

Basic Information on the procedure for online registration, renewal of registration and incorporation of changes in the registration certificate under the West Bengal Shops & Establishments Act, 1963 and check list

There are two separate applications running in the State of West Bengal for online registration renewal etc, under the W.B. Shops & Establishments Act, 1963 and Rules framed thereunder.

For shops and establishments situated at Kolkata the user shop keeper or employer is required to apply through 'wbshopsonline.in' portal and for shops and establishments situated in the State of West Bengal other than Kolkata, the user shop keeper or employer will apply through 'edistrict.wb.gov.in/PACE/'.

Now the general procedure for application for registration under the 'wbshopsonline.in' portal is as follows:

Process for REGISTRATION

1. The user will search for the url 'wbshopsonline.in' in the web browser;
2. Click to Online Apply for applying online to get Registration Certificate in the home page of the portal;
3. If the applicant employer or shopkeeper is a New User, click on REGISTER and register himself after submitting some credentials;
4. After successful registration user will receive a verification mail in his mail box;
5. User has to Click on the link sent to his mail to verify. Till the verification of e mail is completed user registration will not be successful;
6. User has to verify this within 2 hours of registration otherwise user registration will be cancelled and the user have to register afresh;
7. After successful verification user will receive an SMS as well as e-mail containing the 'Username' and 'Password' for Log In;
8. Now the user is to log in using the user id and password received;
9. Now to apply online user is to Click on 'Form' menu to view list of forms. There are 3 types of forms
 - Form-B(New Registration)
 - Form-D(Renewal)
 - Form-C(Notice of Change)
 - Form E (for winding up of business)
10. It is advisable for the user to see the guidelines and the user manuals available in the website before starting the process of applying online.
11. Now to Click on 'Apply Online' to get the digital application form. The user has to Fill up the form step by step.
12. The user is also to upload supporting documents after filling up the form.

13. The user can edit the particulars submitted by him at any stage before final submission of the application.
14. After filling up User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form.
15. By clicking Apply Now the applicant finally submit the application form. The documents required will also be uploaded.
16. User can see application status log (For applied applications only).
17. The Inspector or the Assistant Labour Commissioner can suggest for some correction or seek clarification by sending back to the applicant or can take necessary action for approval as the case may be.
18. User can view the remarks of the Inspector or the Assistant Labour Commissioner and take necessary steps regarding any correction or remarks sent from the Inspector or ALC.
19. After rectification as suggested the user can re-submit the updated application form.
20. Regarding corrections relating to attached documents user can see the status of required attachments, if any, and he can upload the required document accordingly.
21. After approval from the ALC, the user can pay the fees online through GRIPS portal.

22. After payment the user will upload the documents in support of payment of fees. However in case of submission of application form without Digital Signature or in case of offline payment the user has to submit the original signed copies of the same before the Registering Authority.
23. After successful payment the Registration certificate will be issued and made available in the user's dash board. The final registration certificate can be viewed and downloaded by the user. The detail procedure is available in the user manual available in the website itself.

List of documents required for new registration

- 1) Application in Part I of Form B duly signed.
 - 2) Copy of T.R-7 through which requisite fees, as specified in schedule I of the Rules is to be paid during the process of registration under appropriate Head of Account. Or the receipt received from GRIPS having BRN.
- Others related documents as may be asked to furnish along with the application if required:
 1. Copies of appointment letters in Form X, duly received and signed by the employees concerned (to ascertain that all the employees have been given the appointment letters).
 2. Copy of Latest Trade License (to ascertain the exact location, postal address, nature of business, category of the shop/establishment and name of the Proprietor, in case of

Proprietorship Concern).The copy of first Trade License application of Trade License (to ascertain the date of commencement of business) if available.

3. Copy of Voter Identity Card/ Bank Pass Book/ Adhar Card as proof of residential address of shop-keeper/employer, in case of Proprietorship Concern.
4. Copy of Registered/Notarial Partnership Deed, in case of Partnership Concern.
5. Copy of Certificate of Incorporation, Memorandum and Article of Association from Registrar of Companies, Ministry of Corporate Affairs, in case of Limited / Private Limited Company.
6. Form 32/ Dir. 12 from Registrar of Companies (R.O.C.), Ministry of Corporate Affairs for appointment of and changes among Directors, in case of Ltd./Pvt.Ltd. company or other document substantiating the correctness.
7. Form 18 from Registrar of Companies, Ministry of Corporate Affairs as proof of address of registered office, in case of Limited /Private Limited Company.
8. A List containing name and residential address of Directors, in case of Limited /Private Limited company, in company letter head.
9. Certificate of Incorporation and Deed of Partnership, in case of Limited Liability Partners Firm.
10. Copy of Tenancy Agreement wherever applicable.

Process for renewal.

For a new user, he /she has to follow first 9 steps as mentioned for process of registration.

Then select for renewal option.

Enter the registration certificate number and press on GO button

The whole application as it stood previously will be populated if the data of the shop or establishment is already available in the data base. If no such data is available in the data base i.e. for history data, blank application form will appear and it should be filled up in the same way as New Registration for validation and further processing when ever asked by the system to do so.

1. User has to check the details in application form and submit the form. After filling up, User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form for renewal.
2. After filling up User will print the application form & sign on it, he can use his DSC also if available. The user then upload the PDF copy of the signed application form.

3. By clicking Apply Now the applicant finally submit the application form. The documents required will also be uploaded.
4. User can see application status log (For applied applications only).
5. The Inspector or the Assistant Labour Commissioner can suggest for some correction or seek clarification by sending back to the applicant or can take necessary action for approval as the case may be.
6. User can view the remarks of the Inspector or the Assistant Labour Commissioner and take necessary steps regarding any correction or remarks sent from the Inspector or ALC.
7. After rectification as suggested the user can re-submit the updated application form.
8. Regarding corrections relating to attached documents user can see the status of required attachments, if any, and he can upload the required document accordingly.
9. After approval from the ALC, the user will pay the fees online through GRIPS portal.
10. After payment the user will upload the documents in support of payment of fees. However in case of submission of application form without Digital Signature or in case of offline payment the user has to submit the original signed copies of the same before the Registering Authority.
11. The final registration certificate can be viewed and downloaded by the user. The detail procedure is available in the user manual available in the website itself.

However a detailed user manual is available in the portal “wbshopsonline.in”

List of documents required for renewal of registration

1. Application in Form D along with the Current Registration Certificate.
2. Copy of T.R-7 through which requisite fees, as specified in schedule I of the Rules is to be paid during the process of registration under appropriate Head of Account. Or the receipt received from GRIPS having BRN.
 - Others related documents as may be asked to furnish along with the application:
 1. A declaration containing name and date of appointment of all the employees employed as on date of application of renewal (to ascertain changes, if any, in respect of employees).
 2. Copy of renewed Trade License (to ascertain that the shop/establishment is currently, in operation).

Process for incorporation of changes

FORM-C (Notice of Change)

Follow the steps for new registration or use your user credentials for already registered user. Select the form C online application and enter the registration certificate number and press on GO button

The whole application as it stood previously will be populated if your data is already in the data base.

User is required to make changes that have occurred from the last status and submit along with uploading of documents.

The system will calculate the required fees automatically. Rest part is same as new registration process.

To change the profile database

Click on 'My Profile' menu to update your profile (Mobile No. & Email cannot update).

CHANGE PASSWORD

Click on 'Change Password' menu to change your password.