

Procedure for online registration under the West Bengal Shops & Establishments Act, 1963 and check list

Process for REGISTRATION

1. The user will search for the url 'wbshopsonline.gov.in' in the web browser;
2. Click to Online Apply or login for applying online to get Registration Certificate in the home page of the portal;
3. If the applicant employer or shopkeeper is a New User, click on REGISTER and register himself after submitting requisite information;
4. After successful registration user will receive a verification mail in his mail box;
5. User has to Click on the link sent to his mail to verify. Till the verification of e mail is completed user registration will not be successful;
6. User has to verify this within 2 hours of registration otherwise user registration will be cancelled and the user have to register afresh;
7. After successful verification user will receive an SMS as well as e-mail containing the 'Username' and 'Password' for Log In;
8. Now the user is to log in using the user id and password received and will landed into his /her dashboard
9. After log in applicant has to fill in the information in 7 (Seven) steps.

Step 1- Name and Address of the Shop

Step 2- Information of Shop Keeper / Employer

Step 3- Information on Partner / Director, if any

Step 4- Information of the business (Category , nature etc.)

Step 5- Employee details including family employment

Step 6- Declaration regarding weekly closer

Step 7- Uploading of documents and proceed for payment

Then applicant has to pay the required fees online.

After successful payment applicant has to download the Final signed registration certificate from his dashboard.

Check List

Applicant has to upload only 2 (two) documents in Step 7. These are:-

1. Proof of Identity (Aadhar Card/Voter Card) of the Owner/Director
2. Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)