

Name of Service

Renewal under The Shops and Establishment Act (including 365 days license).

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

The Shops and Establishments act, 1966

Documents Checklist

#	Document name	Type	Mandatory
1.	Rent Deed / Affidavit	PDF	Yes
2.	Photograph of the Employer	JPEG/JPG	Yes
3.	Aadhaar Card / Election Card / Driving License of Principal Employer	PDF	Yes
4.	Partnership Deed, if applicable	PDF	No
5.	Photograph of Business Premises / Unit	JPEG/JPG	Yes
6.	GST Certificate or any other registration from competitive authority, if applicable	PDF	No
7.	Old Existing Registration / Approval Certificate	PDF	Yes