

THE MANIPUR SHOPS AND ESTABLISHMENTS RULES, 1973

(As amended upto date)

1. **Short title:** These rules may be called the **Manipur Shops and Establishments Rules, 1973**.
2. **Definition:** In these Rules, unless there is anything repugnant in the subject or context:-
 - a) 'Act' means the Manipur Shops and Establishments Act, 1972 (Act 4 of 1973);
 - b) 'form' means a form appended to these Rules;
 - c) 'Government' means the Government of Manipur;
 - d) 'Section' means a section of the Act; and
 - [e) 'Schedule' means schedule appended to these Rules;]¹

2-A. **Registration of shops and Establishments:-**

- 1) Within thirty days from the date of enforcement (March 17, 1997) of these Rules in the case of shop or establishment existing on that date and within thirty days of the commencement of the business in the case of a new shop or establishment, the employer of every shop or establishment, shall apply for registration under the Act to the Registering Officer or the Officer authorised by him in this behalf in Form IX in duplicate with the original copy of the Treasury challan depositing the requisite amount specified in Schedule –I to these Rules.
- 2) On receipt of an application accompanied by the requisite fee under sub-rule (1), the Registering Officer shall, on being satisfied about the correctness of the particulars furnished in the application, register the shop or the establishment, as the case may be and issue a certificate of registration in Part-II of Form IX.

2-B. **Registers of Shops and Establishments:-**

The Registering Officer shall maintain a register of Shop and Establishments in Form – X. The register of shops and establishments as maintained shall consist of four parts as follows:

Part-I	Shops
Part-II	Commercial Establishments
Part-III	Theatres, Cinemas and other Places of public entertainment or amusement.

2-C. **Notice of change:-**

A notice of change under sub-section (5) of section 5-B of the Act shall be in Form XI and every such notice shall be accompanied by the current registration certificate together with a treasury receipt showing the payment of fees as prescribed in Schedule-II.

*1. Inserted by the Manipur Shops and Establishments (Amendment) Rules, 1996.

2-D Renewal of Registration Certificate:-

- 1) An application for renewal of a registration certificate under sub-section (2) of section 5-B of the Act shall be in Form-XII and shall be accompanied by such fees as are required for an application for registration under rule 2-A.
- 2) On receipt of an application for renewal of registration certificate and necessary fee under sub-rule (1), the Registering Officer shall, on being satisfied about the correctness of the information furnished, make necessary entries in the appropriate place of the Register of Shops and Establishments and the Registration Certificate and return the registration certificate to the applicant.

Provided that, if the Registering Officer so thinks it fit, he may issue a new registration certificate, instead of renewing the existing certificate by making alterations therein.

2-E. Notice of winding up:-

Notice of winding up of a shop or an establishment under sub-section (6) of section 5-B of the Act shall be in Form-XIII and shall be accompanied by the registration certificate.

Explanation:- Every case where a shop or an establishment is closed for a continuous period of 6(six) months or more shall be treated for the purpose of this rule as a case of winding up.

2-F. Loss of Registration Certificate:-

If any registration certificate issued under sub-rule (2) of rule 2-A is lost or destroyed or defaced, the employer concerned shall forthwith report the matter to the Registering Officer who issued the certificate and make an application in Form-XIV accompanied by a Treasury Receipt showing payment of fees as specified in Schedule-I for the issue of a duplicate certificate and the Registering Officer shall thereupon issue a duplicate certificate duly stamped "Duplicate" in red ink.

2-G. Transfer of Registration Certificate:-

- 1) A registration certificate issued under these rules shall not be transferable, or if ownership of any shop or establishment is transferred, the employer shall, within 15 days of such transfer, surrender the certificate of registration of the shop or establishment and shall submit to the Registering Officer a statement signed by himself specifying the name and address of the transferee.
- 2) The Registering Officer, on being satisfied about the correctness of the information relating to the transfer, shall cancelled the certificate of registration and amend the register of shops and establishments accordingly.
- 3) The transferee shall apply for a new registration certificate as provided in rule 2-within thirty days from the date of transfer.

2-H. Payment of fee and Enquiry:-

- 1) All fees payable under these rules shall be paid in the local Treasury under Receipt Head of Account of the Labour and Employment.
- 2) The Registering Officer may, for the purpose of satisfying himself about the correctness of any information furnished in any application or notice, hold such enquiry as he deems necessary for his satisfaction in such manner as he considers fit]¹

3. Register of Wages:-

Every shop-keeper or employer shall maintain a register of wages in Form-I.

4. Deduction from Wages:-

- 1) No deduction except as provided herein—after shall be made by an employer from the wages of any employee -
 - a) fines;
 - b) deduction for absence from duty;
 - c) deduction for damage to or loss of goods expressly entrusted to the employee for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default;
 - d) deduction for house accommodation supplied by the employer;
 - e) deduction for such amenities and services as Government may, by general or special order, authorise;

Explanation:- The word 'services' does not include the supply of tools and raw materials required for the purposes of employment.

- f) deductions for recovery of advances or for overpayment of wages.
- g) deductions of income-tax payable by the employee;
- h) deductions required to be made by order of a Court or other authority competent to make such order;
- i) deductions of subscription to and for repayment of advances from any provident fund to which the Provident Fund Act, 1925 (XIX of 1925) applies or recognised fund as defined in section 58-A of the Indian Income-tax Act, 1922 (XI of 1922), or any Provident Fund approved in this behalf by the State Government.
- j) deductions for payment to co-operatives societies approved by Government or to a Scheme of Insurance approved by Government;
- k) deductions for revenue stamps required to be attached to pay receipts where applicable;

Rules 2-A to 2-H are inserted by the Manipur Shops and Establishments (Amendment) Rules, 1996.

- l) deductions for any saving scheme approved by Government with the written authority of the employee; and
- m) deductions on account of supply of cooked food or refreshments during the hours of employment in accordance with any scheme previously approved by the Chief Inspecting Officer;

Explanation:- Every payment made by the employee to the employer or his agent shall, for the purposes of these rules be deemed to be deductions from wages;

- 2) An employer desiring to impose a fine on an employee or to make a deduction for damage or loss caused to him shall explain to him personally and also in writing the act or omission or the damage or loss in respect of which the fine or deduction is proposed to be imposed or made and give him an opportunity to offer an explanation in the presence of another person. The amount of the said fine or deduction shall also be intimated to him in writing.
- 3) The total amount of fine which may be imposed in any one wage period on any employee shall not exceed ten paise in a rupee of the wages payable to him in respect of that wages period.
- 4) No fine shall be imposed on a child.
- 5) All fines realised shall be expended only on such purposes beneficial to the persons employed in the establishment as are approved by the Chief Inspecting officer.
- 6) A deduction under clause (c) of sub-rule (1) shall not exceed the amount of damage or loss caused to the employer by the neglect or default of the employee.
- 7) (a) deductions may be made under clause (b) of sub-rule (1) only on account of the absence of an employee from the place or places where, by the terms of his employment, he is required to work, such absences being for the whole or any part of the period during which he is required to work.
(b) the amount of such deduction shall, in no case, bear to the wages payable to the employee in respect of the wages period for which the deduction is made a larger proportion than the period for which he was absent bears to the total period within such wage period, during which by the terms of his employment he was required to work.
- 8) A deduction under clause (d) or clause (e) of sub-rule (1) shall not be made from the wages of the employee unless the house accommodation, amenity or service has been excepted by him as a term of employment or otherwise and such deduction shall not exceed an amount equivalent to the value of the house accommodation, amenity, or service supplied and in the case of deduction under clause

(e) shall be subject to such conditions as Government may, by notification in the Official Gazette, impose.

9) Deduction under clause (j) of sub-rule (1) shall be subject to such conditions as Government may, by order, impose.

5. Register of fines and deductions:-

Every shop-keeper or employer shall record the amount of fine realised and all deductions imposed on the wages of employee in Form-II.

6. Acts constituting a misconduct:

Each of the following acts shall be treated as misconduct for the purposes of the second proviso to sub-section (1) of section 27 of the Act-

- a) wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a Supervisor;
- b) wilful damage or loss of employer's property;
- c) taking or giving bribes or any illegal gratification;
- d) theft, fraud, dishonesty in connection with the employer's business or property;
- e) habitual absence without leave or absence without leave for more than ten days;
- f) habitual breach of any law applicable to the establishment;
- g) habitual late attendance;
- h) riots or disorderly behaviour during working hours at the establishment or any act subversive of discipline;
- i) habitual or gross negligence or neglect of work;
- j) striking work or inciting others to strike in contravention of the provisions of any law or rule having the force of law;
- k) breach of provisions to the standing orders applicable to the establishment and certified under the Industrial Employment(Standing Orders) Act, 1946.

(2) No order of discharge on ground of misconduct shall be made unless the employee concerned is informed in writing of the alleged misconduct and is given an opportunity to defend himself and explain the circumstances alleged against him.

7. Complaint against the order of discharge under section 27:-

- 1) Any employee discharged under section 27, may make a complaint in writing to a Labour Court constituted under the Industrial Dispute Act, 1947 (14 of 1947) or to an Officer authorised in this behalf by a notification in the Official Gazette, whether by himself or through an officer of a registered trade union. Such Court or Officer shall entertain the complaint and hear the same in the manner prescribed in sub-rule (5) to (9).

- 2) Such complaint may be made within 30 days of the receipt of the order of discharge on one or more of the following grounds, namely:-
 - i. there was no reasonable cause for dispensing with his services; or
 - ii. no notice was served on him as required by clause (a) of sub-section(1) of section 27; or
 - iii. he had not been guilty of any misconduct as held by the employer under rule 6.
- 3) The complaint shall be prepared in the form of memorandum in duplicate, setting forth concisely the grounds of objection to the order complained against. The memorandum shall be accompanied by an affidavit shown before a Magistrate of the First class that the contents of the memorandum are true to the knowledge and behalf of the applicant and that no such complaint has been filed and heard before any other authority.
- 4) Every such memorandum shall bear a court-fee stamp of Rs. 5.00 p. Provided that the authority may, in consideration of the poverty of the applicant, reduce or remit this fee.
- 5) The authority entertaining the complaint shall call upon the employer by a notice to appear on that date fixed, before him either personally or through his agent at a specified time and place together with all relevant documents and witnesses, if any, and shall inform the complainant of the said date, time, and place of hearing of the said case.
- 6) If the employer or his agent fails to appear on the date fixed at the specified time and place, the authority may proceed to hear and determine the complaint ex-parte unless the proper reasons to be recorded in writing, the hearing is adjourned to another date.
- 7) If the complainant fails to appear on the date fixed or any day subsequent thereto, to which the hearing may be adjourned, the authority may dismiss the complaint.
- 8) An order passed under sub-rule (5) or sub-rule (6) may, on sufficient cause being shown within 30 days of the order be set aside and the complaint reheard, notice being served on the opposite party of the date fixed for re-hearing.
- 9) The Labour Court or the officer authorised in this behalf, as the case may be, shall record briefly the evidence adduced before him; hear the parties summarily and after making such further enquiry as he may consider necessary, pass order giving reasons there for. The orders so passed, shall be communicated to the parties immediately.

8. Powers of Inspecting Officers:-

An Inspecting Officers appointed under sub-section (1) or (2) of section 21 shall, for the purpose of giving effect to the provisions of the Act and these rules have powers to do all or any of the following namely:-

- a) to inspect and make such examination of the premises and of the registers, records and notices as may appear to him to be necessary for the purpose of satisfying himself that the provisions of the Act and of the rules and any order passed by Government under the Act are being properly observed;
- b) to prosecute and to assist in the conduct and defence of any complaint or other proceeding arising under the Act or in discharge of his duties as Inspecting Officer;
- c) to satisfy himself as such inspection that:
 - I. the registers, records, and notices required to be maintained or exhibited under the Act and these rules are properly maintained and exhibited;
 - II. the intervals for rest and the holidays required to be granted under the Act are granted and limits of the hours of work and spread-over laid down under the Act are not exceeded;
 - III. the provisions of the Act relating to the payment for overtime work are duly observed;
 - IV. no child below the twelve(fourteen) years is allowed to work in any establishment to which the Act applies;
 - V. the provisions of the Act and any order passed by the Government regarding the opening hours are duly observed; and;
 - VI. how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with; and
- d) to point out all such defects or irregularities as may be have observed and to give orders for their remedy or removal and hand over to the employer a summery of the defects or irregularities and of his orders.

9. Records of Inspection:

The Inspecting Officer shall keep a separate file for records of his inspection of each establishment.

10. Service of order passed by Inspecting Officer:-

Every order passed by the Inspecting Officer under the Act and the Rules shall be served on the employer of an establishment-

- a) by delivering a copy of the same to him personally or at his office, or
- b) by registered post.

11. Inspection Book:-

Every employer shall maintain an Inspecting Officer's visit and Inspection Book, in which the Inspecting Officer may record his remarks regarding any defect that may come to light in the course of an inspection of the establishment, and shall produce it whenever required to do so by an Inspection Officer.

12. Hours of Inspection:-

An Inspecting Officer shall ordinarily visit or inspect an establishment during the normal working hours, but he may visit an establishment at any time if he has reasonable doubt that the employer is infringing the provisions of the Act or the Rules beyond such hours.

13. Re-employment of a discharged employee:-

- 1) An employer proposing to re-employ a discharged employee or employees under section 29 of the Act, shall arrange for the display on a notice board in a conspicuous place in the premises of his shop or establishment details of those vacancies and shall also give intimation of vacancies by registered post to every one of all the discharged employees eligible to be considered therefor, to the address given by him at the time retrenchment or at any time thereafter:

Provided that where the number of such vacancies is less than the number of discharged employees, it shall be sufficient if intimation is given by the employer individually to the senior-most discharged employees in the list maintained under rule 14, the number of such senior-most employees being double the number of such vacancies:

Provided further that where the vacancies is of a duration of less than one month there shall be no obligation on the employer to send intimation of such vacancies to individual discharged employees.

- 2) Immediately after complying with the provisions of sub-rule (1), the employer shall also inform the trade unions connected with the Industrial Establishment, of the number of vacancies to be filled and names of the discharged employees to whom intimation has been sent under sub-rule (1):

Provided that the provisions of these rule need not be complied with by the employer in any case where intimation is sent to every one of the employees mentioned in the list prepared under rule 14.

14. Maintenance of Seniority list of employees:-

The employer shall prepare a list of all workmen in the particular category from which retrenchment is contemplated, arranged according to the seniority of their service in that category and cause a copy thereof to be posted on a notice board in a conspicuous place in the premises of the shop or establishment at least seven days before the actual date of discharge.

15. Annual Statement:-

The Annual statement under section 30 of the Act shall be in Form III.

16. Notice of weekly closure in Shops:-

The notice under sub-section (3) of section 10 shall be in Form IV.

17. Maintenance of Registers and Records And Display of Notices under section 31 of the Act:-

- 1) every employer shall exhibit in his establishment- a notice in Form V specifying day or days of the week on which the employees shall be given a holiday;
- 2) every employer or shopkeeper shall maintain leave with wages register in Form VI and the same shall be preserved for a period of three years after the last entry in it;
- 3) every employer or shopkeeper shall maintain a register showing attendance, overtime work, and account of wages in respect of every employee in form VII;
- 4) every employer or shopkeeper shall exhibit in his establishment or shop a notice specifying the daily hour to be worked and intervals for rest and meals to be allowed to the employees in Form VIII;
- 5) every shopkeeper or employer shall exhibit a notice containing extracts of the Act and these rules in English or in the language known to the majority of the persons employed by him;
- 6) Every employer or shopkeeper shall exhibit in his establishment or shop in English or in the language known to the majority of the persons employed by him a copy of the leave rules applicable to the employees;
- 7) The registers, records, and notices relating to any calendar year shall be preserved till the end of the next year;
- [8) in respect of shops and establishments to which the Minimum Wages Act, 1948 (II of 1948) and Rules made thereunder or Payment of wages Act, 1936(4 of 1936) and Rules made thereunder or the Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by certain Establishments) Act, 1988(51 of 1988) apply the following registers required to be maintained by an employer under these Acts and Rules shall be deemed to be Registers to be maintained under sub-rules (2) and (3) and rules 3 and 5, namely,
 1. Muster Roll,
 2. Register of wages,
 3. Register of deductions,
 4. Register of overtime,
 5. Register of fines,
 6. Register of advances

7. Monthly Register of Muster Roll–cum-wages,]¹**18. Cleanliness:-**

The premises of every shop or establishment shall be kept clean and free from effluvia arising from the drain or privy or other nuisance and shall be cleaned by such methods as lime washing, colour washing, painting, varnishing, disinfecting and deodorising.

19. Ventilation:-

- 1) The premises of every establishment shall be well ventilated and adequately lighted during all working hours.
- 2) If it appears to an Inspecting Officer that the premises of any shop or establishment within his jurisdiction is not sufficiently lighted or ventilated, he may serve on the employer an order, in writing specifying the measures which, in his opinion, should be adopted and requiring them to be carried out before a specified date.

20. Appeal:-

Against any order of the Inspecting Officer an appeal shall lie to the Labour Commissioner, Manipur and his decision shall be final.

21. Repeal and Saving:-

The Manipur Shops and Establishments Rules, 1971 are hereby, repealed:

Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.

1. Inserted by the Manipur Shops and Establishments (Amendment Rules) 1996.

[SCHEDULE-1]¹
(See Rule 2-A(i))

Fees for Certificate of Registration, renewal of Registration, issue of duplicate Certificate of Registration.

Sl. No.	Class of shops or Establishment	Renewal fees and registration fee	Fees for duplicate copy
1	2	3	4
A. Shops:		Rs.p.	Rs. p
1.	Shops having no employees	50.00	25.00
2.	Shops having 1 to 3 employees	100.00	50.00
3.	Shops having 4 to 10 employees	200.00	100.00
4.	Shops having 11 to 20 employees	300.00	150.00
5.	Shops having 21 to more Employees	350.00	175.00
B. Commercial Establishments:			
1.	Commercial Establishments having no employees	75.00	37.00
2.	Commercial Establishments having 1 to 3 employees	150.00	75.00
3.	Commercial Establishments having 4 to 10 employees	300.00	150.00
4.	Commercial Establishments having 11 to 20 employees	450.00	225.00
5.	Commercial Establishments having 21 to more employees	500.00	250.00
C. ESTABLISHMENT FOR PUBLIC AMUSEMENT AND ENTERTAINMENT:			
1.	Establishment having no employees	75.00	37.00
2.	Establishment having 1 to 3 employees	150.00	75.00
3.	Establishment having 4 to 10 employees	300.00	150.00
4.	Establishment having 11 to 20 employees	450.00	225.00
5.	Establishment having 21 to more Employees	500.00	250.00

1. Inserted by the Manipur Shops and Establishments (Amendment Rules) 1996.

[SCHEDULE-II]¹

(See Rule 2-C)

Fees for registration of changes in the particulars of registered shops and establishments.

Sl. No.	Category of Shops and Employments	Fees
1	2	3
1.	Commercial Establishments	Rs 15.00
2.	Shops	Rs 15.00
3.	Establishment for public amusement or entertainment.	Rs 15.00

FORM - I

(Rule 3)

REGISTER OF WAGES

Name of Shopkeeper/Employer

Address

Week/Month ending

Name of persons employed	Rate of wages (Per day, week or month)	Total amount paid as wages	Acquittance	Remarks
1	2	3	4	5

Signature of the shopkeeper/Employer.

1. Inserted by the Manipur Shops and Establishments (Amendment Rules) 1996.

Contd/-

FORM-II

(Rule 5)

REGISTER OF FINES AND DEDUCTIONS**Name of Shopkeeper/Employer****Address****Week/Month ending**

Name of the employees from whom fines are realised or deduction are made	Amount of fines realised	Amount of deductions made	Remarks
1	2	3	4

Signature of the shopkeeper/Employer.

FORM-III

(Rule 15)

ANNUAL STATEMENT**Name of Shopkeeper/Employer****Address****Activity or nature of Business****Year ending 31 st December**

Number of employers	Rate of wages		Other benefits	Whether independently run by the owner or not
	Category of employees	Rates of Wages		
1	2	3	4	5

Signature of the shopkeeper/Employer

Contd/-

FORM-IV

(Rule 16)

NOTICE OF WEEKLY CLOSURE IN SHOPS

Until further notice, the shop shall remain entirely closed each week on

.....

Signature of the shopkeeper/Employer.

FORM-V

(Rule 17(1))

NOTICE OF WEEKLY HOLIDAYS IN ESTABLISHMENTS

Until further notice, the employees shall be entitled to one weekly holiday on the days given against their names-

Sl. No	Name of the persons employed	Day/Date on which full holiday is allowed.
1	2	3

Signature of the shopkeeper/Employer

FORM VI**(RULE 17(2))****LEAVE WITH WAGES REGISTER**

Name of Shopkeeper/Employer

Address

Year

Name of persons employed	Privileged leave		Casual leave		Sick leave		Remarks
	From	To	From	To	From	to	
1	2	3	4	5	6	7	8

Signature of the shopkeeper/Employer.

Contd/-

**FORM VII
(RULE 17(3))**

REGISTER OF ATTENDENCE, OVERTIME AND ACCOUNT OF WAGES

Name of Shopkeeper/Employer

For the month of

Name of the employees	Arrival and Departure	Days in the month	No. of hours for the work during the month	Number of actual hours of work rendered during the month	Overtime during the month	Account of wages for the month.
		1 2 3 4 5 6 7 8 9 10.....31				
	Arrival					
	Departure					
	A					
	D					
	A					
	D					

FORM - VIII
(RULE 17(4))
NOTICE FOR DAILY HOURS OF WORK AND INTERVALS FOR REST

Until further orders the following shall be the hours of work and intervals for rest and meals in respect of this shop/establishment-

Hours of work		Interval for rest and meal		Remarks if any
From	To	From	to	
1	2	3	4	5

Signature of the shopkeeper/Employer.

FORM –IX
Part-I
APPLICATION FOR REGISTRATION
SPACE FOR STAMP
[See Sub-Rule (1) of Rule 2-A]

To

The Registering Officer,
 Shop & Establishments, Manipur.

Sir,

I beg to apply for registration of my shop /establishment under **the Manipur Shops and Establishments Act, 1972**. Particulars about the shop /establishment are furnished in the statement below:

Treasury receipt for a sum of Rs.....only is affixed with this application as the required fee for registration.

S T A T E M E N T

1. Name of the shop /establishment, if any:
2. Postal address and exact location of the shop /establishment:
3. Exact location of office, store-room, godown, warehouse, or workplace, If any, attached to shop but situated in premises different from those of Shop/establishment:
4. Name of the shop-keeper/employer:
5. Residential address of the shopkeeper/employer:
6. Name of manager, if any, and his residential address:
7. Names of partners and their residential address (if a partnership concern)
8. Names of the residential address of Directors (if a limited company)
9. Category of establishment, i.e whether a shop, commercial Establishments, residential hotel, restaurant, eating house, theatre Cinema or other place of amusement or entertainment:
10. Nature of business:
11. Date of commencement of business:

Contd/-

12. Name of members of owner’s family employed in the shop/establishment who live with the owner and are dependant on him/her.

Relationship.	Adults.	Young person.
Male		
Female.		

 Total

13. Names of the other persons employed:

I) in a managerial or confidential

Capacity:

II) as a traveller, canvasser, manager, watchman, or care-taker, and

III) Exclusively in connection with customs, examination, collection, despatch, delivery, or conveyance of goods from or to booking offices for transport by rail, road or air, docks, wharves or airports (indicate sex and age in case of young persons).

14. Total number of employees:

Adults	Young persons	Total.
Males		
Females		

 Total:

15. Declaration of weekly closing days

(in the case of a shop or commercial establishment).

I hereby declare that the above information is true to the best of my knowledge and believe.

Yours faithfully,

Date.....

Signature of shopkeeper/employer.

Note:

1. Item 3 should be filled only when the office, store room, etc are not separately registered under this Act. In respect of such store rooms which are not separately registered, particulars required under items 12 and 13 should be given separately for each office, store room, etc.
2. If any item is not applicable enter “ not applicable “

-:(HB):-

Part – II

To be filled in by the office of Registering Officer under the Manipur Shops and Establishments Act, 1972.

Registration certificate

It is hereby certified that the
has been registered as..... under the
Manipur Shops and Establishments Act, 1972, this day
of 20 And registration No. is

Seal

Signature of Registering Officer

Change notified in Form on has been
registered .

Seal

Signature of Registering Officer

Date

I) Renewed upto

Registration No.

Signature of Registering Officer.

II) Renewed upto

Registration No.

Signature of Registering Officer

The first part of the Number shall be the name of the area in which the shop/establishment is situated and the second part shall be the serial number of the Register of shops and establishments for the district concerned.

FORM X
(see rule 2-B)

1. Registration Certificate No. and date of registration.
2. Name of the shop/establishment, if any.
3. Name and address of the employer/shopkeeper.
4. Name and address of Manager, if any.
5. Postal address and exact location of the shop/establishment.
6. Date of commencement of business.
7. Nature of business carried on.
8. Exact location of office/store room/godown/warehouse, or work-place, if any, attached to a shop but situated in premises different from those of the shop.
9. Number of persons employed.

Number of members of the employer's family			Number of persons other than members of the employer's family			Total number of persons employed			
Male	Female	Young person	Male	Female	Young person	Male	Female	Young person	Total
1	2	3	4	5	6	7	8	9	10

Signature of Registering Officer.

FORM – XI
NOTICE OF CHANGE
(See Rule 2-C)

Space for

Name of the shop/establishment already registered

Name of the shopkeeper/employer

Registration Certificate No.

Address

Dated, the day of 20

To

The Registering Officer,
Shops and Establishments,
(here specify the area and address)

1. Notice is, hereby, given that the following change has taken place in respect of information forwarded to you in Form B, which please note. The Registration Certificate is inclosed for amendment.
2. Revenue stamps worth are affixed to this notice as required fee.

Changes

Signature of the shopkeeper/employer

Note:- This notice shall be accompanied by the registration certificate together with such fees as are specified in Schedule II.

FORM –XII
Part-I
APPLICATION FOR RENEWAL OF REGISTRATION
[See Sub-Rule (1) of Rule 2-(D)]
SPACE FOR STAMP

To

The Registering Officer,
 Shop & Establishments, Manipur.

Sir,

I beg to apply for renewal of my certificate of registration No. which is enclosed. Particulars about the shop /establishment are furnished in the statement below:

Treasury receipt for a sum of Rs.....only is affixed with this application as renewal fee.

S T A T E M E N T

1. Name of the shop /establishment, if any:
2. Postal address and exact location of the shop /establishment:
3. Previous registration certificate No.(the certificate is to be enclosed to this application):
4. Period for which renewal is required:
5. Exact location of office, store-room, godown, warehouse, or workplace, If any attached to shop but situated in premises different from those of Shop/establishment:
6. Name of shop-keeper/employer:
7. Residential address of shopkeeper/employer:
8. Name of Manager, if any, and his residential address:
9. Name of partners and their residential address (if a partnership concern)
10. Name and residential address of Directors (if a limited company)
11. Category of establishment, i.e whether a shop, commercial Establishments, residential hotel, restaurant, eating house, theatre Cinema or other place of public amusement or entertainment:
12. Nature of business:
13. Date of commencement of business:
14. Name of members of owner's family employed in the shop/establishment who live with the owner and are dependant on him/her.

Relationship.	Adults.	Young person.
Male		
Female.		

Total

Contd/-

15. Names of the other persons employed:

- I) in a managerial or confidential/confidential capacity:
- II) as a traveller, canvasser, manager, watchman, or care-taker, and
- III) exclusively in connection with customs, examination, collection, despatch, delivery, or conveyance of goods from or to booking offices for transport by rail, road or air, docks, wharves or airports (indicate sex and age in case of young persons).

16. Total number of employees:

	Adults	Young persons	Total.
Males			
Females			

Total:

17. Declaration of weekly closing days

(in the case of a shop or commercial establishment).

I ,hereby, declare that the above information is true to the best of my knowledge and believe.

Yours faithfully,

Date.....

Signature of shopkeeper/employer.

Note:

- 1) Item 3 should be filled only when the office, store room, etc are not separately registered under this Act. In respect of such store rooms etc not separately registered .Particulars required under item 14,15,16 should be given separately for each office, store room, etc.
- 2) If any item is not applicable enter “ Not applicable “

-:(HB):-

FORM – XIII
NOTICE OF WINDING UP OF BUSINESS
(See Rule 2-E)
SPACE FOR STAMP

To
The Registering Officer,
Shop & Establishments, Manipur.
Sir,

Please take notice that I am winding up my business. Registration Certificate No. is surrendered herewith. The reasons for closure and other details are given below:

1. Name of the shop/establishment
2. Name of the shopkeeper/employer
3. Address
4. No. of employees effected:
5. Reasons for winding up:

Date

Yours faithfully
Signature of the employer/shopkeeper

FORM – XIV
NOTICE OF LOST OF REGISTRATION CERTIFICATE
(See Rule 2-F)
SPACE FOR STAMP

Name of the shop/establishment:

Address :

Registration No.

To

The Registering Officer,
Shop & Establishments, Manipur.

Sir,

This is to inform you that the registration Certificate of this shop/establishment has lost/destroyed or defaced due to (here specify the reasons or circumstances). Please issue duplicate certificate.

Revenue stamp of worth Rs are affixed to this application as the fee.

Date:

Yours faithfully,

Signature of the shopkeeper/employer

--:(HB):--

