

## FORM-B

[See sub-rules (2) and (3) of Rule 4]

## PART-I

## Application for Registration

Space for Stamp

To  
The Registering Authority  
Shops and Establishments  
(here specify the area and address)

Sir,  
I beg to apply for registration of my shop/ establishment under the West Bengal Shops and Establishments Act, 1963. Particulars about the shop/ establishment are furnished in the statement below.

2. Revenue stamps worth are affixed with this application as the required fee for registration.

## Statement

1. Name of shop/establishment, if any
2. Postal address and exact location of shop/ establishment
3. Exact location of office, store-room, godown, warehouse, or work-place, if any, attached to shop but situated in premises different from those of shop/establishment
4. Name of shopkeeper/ employer
5. Residential address of shopkeeper/ employer
6. Name of Manager, if any, and his residential address
7. Name of partners and their residential addresses (if a partnership concern)
8. Names and residential addresses of Directors (if a limited company)
9. Category of establishment, i.e., whether a shop, commercial establishment, residential hotel, restaurant, eating house, theatre, cinema or other place of public amusement or entertainment
10. Nature of business
11. Date of commencement of business
12. Names of members of owner's family employed in the shop/establishment who live with the owner and are dependent on him/her

Relationship	Adults	Young persons
Males		
Females		
<b>Total</b>		

13. Names of other persons employed,—
  - (i) in a managerial or confidential capacity;
  - (ii) as a traveller, canvasser, messenger, watchman or caretaker; 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)

Total number of employees,—	Adults	Young Persons	Total
Males			
Females			
<b>Total</b>			

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 belief.

Dated

Yours faithfully,

*Signature of shopkeeper/employer*

- NOTES : 1. Item 2 should be filled only when the office, store room, etc. are not separately registered under the Act. In respect of such store rooms, etc., not separately registered, particulars, required under items 12. 13. 14 should be given separately (breach office, store rooms, etc.)
2. If any item is not applicable enter "Not applicable"

## PART-II

(To be filled in by the office of the Registering Authority under  
the West Bengal Shops and Establishments Act, 1963).

## Registration Certificate

It is hereby certified that the ..... has been registered as .....  
under the West Bengal Shops and Establishments, Act, 1963, this.....day  
of.....19..... and Registration No. \* is.....

*Signature of the Registering Authority*

Seal

Change notified in Form.....on.....has been registered.

*Signature of the Registering Authority*

Date.....

Seal

- (1) Renewed up to Registration Number  
(2) Renewed up to Registration Number  
(3) Renewed up to Registration Number

*Signature of the Registering Authority*

Date.....

- \* 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.

