

SHOPS & ESTABLISHMENT

- Form-"A" Application Form for Registration under Shops & Establishment Act.
- Form-"O" Close Day Form

FORM "A"

01. Name of the Establishment, if any
(in block letters)
02. Postal Address Location of the Establishment
03. Situation of Office, Store Room, Go down,
Ware House or work place if any attached
to the establishment but situated premises
different from those of the Establishment.
04. Category of the Establishment i.e, whether
(a) Shop (b) Commercial Establishment
(c) Residential Hotel, Restaurant or Eating House
(d) Theater or other place of public amusement or establishment.

S.No.	Name & Parentage	Designation	Permanent Address	Name of Interest whether Partner/Member/Director Share Holder.
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05. Name of Business.....
06. Name, Designation and Permanent Address
of Employer (manager, agent or any other
person) who is in the immediate chare of
the general management of control.....

07. Particulars of members of employer family
in Establishment as defined in Section 2(S)

Name	Age	Sex	Relation with Employer
1.			
2.			
3.			

08. Name of other persons occupying position
of management of employees engaged in
confidential capacity if any.

Name of Employee	Male	Female	Total
Adults			
Children			
Total			

09) Name of day of the week on which weekly
holiday will be observed (in case of Shops
and Commercial Establishments only).....

10. Details of remittance enclose copy of Challan
Name of Challan Challan No. & Dated Amount

Place.....
Date.....

Signature of Proprietor/Manager/
Secretary/Managing Director of Person Incharge

FORM "O"

[See Rule (20) 4]

NOTICE OF CLOSE DAY OR AN ALTERATION IN CLOSED DAY

1. Name of the Shop or Establishment

2. Address

Registration No.

Notice is hereby given that with effect from the above Shop/Establishment shall (i) observe as the close day (ii) observeas the close day instead of as previously notified.

Signature of Employer

Copy forwarded to the inspector of Shops/Establishments for information.

Dated

Signature of Employer

Signature of Inspector
With Office Stamp.

TRADE UNION FORMS

- Check List for Registration under Trade Union Act.
- Form –“A” Application for Registration of Trade Union.
- Form – “D” Annual Return.

CHECK LIST FOR REGISTRATION OF TRADE UNION

	ITEMS	Yes	No
01	Application on prescribed Form "A"		
02	Constitution of Union (2 Copies)		
S.No.	Matter		
a	Name of Union		
b	The whole of the objects for which the Union has been established		
c	The maintenance of a list of members		
d	The facilities provided for the inspection of the list of members by officers and members		
e	The admission of ordinary members		
f	The admission of honorary or temporary members		
g	The conditions under which the members are entitled to benefits assured by the rules		
h	The conditions under which forfeitures can be imposed or raised		
i	The manner in which the rates shall be amended or rescinded		
j	The manner in which the members of the executive and other officers of the Union shall be appointed and removed		
k	The safe custody of the funds		
l	The annual audit of the accounts		
m	The facilities for the inspection of accounts books by officers and members		
n	The manner on which the Union may be dissolved		
03	Resolution of General Body (2 Copies)		

04	List of members (2 Copies)				
S.No.	Name/Parentage	Address	Occupation	Age	Signature

05	Bank Account of Union		
06	Non-involvement certificate of members		
07	Copy of Identity Cards of members		
08	Photographs/Address/Telephone No's of Executive Body		
09	Inventory of assets and liabilities of Union		
10	Office of Union (Photographs)		
11	Try. Vr. For Rs: 500/0 as Registration Fee towards Account Head No.0230 Labour & Employment		
12	Rubber Stamp of President/Secretary/Cashier		
13	Cash Book, Minute Book, Membership Register		
14	On spot verification report along with recommendation for registration		
15	Certificate by the verifying the officer to the effect that no other identical union exists in the areas		

FORM-"A"

APPLICATION FOR REGISTRATION OF 'TRADE UNION

Dated _____ day of _____ 200..

1. We hereby apply for the registration of Trade Union under the name of _____
2. The address of the Head Office of the Union is _____
3. The Union came into existence on the _____ day of _____ 20____
4. The Union is a Union of Employees/Workers engaged in the industry _____
_____(or profession).
5. The particulars required by section 5 (1) (c) of the Jammu and Kashmir Trade Union Act, 2006 are given in Schedule I.
6. The particulars given in Schedule II show the provision made in the rules for the matter detailed in section 6 of the Jammu and Kashmir Trade Unions Act, 2006.
7. (To be struck out in case of Unions which have not been in existence for one year before the date of application). The particulars required by section 5 (2) of the Jammu and Kashmir Trade Unions Act, 2006, are given in Schedule III.
8. We have been duly authorised to make this application by _____

No.	Name	Signature	Occupation	Age	Address

State here whether the authority was given by a resolution of general meeting of the Union if not what other way it was given.

The Registrar of the Trade Unions
Jammu and Kashmir Government

[LIST OF OFFICERS]

	Title	Name	Age	Address	Occupation

Note—in this schedule the names of all members of the Union showing in column I names of any posts held by them e. g. (President, Secretary, Treasurer in addition to their offices as members of the Executive).

SCHEDULE 'II'
REFERENCE TO RULES

The number of rules making provision for the several matters detailed in column 2 are given in column 3 below:—

No.	Matter	Number of rules
	Name of Union.	
	The whole of the objects for which the Union has been established.	
	The whole of the purpose for which the general funds of the Union shall be applicable.	
	The maintenance of a list of members.	
	The facilities provided for the inspection of the list of members by officers and members.	
	The admission of ordinary members.	
	The admission of honorary or temporary members.	
	The conditions under which the members are entitled to benefits assured by the rules.	
	The conditions under which forfeitures can be imposed or raised.	
	The manner in which the rules shall be amended or rescinded.	
	The manner in which the members of the executive and other officers of the Union shall be appointed and removed.	
	The safe custody of the funds.	
	The annual audit of the accounts.	
	The facilities for the inspection of account books by officers and members.	
	The manner in which the Union may be dissolved.	

FORM-"D"

Annual return prescribed under section 28 of the Indian Trade Unions Act, 1926, for the year ending _____
 Name of Union _____
 Registered Head Office _____
 Number of certificate of registration _____

Return to be made by federation of Trade Unions.

This return need not be made by federations of Trade Unions.

Number of Unions affiliated at beginning of year _____
 Number of Unions joining during the year _____
 Number of Unions disaffiliated at the end of year _____
 Number of members on books at the beginning of the year _____
 Number of members admitted during the year (add) together _____
 Number of members who left during the year (deduct) _____
 Total number of members on books at the end of the year. _____
 Males _____
 Females _____
 Number of members contributing to political fund. _____

A copy of the rules of the Trade Union, corrected up to the date of despatch of this return, is appended.

Dated the _____

.....
 Secretary

STATEMENT OF LIABILITIES AND ASSETS ON THE DAY OF 2001

Liabilities	Rs.	P.	Assets	Rs.	P.
Amount of general fund			Cash		
Amount of political fund			In hands of Treasurer		
Loans from _____			In hands of Secretary		
			In hands of _____		
			In the Bank		
Debts due to _____			In the Bank		
Other liabilities			Securities as per list below		
(to be specified)			Unpaid subscription due loans		
			to Immovable property		
			Goods and furniture		
			Other assets (to be specified)		
Total liabilities			Total Assets		

LIST OF SECURITIES

Particulars	Nominal value	Market value at date on which accounts have been made up	In hands of

Treasurer

AUDITORS DECLARATION.

The undersigned having had assets to all the books and accounts to the Trade Union and having examined the foregoing statements and verified the same and found to be correct duly vouched and in accordance with the law. subject to the remarks, if any, appended hereto.

Auditor

The following changes of the office bearers have been made during
the year _____

Officers Relinquishing Office

Name	Office	Date of relinquishing Officer
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Officer Appointed

Name	Age	Office	Address	Occupation	Date of appointment
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Secretary

GENERAL FUND ACCOUNT

Income	Rs. P.	Expenditure	Rs. P.
Balance at beginning of year.		Salaries allowances and expenses of officers.	
		Salaries, allowances and expenses of establishment.	
		Auditors fees.	
Contribution from members at per member.		Legal expenses.	
Donations		Expenses in conducting trade disputes ..	
Sale of periodicals, rules, etc.		Compensation paid to members for loss arising out of trade disputes ...	
Interest on investments		Funeral, oldage, sickness, unemployment benefit etc. ..	
Income from miscellaneous sources (to be specified).		Educational social and religious benefits. ..	
		Cost of publishing periodicals, rent, rates and taxes.	
		Stationery, Printing and Postage ...	
		Expenses incurred under section 15(J) of the Indian Trade Unions Act, 1926 ...	
		(to be specified)	
		Other expenses	
		(to be specified)	
		Balance at the end of year ...	
Total		Total	

POLITICAL FUND ACCOUNT

Income	Rs. P.	Expenditure	Rs. P.
Balance at beginning of year.		Payments made on objects specified in section 16 (2) of the Indian Trade Unions Act, 1926. (to be specified)	
Contributions from members at per member.		Expenses of managements (to be specified)	
		Balance at the end of year	
Total		Total	

Treasurer

CONTRACT LABOUR ACT

- Application for Registration of Establishments Employing Contract Labour.
- Form "V-A"..... Application Form for Renewal of Licenses under Contract Labour Act.
- Form-"V" Certificate of Principal Employer under Contract Labour Act.

APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING CONTRACT LABOUR

- 01) Name and Location of the Establishment:
- 02) Postal Address of the Establishment:
- 03) Full Name and Address of the Principal Employee
(Furnish Father's Name in the case of individuals):.....
- 04) Full Name & Address of the Manager or person responsible
for the supervision & Control of the Establishment:.....
- 05) Nature of work carried on in the establishment:.....
- 06) Particulars of Contractors and Contract Labour:.....
 - a) Name & Address of Contractor:.....
 - b) Nature of work in which Contract Labour
is employed or is be employed:.....
 - c) Maximum No. of Contract Labour to be employed
on any day through each contractor:.....
 - d) Estimated date of termination of employment of
Contract Labour under each Contractor:.....
- 07) Particulars of Treasury Receipt enclosed:.....

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer

Seal & Stamp

Date of Receipt of Application

Office of the Registrating Officer.

Contract Labour (Regulation & Abolition) Central Rules

FORM V-A

[See Rule 24(1-A)]

Application for Adjustment of Security Deposit

Name & Address of the Contractor 1	No. & date of License 2	Date of Expiry of Previous License 3
Whether the License of the Contractor was suspended or revoked 4	No. & date of the demand draft of security deposit in respective of the previous license 5	Amount of previous security deposit 6
No. & date of the demand draft of the balance security deposit, if any 7	No. & date of certificate of registration of the establishment in relation to which the new license is applied for 8	Name & Address of the Principal Employer 9
Particulars of fresh contract 10	Remarks 11	

FORM V
See Rule 21(2)

Form of Certificate by Principal Employer

Certified that I have engaged the applicant M/S _____

_____ as a Contractor in my Establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation & Abolition) Act 1970 and J&K Contract Labour (Regulation & Abolition) Rules 1972 in so far as provisions are applicable to me in respect of employment of Contract Labour by the applicant of Establishment.

Place _____

Signature of Principal Employer

Dated _____

Name & Address of Establishment

MOTOR TRANSPORT WORKERS ACT

- Form No.1... Application for Registration of Renewal of Certificate under Motor Transport Workers Act.

FORM NO: 1
(See Rules 4 and 6)

Application for Registration and Grand of Renewal of Certificate of Registration

01. Name of Motor Transport undertaking
02. Full Address to which communication relating to
Motor Transport Undertaking should be sent
03. Name of Motor Transport Service e.g, City Service, Long Distance Passenger Service, Long
Distance Freight Service
04. Total Number of Routes
05. Total Route/Mileage
06. Total Number of Motor Transport Vehicles on the last
date of preceeding year
07. Maximum Number of Motor Transport Workers Employed
on any day during the preceeding year.....
08. Full Name and Residential Address of the
- i) Proprietor and partners of the motor transport undertaking in case of a firm
not registered under the Companies Act, 1956 or
- ii) General Manager in case of a Public Sector undertaking
09. Full Name and Residential Addresses of the Directors in case of a Company
Registered under the Companies Act, 1956
10. Amount of Fee Rs: (Rupees
.....) Paid in Treasury
.....on
vide Challan No.(enclosed).

Note:- This Form should be completed in block letters or type.

FACTORY ACT

- Check List for Registration under Factory Act.
- Form-"2&3".....Application for Registration and Grant or Renewal of License.
- Form No.1..... Application for Permission to Construction extend or take into use any Building as a Factory.
- Form-No.4.....Notice of Change of Manager.

Check List

1. Licensing and Registration under Factories Act.1948.

2. Application on prescribed Form No.1
3. Form No. 2&3 (combined) 3 copies every years
4. Pass port size photograph 2 Nos. of the Occupier/authorised signatory
5. Copy of Jamabandi/Misal Haquiyat/Tatima of the site on which the factory is situated. If the factory is situated in rented premises, copy of rent deed may be submitted. In case of factory situated in industrial area, copy of allotment letter regarding plot may be submitted. If the factory is situated in leased premises, copy of leased deed may be submitted.
6. Copy of approval from Department of Industries. (DIC Registration)
7. Copy of Power sanction certificate issued by the PDD.
8. List of Machinery.
9. Flow chart of Manufacturing process
10. Project report of the factory.
11. No Objection Certificate from J&K State Pollution Control Board.
12. Govt. Receipt (Registration fees) for the factory Vide letter No:- LC/Acctt./GR/2014/64-92 dated,4/06/2015.
13. Site plan of the factory, Building including elevations, Plans & cross sections and all the Drawing are required to be signed by the occupier in triplicate as per sub Rules 3(b).
14. Resolution passed by Board of Directors in which one of the Directors has been declared as occupier OR resolution passed by partners in case of firm in which one of the partners has been declared as occupier OR declaration of proprietor in case of proprietorship concern on affidavit duly attested either by Magistrate or by Notary
15. List of Directors/partners (parentage and complete residential addresses of Directors/Partners may be clearly mentioned).
16. Memorandum and Articles of Association in case of company.
17. Legible copy of partnership deed duly attested either by Magistrate or by Notary in case of partnership concern.
18. All the documents are required to be signed by the Occupier.
19. Copy of drug licence issued by Drug Controller, in case of Pharmaceutical unit.
20. Copy of license from Excise Deptt. In case of Alcohols unit.

1. Renewal o factory license

1. Form No. 2&3 (combined) triplicate copies every years
2. Power sanction Certificate from PDD.
3. Pollution Control Certificate from Pollution Control Deptt.
4. Govt. Receipt (Renewal fees) for the factory License Vide letter No:- LC/Acctt./GR/2014/64-92 dated,4/06/2015.

Form 2&3 (Combined)

(See Rules 4 & 12)

Application for registration and grant or renewal of Licence for the year _____ and notice of occupation specified in sections 6&7 (to be submitted in triplicate)

1. Full name of the factory with licence number if already registered from before.
2. (a) Full postal address and situation of the Factory
(b) Full address to which communication Relating to the factory should be sent.
3. (a) Carried on the factory during the last twelve months in case of factories already in existence).
(b) To be carried on in the factory during the next twelve months (in case of all factories).
4. Names and value of principal products manufactured During the last 12 months.
5. (i) Maximum number of workers proposed to be employed on any one day during the year.
(ii) Maximum number of workers employed on Any day during the last 12 months
(iii) Number of workers to be ordinarily employed in the factory.
6. (i) Nature and total amount of power(H.P)installed of proposed to be in employed.
(iii) Maximum amount of power (H.P.) Proposed to be used.
7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.
8. Full name and residential address of the occupier.
(i) The proprietor of the factory case of private from Proprietary concern.
(ii) Directors, in case of public limited liability company/firm.
(iii) Where a Managing Agents has been appointed the name of managing Agents and Directors thereof.
(iv) Shareholders in case of Private Company where no managing agent have been appointed.
9. Full name and address of the owner of the premises or building) (including the precincts thereof) referred to in section 93.
10. In the case of a factory constructed or extended after the date of the commencement of the Rules.
(i) Reference number and date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector.
(ii) Reference number and date of approval of the arrangement if any made for the disposal of trade waste and effluent and the name of the authority granting such approval.
11. Amount fee Rs. _____(Rupees _____)
(i) Paid in _____ Treasury on _____ v ide Challan No _____
(ii) Dated _____(Enclosed)

Signature of the Occupier

Signature of the Manager.

Note:-

1. This form should be completed in ink in block letters or Type.
2. If power is not used at the time of filling up this form but is introduced later, the fact should be communicated to the Chief Inspector immediately.
3. If any of the persons named against item 8 is minor, the factory should be clearly stated.
4. In the case of factory, where under the proviso to sub-section (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of factory where a managing agent or agents have been appointed as occupiers the Indian Companies Act.1923 (VII of 1923) information required in item 8 should be supplied only in respect of that person or persons.

Form No.1
(See Rule 3)
APPLICATION FOR PERMISSION TO CONSTRUCTION
EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY

1. Applicant's Name :
- "Calling :
- "Address :
2. Full Name and postal Address
Of the factory :
3. Situation of the factory:-
- Province :
- District :
- Town or Village :
- Nearest Railway Station :
- Or Steamer Ghat :
4. Particular of plant to be
Installed :
5. Date of Commission :

Signature of Applicant

Dated_____

Note:-This application shall be accompanied by the following Documents:-

- (a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages:
- (b) Plans, in triplicate, drawn to scale, showing___
- (i) The site of the factory and immediate surrounding including adjacent building, and other structures roads, drains, etc., and
- (ii) The plan elevation and necessary cross sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and
- (c) Such other particulars as the Chief Inspector may require.

Form No.4

(See Rule 13)

NOTICE OF CHANGE OF MANAGER

1. Name of the Factory with
Current license No. _____

2. Postal Address _____
3. Name of the outgoing manager _____
4. Name of the New Manager with
Postal Address. _____
5. Date of appointment
of New Manager. _____

Dated:_____

Signature of New Manager

Signature of Occupier.