

Government of Himachal Pradesh  
Department of Labour and Employment

**Guidelines/Check list for Registration and Renewal of Shops and Commercial Establishments under H.P. Shops and Commercial Establishments Act, 1969 and Rules framed thereunder:-**

**Section-I General Information.**

**\*The provisions of** H.P. Shops and Commercial Establishments Act, 1969 and rules framed thereunder are applicable within the jurisdiction of Municipal Corporations Municipal committees, Nagar Panchayats, Cantonment Areas and certain other areas notified for the purpose of the said Act.

\* Every Employer is required to make application for Registration or Renewal of his Shop or Commercial Establishment to the Labour Inspector of the area, who is Registering Authority under the Act.

**Section-II.**

**A.Documents required for registration of Shop or Commercial Establishment.**

**1. Form-1.**

**2. Form-6.**

**3. Form:7.**

**4.**In case of proprietorship concern, the application is to be made by the owner of the Shop or Commercial Establishment.

**5.** In case it is a partnership concern, a resolution is to be passed and authenticated copy is to be attached to the effect that one of the partners will make application for registration for Shop or Commercial Establishment as the case may be.

**6.** In case of Company, resolution to the effect is to be passed and authenticated copy is to be attached to the effect that one of the Director will

make application for registration of Shop and Commercial Establishment, as the case may be.

**7.** In case of Society or Government undertaking the head of the Shop or Commercial establishment will make application.

**8.** The document of the premises i.e. Ownership or rent/ lease deed etc, authenticated copy is to be attached.

**9.** All the documents are to be verified and signed by the applicant, as has been elaborated herein above.

**10.** The certificate issued will be valid for five years.

### **Section-III**

#### **Documents required for renewal of Registration Certificate of Shop or Commercial Establishment.**

**1. Form-1.**

**2. Form-6.**

**3. Form:7.**

**4.** In case of proprietorship concern, the application is to be made by the owner of the Shop or Commercial Establishment.

**5.** In case it is a partnership concern, a resolution is to be passed and authenticated copy is to be attached to the effect that one of the partners will make application for registration for Shop or Commercial Establishment as the case may be.

**6.** In case of Company, resolution to the effect is to be passed and authenticated copy is to be attached to the effect that one of the Director will make application for registration of Shop and Commercial Establishment, as the case may be.

**7.** In case of Society or Government undertaking the head of the Shop or Commercial establishment will make application.

**8.**All the documents are to be verified and signed by the applicant, as has been elaborated herein above.

#### **Section-IV.**

#### **Documents required for Amendment of Registration Certificate of Shop or Commercial Establishment.**

**1. Form-1.**

**2. Form-4.**

**3. Form-6.**

**4. Form:7.**

**4.**In case of proprietorship concern, the application is to be made by the owner of the Shop or Commercial Establishment.

**5.** In case it is a partnership concern, a resolution is to be passed and authenticated copy is to be attached to the effect that one of the partners will make application for registration of Shop or Commercial Establishment as the case may be.

**6.** In case of Company, resolution to the effect is to be passed and authenticated copy is to be attached to the effect that one of the Director will make application for registration of Shop and Commercial Establishment, as the case may be.

**7.** In case of Society or Government undertaking the head of the Shop or Commercial establishment will make application.

**8.**All the documents are to be verified and signed by the applicant, as has been elaborated herein above.