

FORM A

Application for Certificate of Registration of establishment  
(and also periodic renewal thereof)

[See Rules 3<sup>5</sup>/<sub>6</sub> & 7]

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 Sec 3 of the Meghalaya Shops and Establishments Act, 2001 and the rules framed thereunder.

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 workplace, 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 partners and their residential addresses (if it is a partnership concern)
9. Name and residential addresses of Directors (if it is a case of limited company)
10. Category of Establishment, i. e., whether a shop, commercial establishment, hotel, restaurant, eating house or other place of amusement or entertainment
11. Nature of business
12. Date of commencement of business
13. Names of members of the employer's family employed in the establishment and residing with and wholly dependent upon him



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

14. Total number of employees

Serial No.	Name	Male or Female	Adult or Child
(1)	(2)	(3)	(4)

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

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

A copy of the Challan dated.....depositing a sum of Rs.....  
(Rupees.....) only at the Treasury at.....(name of the place)  
prescribed in Schedule I of the rules is attached for reference and needful.

Yours faithfully,

Date.....

Signature of Employer