

Services provided by the Office of the Commissioner, Labour & Employment, Shrama Shakti Bhawan, Patto-Panaji.

I. Registration Certificate under Goa, Daman & Diu Shops Establishment Act, 1973 and Rules 1975.

- a) Category.... I (Shop)
- b) Category... II (Commercial)
- c) Category ... III (Restaurant)
- d) Category... IV (Theatre)
- e) Category.... V. (Bank)

1. New Registration Forms required under Goa, Daman & Diu Shops & Establishment Act.

- a) Form No. 1 (On E Forms Online)
- b) Form No. XXIV.(Notice of close day or change in close day)
- c) Form No. XXV. (Notice of Shop/Establishment)
- d) Form No. XXVIII.(List of Holiday)

2. Documents for New Registration under Goa, Daman & Diu Shops & Establishment Act.

- a) Premises Documents :- Deed of Sale/Lease Agreement/N.O.C.from Owner of the Shop(Notarises Copy)/ Will/Gift Deed.
- b) N.O.C. from Panchayat/Municipality.
- c) If there are Partners :- Enclose Partnership Deed.
- d) If there is Company.... Enclosed Memorandum of Article.
- e) If there is Bar and Restaurant:- Then Attach Exercise License Copy. and also enclose Food and Drugs License Copy & Health NOC. alongwith Other above documents.
- f) If there is Money Exchange:- Then enclosed R.B.I. Letter and also alongwith other above documents.
- g) I.D.C. :- Plot Allotment Letter/NOC from IDC/Triparty Deed.
- h) If Bank:- NOC from Registrar/RBI Letter.

II. Renewal under Goa, Daman & Diu Shops and Establishment Act, 1973 and the Rules 1975.

- a) Form No. IV (Renewal for Registration Certificate)

III. Registration Certificate under Motor Transport Workers Act, 1961.

- a) Form No. I
- b) Documents: License Copy from RTO Office.

IV. Renewal under Motor Transport Workers Act, 1961.

- a) Form No. I (same form as required at the time of Registration)

V. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970 and the rules made there under.

- a) Form No. I
b) Documents: ID Proof/Memorandum of Article.

VI. Licences under Contract Labour (Regulation & Abolition) Act, 1970 and the rules made there under.

- a) Form No. IV
b) Documents: Form No.V (from Principal Employer)
c) ID Proof/Memorandum of Article/Partnership deed.

VII. Renewal of Licences under Contract Labour (Regulation & Abolition) Act, 1970 and the Rules made there under.

- a) Form No. VII

VIII. Registration Certificate under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. I
b) Documents: ID Proof/Memorandum of Article.

IX. Licence under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. V
b) Documents: Form No.VI (from Principal Employer)
c) ID Proof/Memorandum of Article/Partnership deed.

X. Renewal of Licence under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. IX

XI. Registration Certificate under Building and Construction Workers (Regulation of Employment & Conditions of Services) Act, 1996.

- a) Form No.- I