

**FORM – A****Application for certificate of Registration of Establishment****(And also periodic renewal thereof)****[See Rule 3, 5 & 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 Establishment Act, 2004 and the rules framed there under.

The required particulars in regard to the establishment are furnished below in the form prescribed for the purpose in Triplicate.

1. NAME OF ESTABLISHMENT, if any.  
(in block letters)
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 surrender with the application for renewal).
5. (a) Name of Employer/Proprietor.  
  
(b) Community
6. (a) Residential address of employer/proprietor.  
  
(b) Contact No.  
  
(Attach copy of EPIC/Ration card/ Birth Certificate from the State of origin)
7. Name of the Manager /Agent/other person acting in the general management, in any, and his address.
8. Name of partners and their residential address (if it a partnership concern).
9. Name and residential address 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 establishment.

