?

A: Shop Act is just an intimation or registration document, wherein the entrepreneur informs the Labour Department about the existence of their business. Shop Act is not an evidence document specifying the place of business or business existence. Hence, Shop Act cannot be used as an address proof or proof of existence of business.

Q. Which compliances should be in order before applying for Shop Act?

A: Before applying for Shop Act, the name of your business should be finalised and the business entity should be formed. In case you are planning to set up a company or a Limited Liability Partnership Firm, they should first be incorporated. In case of a Partnership Firm, the Partnership Deed should be finalised and registered. Only after the formation of a business entity can you apply for Shop Act. Also, check with your local authorities regarding compliances or permissions to be obtained before applying for Shop Act.

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Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey!

Should you require any further assistance, please feel free to reach out, and we will be delighted to assist you!

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