

STANDARD OPERATING PROCEDURE

Standard Operating Procedure is formulated for the purpose of online submission of application form for **new registration certificate/ renewal of registration certificate / changes in the registration certificate / duplicate registration certificate/ winding up of business** by the applicant and issue of such **new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate/ accepted copy of application (in case of winding-up of business)** by the Registering Authority as per provision laid under West Bengal Shops and Establishments Acts , 1963 and West Bengal Shops and Establishments Rules , 1964 .

Standard Operating Procedure for applicant :

1. **Prescribed application form / Common application form for new registration, along with the check-list for application for new registration certificate/ renewal of registration certificate / changes in the registration certificate / duplicate registration certificate/ winding up of business** under the Act and Rules and **fee structure** will be available on the Department's website and also at www.myenterprisewb.in
2. Applicant will, first go through the check-list and read every clause of the application form .
3. Applicant will, fill every field in the application form, asked to fill-up and submit .
4. Having verified , the filled-in form will be submitted . There will be no scope of any further correction .
5. Having submitted , a PDF format of the application form will be generated and the applicant will receive an email giving a **user ID and password** in his email address, provided by him . This will require for any future correspondence .
6. Applicant will view the status of his application by using the **user ID and password**
7. A print out of the application form will have to be taken .
8. Applicant will **pay fee as per fee structure available in the website within working days**, using the fee slip in **T.R – 7** or **through GRIPS portal** .
9. Applicant will receive an email within working days , **specifying the date of issue** of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate/ accepted copy of application (in case of winding-up of business) etc. , applied for and / or absence of any particular information , if any , in the application form .
10. On the specified date applicant will receive the signed copy of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) , on submission of **print out of application form , copy of payment receipt in T.R – 7 or through GRIPS portal , along with the enclosures as per check list** .
11. Applicant will lose access from that particular account soon after getting the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) , applied for .

Standard Operating Procedure for Department /Directorate

1. All applications will be acknowledged giving the applicant a user ID and password as per sl. no. 5 above .
2. All the received applications either directly from the applicant or from the website www.myenterprisewb.in will be forwarded to the Regional Labour Offices (R.L.O), as per jurisdiction of R.L.O , within working days by the Department / Directorate .
3. Regional Labour Offices (R.L.O) will keep safe custody of the user ID and password provided by the Department / Directorate .
4. On receipt of applications from the Department / Directorate , the registering authority will scrutinize the application form that the application is complete in all respect and / or intimate the applicant about absence of any information , if any ,and / or **notify the date of issue(not later than days from the date receipt)** of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) through email and also intimate the applicant for submission of print out of application form , copy of payment receipt in T.R – 7 / GRIPS portal along with the enclosure as per check list on that day.
5. 3 copies of the application form (in case of new registration) and 1 copy of (in other cases) to be downloaded for the purpose .
6. Registering Authority may hold such enquiry , as may be required under the Act and Rules and within such date as may be intimated to the applicant for issue of the desired documents, for the purpose of correctness of information furnished in the application form .
7. After satisfying himself about the correctness of the information furnished in the application form , the registering authority will hand over the signed copy of the desired documents i.e. new registration certificate / renewed registration certificate / amended registration certificate / duplicate registration certificate / accepted copy of application (in case of winding-up of business) to the applicant on the date earlier intimated , on receipt of required documents viz. print out of application form , copy of payment receipt in T.R – 7 / GRIPS portal along with the enclosure as per check list, from the applicant .
8. Registering authority will preserve all the documents for future correspondence .
9. After successful completion of the above procedure, registering authority of the R.L.O will block that particular account to access with the user ID and password earlier provided .