

# FAQ under Kerala Shops and Commercial Establishments Act

	Whether all shops and commercial establishments have to be registered under Kerala Shops and Commercial Establishments Act
	<i>All shops and commercial establishments except the establishments registered under Factories Act have to be registered under this Act.</i>
	Establishments without workers to be registered under the Act
	<i>All shops and commercial establishments have to be registered under the Act irrespective of the number of workers.</i>
	Procedure for registration of establishments under Shop Act
	<i>Online Application along with fee, Copy of License from local body or lease agreement before the Asst. Labour Officer having jurisdiction over the area within 60 days from the date of commencement of the establishment.</i>
	What is the prescribed fees under the Act
	<i>No. of workers Nil - 55 Up to 5 workers- 105 Above 5 and up to 10 workers- 210 Above 10 and up to 20 workers- 420 Above 20 and up to 30 workers- 630 Above 30 and up to 50 workers- 1050 Above 50 and up to 100 workers- 2100 Above 100 workers- 4200</i>

	How and when to renew the Registration Certificate
	<i>All shops and commercial establishments have to renew their registration from November on every year by submitting an online Application along with fees and a list of employees.</i>
	Total number of hours required to be worked by an employee in an establishment.
	<i>No employee is required or allowed to work for more than 8 hours on any day and 48 hours any week.</i>
	Can an employee be employed more than the prescribed working hours, if so what extra remuneration is to be paid?
	<i>An employee works in establishment for more than 8 hours a day, such overtime work is entitled to wages at the rate of twice the ordinary rate of wages.</i>
	A work man working for an extra time of 15 minutes to serve a customer whether he is entitled to extra wages.
	Yes
	What is the period of work of an employee in an establishment including intervals for rest.
	<i>Inclusive of interval for at least one hour rest and total hours shall not spread over more than ten and half hours in a day.</i>
	Weekly off for the workman in the establishment
	<i>Every person employed in an establishment shall be allowed in each week a holiday of one whole day.</i>
	Total number of leave with wages entitled to an employee completed 12 months of continuous service
	<i>Holidays with wages for a period of 12 days of annual leave with wages, 12 days on the ground of sickness and Casual leave with wages for a period of 12 days on any reasonable</i>

*grounds.*

Can a woman employee be employed after 9 PM

*Yes, only with the consent of women employees. Employers have to ensure adequate protection.*

Seating Facility

In every establishment, suitable arrangements for sitting shall be provided for all employees.

Registers to be maintained by an employer

*Register of employment in form A  
Service Record in form BB  
Holidays given to workers in form E  
Extracts of the Act in Malayalam  
Register of holidays and leave granted in form F  
Visit book  
Quarterly returns in form H (if there are 10 or more workers)*

*Note:- For more information please contact Citizen's Call Center in 155300*