



GOVERNMENT OF KERALA

Abstract

Industries Department-State Business Reform Action Plan, 2024-Reform Recommendations-implementation of reforms under Labour Regulation Enablers- Notification of Common Form for Registration under Shops & Establishment and License to Factories, Trades, Entrepreneurship Activities, and Other Services - Approved -Orders issued.

INDUSTRIES (J)DEPARTMENT

G.O.(Rt)No.1000/2024/ID Dated,Thiruvananthapuram, 10-10-2024

Read 1 Reform Number 146 of State Business Reform Action Plan, 2024

ORDER

Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India as part of State Business Reform Action Plan, 2024 recommended a series of reforms targeted at increasing transparency and improving efficiency and reducing burdensome compliances of the regulating framework and services for business in India. Presently the Industries/ traders/manufactures/shops etc., are required to obtain the Trade Licence named as License to Factories, Trades, Entrepreneurship Activities, and Other Services (IFTEOS License) from the Local Self Government Institutions under the Kerala Panchayat Raj (Issue of Licence to Factories, Trades, Entrepreneurship Activities and Other Services) Rules, 1996 or the Kerala Municipality (Issue of Licence to Factories, Trades, Entrepreneurship Activities and Other Services) Rules, 2011 and also registration of shops and establishment under the Kerala Shops and Commercial Establishments Act, 1960 and Rules framed there under;

This has come to the attention of the government that businesses are under a burden to comply with the mandatory requirement to submit the same documents under two different laws and has decided to reduce compliance burden due to duplicity through a common application form for applying for IFTEOS License from the Local Self Government Institutions of the state and simultaneously for the registration of shops and commercial establishment under the Kerala Shops and Commercial Establishments Act, 1960 and rules framed thereunder.

In this regard the Government as part of implementing the State Business Reform Action Plan, 2024 is pleased to mandate and hereby notify the, common application form to be filed for registration under the Shops & Establishment Act and IFTEOS License from the Local Self Government Institutions namely:

COMMON APPLICATION FOR GRANT OF REGISTRATION UNDER SHOPS & ESTABLISHMENT ACT AND IFTEOS LICENCE

1.	Full name of the Establishment	
2.	<p>(i) Full postal address and situation of the establishment (here enter House No., Street, ward number, building number, Name of the LSGI, survey number of the land, name of the village, post office, District etc).</p> <p>(ii) Full postal address to which communications relating to the establishment should be sent (here enter House No., Street, ward number, building number, Name of the LSGI, survey number of the land, name of the village, post office, District etc).</p> <p>(iii) Name and address of the employer owning or having ultimate control over the affairs of the establishment (here enter House No., Street, ward number, building number, Name of the LSGI, survey number of the land, name of the village, post office, District etc)</p>	
3.	Mobile Number & E-Mail ID of the Applicant (employer owning or having ultimate control over the affairs of the establishment)	
	Udyam Registration & PAN	

4.	Number of the Establishment (if Available)	
5.	The nature of business carried out at the Shop or Commercial Establishment (Business Category, Business Type Business Sub Type) as per Schedule I of Kerala Panchayat Raj (Issue of Licence to Factories, Trades, Entrepreneurship activities and other services) Rules, 1996	
6.	License number of Pre-establishment approvals taken in the name of the business if any	
7.	(a)The number and names of employees employed in the establishment (a list of names be given with Name and address of worker, Designation, Age, Year of Joining) (b)The number of employees with their names, employed in the establishment during the previous year (a list of names be given with Name and address of worker, Designation, Age, Year of Joining) (c)Number of Male Workers (d)Number of Female Workers	
8.	Details of Plant & Machinery utilised (if any)	
9.	(a)Full name and residential address of the person who shall be the employer for the purpose of the Act (b) Full name and residential address of the person who shall be the manager for the purpose of the Act	
	If the employer is a partnership, company, etc., full name and	

10.	residential address of other partners or directors etc.		
11.	Capital investment (in Rupees / Lakhs)		
12.	Category as per the conditions of the Kerala State Pollution Control Board		
13.	If the land or the building is not in the ownership of the applicant name and address of the owner (consent of the owner shall be produced)		
14.	Amount of Fees Rs. (Rupees.....) paid in treasury on.....vide Chalan No.....enclosed (if on e-payment, details will be automatically fetched)		

Signature of the Applicant

The applicant may utilise K-SWIFT (Kerala Single Window Interface for Fast and Transparent Clearance) system for simultaneously apply for both the approval mentioned herein.

(By order of the Governor)
A P M MOHAMMED HANISH
PRINCIPAL SECRETARY

To:

1. The Principal Secretary, Local Self Government Department
2. The Secretary, Labour & Skills Department
3. The Managing Director, Kerala State Industrial Development Corporation
4. The Principal Director, Local Self Government Department
- ✓ 5. The Commissioner, Commissionerate of Labour
6. The Director, Directorate of Industries & Commerce Department
7. Stock file/Office copy.

Forwarded /By order

Signed by
Section Officer
Shabna N

Date: 10-10-2024 18:22:24