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

**Flowchart:** Registration under Shops & Establishments Act

START

Applicant submits application form and required documents to Labour Inspector (LI) of concerned division

Application form complete

Applicant completes the formalities and re-submits the form

LI sends the application to designated clerk for processing

Yes

Applicant deposits fees at any branch of SBI

Clerk issues the challan to applicant for depositing fees

No

Inward Section forwards the application form to LI

LI marks to clerk for processing the certificate

Clerk processes the certificate and forwards to LI for approval

Applicant is provided Registration Certificate

LI approves and issues the certificate

STOP
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