

Form B

[See sub-rules (2) and (3) of Rule 4]

Part I

Application for Registration

Space for Stamp

To
The Registering Authority
Shops and Establishments.
(Here specify the area and address).

Sir,

I beg to apply for registration of my shop/establishment under the West Bengal Shops and Establishments Act, 1963. Particulars about the shop/establishment are furnished in the statement below.

2. Revenue stamps worth are affixed with this application as the required fee for registration.

Statement

1. Name of shop/establishment, if any
2. Postal address and exact location of shop/establishment
3. Exact location of office, store-room, godown, warehouse, or work-place if any, attached to shop but situated in premises different from those of shop/establishment.
4. Name of shop-keeper/employer
5. Residential address of shop-keeper/employer
6. Name of manager, if any, and his residential address
7. Names of partners and their residential addresses (if a partnership concern)
8. Names and residential addresses of directors (if a limited company)
9. Category of establishment, i.e., whether a shop, commercial establishment, residential hotel, restaurant, eating house, theatre, cinema or other place of public amusement or entertainment.
10. Nature of business
11. Date of commencement of business
12. Name of members of owner's family employed in the shop/establishment who live with the owner and are dependant on him/her.

Relationship	Adults	Young Persons
Males		
Females		

Total:

13. Names of other person employed

- (i) in managerial or confidential capacity ;
- (ii) as a traveller, canvasser, messenger, watchman or caretaker ; and
- (iii) exclusively in connection with customs, examination collection, dispatch, delivery or conveyance of goods from or to booking offices for transport by rail, road or air, docks, wharves or airports (indicate sex and age in case of young persons).

14. Total number of employees—

Adults	Young Persons	Total
Males		
Females		

Total :

15. Declaration of weekly closing days (in the case of a shop or commercial establishment).

I hereby declare that the above information is true to the best of my knowledge and belief.

Yours faithfully,
Signature of shop-keeper/employer

Dated