

STANDARD OPERATING PROCEDURE

Standard Operating Procedure is formulated for the purpose of online submission of application form for **new registration certificate / renewal of registration certificate / changes in the registration certificate / duplicate registration certificate / winding up of business** by the applicant and issue of such **new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business)** by the Registering Authority as per provision laid under West Bengal Shops and Establishments Acts , 1963 and West Bengal Shops and Establishments Rules , 1964 .

Standard Operating Procedure for applicant :

1. **Prescribed application form / Common application form for new registration** , along with the **check-list for application for new registration certificate / renewal of registration certificate / changes in the registration certificate / duplicate registration certificate / winding up of business** under the Act and Rules and **fee structure** will be available on the Department's website and also at www.myenterprisewb.in
2. Applicant will, first go through the check-list and read every clause of the application form .
3. Applicant will, fill every field in the application form , asked to fill-up and submit .
4. Having verified , the filled-in form will be submitted .There will be no scope of any further correction .
5. Having submitted , a PDF format of the application form will be generated and the applicant will receive an email giving a **user ID and password** in his email address , provided by him . This will require for any future correspondence .
6. Applicant will view the status of his application by using the **user ID and password**
7. A print out of the application form will have to be taken .
8. Applicant will **pay fee as per fee structure available in the website within working days**, using the fee slip in **T.R – 7** or **through GRIPS portal** .
9. Applicant will receive an email within working days , **specifying the date of issue** of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) etc. , applied for and / or absence of any particular information , if any , in the application form .
10. On the specified date applicant will receive the signed copy of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) , on submission of **print out of application form , copy of payment receipt in T.R – 7 or through GRIPS portal , along with the enclosures as per check list** .
11. Applicant will lose access from that particular account soon after getting the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) , applied for .

Standard Operating Procedure for Department /Directorate

1. All applications will be acknowledged giving the applicant a user ID and password as per sl. no. 5 above .
2. All the received applications either directly from the applicant or from the website www.myenterprisewb.in will be forwarded to the Regional Labour Offices (R.L.O), as per jurisdiction of R.L.O , within working days by the Department / Directorate .
3. Regional Labour Offices (R.L.O) will keep safe custody of the user ID and password provided by the Department / Directorate .
4. On receipt of applications from the Department / Directorate , the registering authority will scrutinize the application form that the application is complete in all respect and / or intimate the applicant about absence of any information , if any , and / or **notify the date of issue (not later than days from the date receipt)** of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) through email and also intimate the applicant for submission of print out of application form , copy of payment receipt in T.R – 7 / GRIPS portal along with the enclosure as per check list on that day.
5. 3 copies of the application form (in case of new registration) and 1 copy of (in other cases) to be downloaded for the purpose .
6. Registering Authority may hold such enquiry , as may be required under the Act and Rules and within such date as may be intimated to the applicant for issue of the desired documents , for the purpose of correctness of information furnished in the application form .
7. After satisfying himself about the correctness of the information furnished in the application form , the registering authority will hand over the signed copy of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) to the applicant on the date earlier intimated , on receipt of required documents viz. print out of application form , copy of payment receipt in T.R – 7 / GRIPS portal along with the enclosure as per check list , from the applicant .
8. Registering authority will preserve all the documents for future correspondence .
9. After successful completion of the above procedure, registering authority of the R.L.O will block that particular account to access with the user ID and password earlier provided .

