

FORM 'O'

**Application for certificate of Registration of
Establishments,**

(and also periodic renewal thereof)

[See Rule 45 and 49]

To,

The Inspector of Shops and Establishments,
(here specify the area and the address of the Inspector)

Sir,

I beg to apply for registration/-renewal of registration of my establishment for the period of twelve months from to ~~.....~~ as required under section 36 of the Assam Shops and Establishments Act, 1971 and the Rules framed there under.

The required particulars in regard to the establishment are furnished herein below in the form prescribed for the purpose in Duplicate –

1. Name of Establishment, if any –

2. Postal Address and exact location of the Establishment –

3. Situation of Office, store-room, godown, warehouse or work place, if any, attached to the establishment but situated in premises different from those of the establishment –

4. No. and date of previous Certificate of Registration (certificate to be surrendered with the application for renewal) –

5. Name of employer –

6. Residential address of employer –

7. Name of the Manager/ Agent/ other person acting in the general management, if any, and his address.

8. Name of the partners and their residential addresses (if it is a partnership concern) -

9. Names and residential addresses of Directors (if it is a case of limited company) -

10. Category of establishment i.e. whether shops, commercial establishments hotel, restaurant, eating house or other place of amusement or entertainment -

11. Nature of business -

12. Date of commencement of business

13. Name of members of the employer's family employed in the establishment and residing with the wholly dependent upon him -

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

14. Total No. of permanent employees -

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

15. Total No. of Temporary-/-Casual employees –

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

16. Total No. of learner Probationer employees –

Sl. No.	Name	Relationship	Male or Female	Adult or Child
(1)	(2)	(3)	(4)	(5)

The application must be accompanied by attested copy of the appointment letter issued to each of the permanent, temporary, casual probationer/-learner employees.

(Enter 'not applicable' in case any of the information sought for is not applicable to an establishment).

I testify that the particulars furnished above are true to the best of my information, knowledge and belief.

From 'O' was substituted *vide* Notification No. GLR (RC) 105/89/Pt IV/22, dt. 20-7-95 and published in The Assam Gazette Extraordinary No. 216, dt. 10-10-95.

FORM 'P'

Register of Shops and Establishments

[See Rules 46]

Part I - Shops –
Part II - Commercial Establishments –
Part III - Establishment for
Public Entertainment or Amusements –