



CHECKLIST FOR APPLICATION OF SHOP ACT

Following are the Documents & Information required for availing Shop Act

Sr. No.	Particulars	Description
1	Commercial Address Proof Verification (Any 2)	<ul style="list-style-type: none">▪ Proof of place of business
		If Own Property: <ul style="list-style-type: none">▪ Latest Electricity Bill▪ Property Tax Receipt▪ Index II
		If Rented Property: <ul style="list-style-type: none">▪ Latest Rent Agreement▪ Society Maintenance Receipt▪ Electricity Bill
2	Identity Proof Verification	
a)	For Individual / HUF	
	Identity proof (Any 2)	<ul style="list-style-type: none">▪ Pan Card▪ Driving License▪ Election Card
	Residential Proof (Any 2)	<ul style="list-style-type: none">▪ Copy Of Passport▪ Ration card▪ Electricity Bill▪ Telephone Bill▪ Index II▪ Driving license
b)	For Partnership Firm	<ul style="list-style-type: none">▪ Identity proof & Residential Proof of all the Partners (as detailed above)▪ Recent Partnership Deed
c)	For Company (either private or public company)	
	Proof of Company	1 Photo Copy of the following : <ul style="list-style-type: none">▪ Incorporation Certificate▪ Articles of Association▪ Memorandum of Association

Sr. No.	Particulars	Description
	Proof of Directors	<ul style="list-style-type: none"> ▪ Identity Proof & Residential Proof of all the promoters / current directors. (as detailed above)
3.	<p>Nature of business verification</p> <p>Transport Permit</p>	<ul style="list-style-type: none"> ▪ If Bar and Restaurant, Wine Shop, Beer Shop, then State Excise approval ▪ If Medical Stores, then Food and Drugs Administration license ▪ If Cyber Cafe Police Department NOC, ▪ Security Agency then Police Commissioner License ▪ Man Power Supplier the Copy of Work Order of the Principal employer ▪ If Entertainment, then copy of Collector Permission ▪ If Transportation / Tour and Travel, then RTO ▪ If Import and Export, Clearing Forwarding, Shipping Cargo, then License from Concerned Department ▪ If Share Broker then SEBI Enrollment ▪ If Trading Business, then Business Proof (Copy of Financial Transaction) ▪ If Fire Works, then Municipal Council / Corporation NOC, Fire Brigade NOC, Collectors NOC, Police Department NOC ▪ Any other compliances as per the nature of business
4	Number of employees	<ul style="list-style-type: none"> ▪ The fees charged by department for license depends on the number of employees employed in the concern