

Check List

THE TRADE UNIONS ACT, 1923

Registration of Trade Union: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory Fields:

1. Application Form in Form A duly filled in: (to be uploaded)
 2. Fees paid in TR 7: Scroll Number/ requisite fees as per Bengal Trade Union Regulations , 1927
 3. Head of A/C: 0230-00-102-fees for registration of Trade Union-001-Collection for trade Union-12-registration fees
 4. Resolution duly ratified by the members of the Executive Committee
 5. Address proof of the Trade Union: Electric Bill, Tax Receipt, TAN etc
- 5(a) . Declaration/NOC of the land lord of the registered office .
6. Membership Resister: Total number of members and name .
 7. Subscription Register: Month & Year, Page Number, amount
 8. Names of the Executive Committee Members .
 9. Name of the agency/contractor (for trade union of contractual workers)
 10. Certificate from a person of authority regarding seven applicants of Form A and the office bearers with attestation of signatures .
 11. Certificate from a person of authority regarding the total number of workmen with which the union is connected and the total number of members of the union .

The Plantations Labour Act, 1951

Registration of Tea/Cinchona Estates: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C: 0230-00-101-Receipt under Labour Laws-003-fees for registration under project-12-other fees
4. Number of Workman (> 15)
5. Area of land (> 5 hectare)

Optional Fields:

1. NOC issued by District Land & Land Revenue Officer regarding lease & Character of land.(Valid for 30 years): Number thereof with date
2. NOC issued by Tea Board: Number thereof with date

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3. EPF registration number.
4. ESI registration number (Not applicable yet)
5. Certificate of registration by ROC: Number thereof with date
6. NOC issued by West Bengal Pollution Control Board: Number thereof with date
7. Noc issued by Boiler Directorate (in case of factory): Number thereof with date

Motor Transport Workers Act, 1961

Registration of Motor Transport Establishments: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C: 0230-00-106-Receipt under Labour Laws-001-Collection under MTW Act-16-other fees
4. Number of Workman (> 5)

Optional Fields:

1. Proof of address of the establishment: Trade License: Number thereof with date
2. Approved Route Chart by RTO: Date & Place of issue
3. EPF registration number.(> 10)
4. ESI registration number (>10)
5. Certificate of registration by ROC: Number thereof with date
6. MOU/ Partnership deed/Proprietorship deed of the establishment: Number with date.
7. Driving License Number

Beedi & Cigar workers (Conditions of Employment) Act, 1966

Licensing of Beedi & Cigar Establishments: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.

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3. Head of A/C: 0230-00-800-other receipts-014-fees for Registration of Beedi-91-01-availability
4. Number of Workman (10)
5. Plan of the Industrial Unit: to be uploaded on the selected format.
6. NOC from West Bengal Pollution Control Board
7. Pan/TAN of the establishment/owner
8. Trade Mark Number
9. Certificate issued by the Central Excise Department on the procurement of Beedi leaf

Optional Fields:

1. Proof of address of the establishment: Trade License: Number thereof with date
2. IT return by the company for last three years
3. EPF registration number.(> 10)
4. ESI registration number (>10)
5. Certificate of registration by ROC: Number thereof with date
6. MOU/ Partnership deed/Proprietorship deed of the establishment: Number with date.
7. Sale Tax registration
8. Experience Certificate: self declaration

Contract Labour (Regulation and Abolition) Act, 1970

Registration/Amendment of establishment employing Contract Labour: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C: 0230-00-106-Receipt under Labour Laws-001-Collection Under Contract Labour Act-27-Other fees
4. List of Contractor

Optional Fields:

1. Trade License Number
2. Registration Certificate issued by ROC, in case of companies.
3. MOU/Partnership deed/ Proprietorship deed: number with date
4. ESI registration Number
5. EPF registration number
6. PAN/TAN of the establishment/owner
7. NOC/intimation to the local PS (in case of chemical products)

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8. NOC from Home Department (in case of security agency)
9. NOC from Health Department/ License Number as per Clinical Establishment Act (in case of Health care industry)
10. NOC from West Bengal Pollution Control Board (In case of toxic industry)
11. Noc from Fire & Disaster Mangement Department, in case of Highrises, dealing with combustibile substances.
12. NOC from Food Department/KMC (in case of eatery houses/ restaurants)
13. Registration as per BOCW Act'1996 (In case of Construction)

Contract Labour (Regulation and Abolition) Act' 1970

Licensing & renewal of Contract Labour: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C:
 - License Fees: 0230-00-101-Receipt under Labour Laws- 002-Collection Under Contract Labour Act-16-other fees
 - Security deposit: 0230-00-106-Recept under Labour Laws-002-Collection Under Contract Labour Act-27-Other fees
4. Form V issued by the Principal Employer
5. Work Order with validity.

Optional Field

1. Trade License Number
2. Registration Certificate issued by ROC, in case of companies.
3. MOU/Partnership deed/ Proprietorship deed: number with date
4. ESI registration Number
5. EPF registration number
6. PAN/TAN of the establishment/owner
7. NOC/intimation to the local PS (in case of chemical products)
8. NOC from Home Department (in case of security agency)
9. NOC from Health Department/ License Number as per Clinical Establishment Act (in case of Health care industry)
10. NOC from West Bengal Pollution Control Board (In case of toxic industry)

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11. NOC from Fire & Disaster Management Department, in case of High rises, dealing with combustible substances.
12. NOC from Food Department/KMC (in case of eatery houses/ restaurants)
13. Registration as per BOCW Act'1996 (In case of Construction)

Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979

Registration/Amendment of establishment employing Inter State Migrant workman: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C: 0230-00-101-Receipt under Labour Laws -002-Collection Under Inter state Migrant workers-27-other fees
Security deposit: 0230-001-101-Receipt under Labour Laws-002- Collection Under Inter State Migrant workers- 27-other fees
4. Certificate issued by the local Labour Authority of the workman: Number with date

Optional Fields:

1. Trade License Number
2. Resgistration Certificate issued by ROC, in case of companies.
3. MOU/Partnership deed/ Proprietorship deed: number with date
4. Contract Labour Registration Number
5. ESI registration Number
6. EPF registration number

Inter State Migrant Workmen (regulation of employment and conditions of service) Act'1979

Licensing & renewal of Inter State Migrant workman: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C
4. Form vi issued by the Principal Employer
5. Self declaration regarding criminal antecedant for last five years.

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Optional Field

1. Registration Certificate issued by ROC, in case of companies.
2. MOU/Partnership deed/ Proprietorship deed: number with date

Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996

Registration/Amendment of establishment employing Contract Labour: Checking of documents while making entry. Original Copies may be verified on production.

Mandatory fields:

1. Application Form duly filled in: (to be uploaded)
2. Fees paid in TR 7: Scroll Number.
3. Head of A/C: 0230-00-101-Receipt under Contract Labour-004-Collection under BOCW Act-12-other fees
4. Work Order with validity

Optional Fields:

1. Trade License Number
2. Registration Certificate issued by ROC, in case of companies.
3. MOU/Partnership deed/ Proprietorship deed: number with date
4. ESI registration Number
5. EPF registration number
6. PAN/TAN of the establishment/owner
7. NOC from Fire & Disaster Management Department, in case of High-rises, dealing with combustible substances.
8. Contract Labour registration/license
9. Sanctioned plan by local bodies
10. Sanctioned estimate by local bodies.

Note:

- **Trade license is required for verification of name of the employer and address thereof along with the legality of the business.**

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- **Registration Certificate by ROC is required for validity of registration of companies along with the names and address of the Employer/Director, their liability and nature of business.**
- **EPF and ESI registration is required for ascertaining the number of workmen and the wages paid by the employer.**
- **Proprietorship/partnership deed /MOU is required for ascertaining the name/s of the owner/employer along with the address, liability of them in terms of employment.**
- **Sanctioned plan is required for estimation of the project as per the declaration**
- **Work order for the validity of the project**
- **PAN/TAN to ensure the number of employees/workman and their bonafide credentials as well as the financial transaction of the employer.**
- **Driving license/Blue book for bonafide transport workmen**
- **NOC from different departments to check the compliance on other Acts for verification only.**