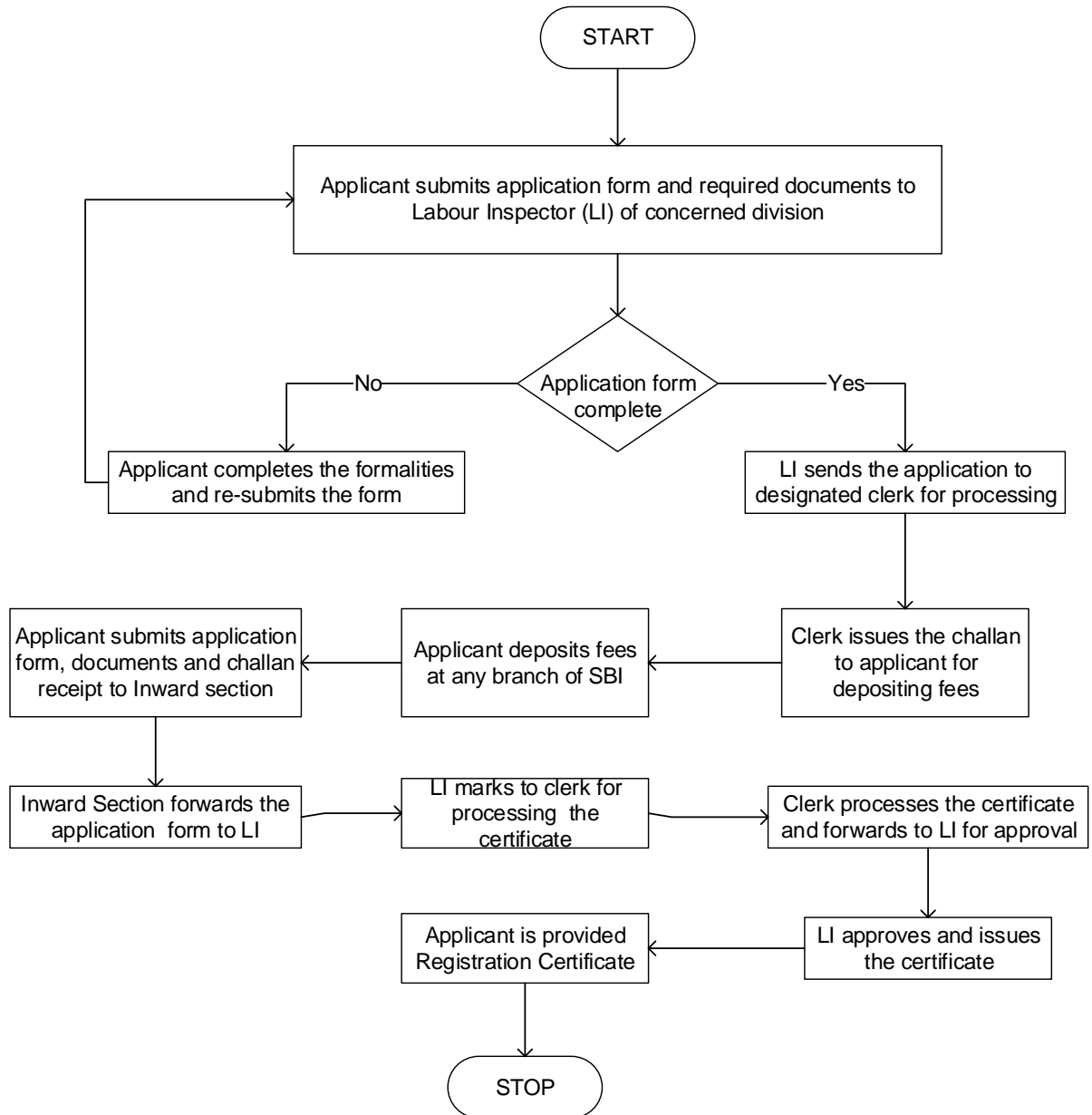


Labour Department, Goa

Procedure for registration under Goa, Daman & Diu Shops and Establishments Act, 1973

Flowchart: Registration under Shops & Establishments Act



Document Checklist for registration under Goa, Daman & Diu Shops and Establishments Act, 1973

- Application Form (Form I)
- Trade License / NOC from Panchayat/Self-declaration by the employer on the stamp paper
- Premise Document (House Tax copy or Lease Agreement or Sale Deed or Gift Deed or NOC from land owner (On Rs. 50 Stamp paper, notarised)
- Identity Proof
- Partnership Deed (In case of Partnership firm) and Registration certificate from Registrar of Firms
- Memorandum / Article of Association (In case of Private Limited company) and Registration Certificate from Registrar of Companies along with list of Board of Directors
- Authority Letter for signature on application(In case of Private Limited company)
- Food & Drug License copy (In case of hotel, restaurant, eating joints, etc.)
- Excise License copy (In case of Bar and restaurant)
- License from mining department / License from tourism department (In case of sand materials)
- RBI authority letter (In case of money exchange)
- Challan Receipt