Attendo

STATE-WISE GUIDE

Shops & Establishment Registration

The state-by-state guide. Twenty-seven states, every threshold, deadline and renewal window read from the Act itself rather than from somebody's summary of it.

Updated September 2026 12 Pages

27
States covered
Each read from its own Act

30 to 180
Days to apply
The same registration, four different clocks

12
Checks on one page
Ordered by what costs most to miss

What's Inside

01 What this registration is

And the five things people think it covers, but it does not

Shops and Establishment registration is your state's record that a workplace exists, who runs it and how many people work in it. It is state law, not central law, which is why there is no single national answer to any question about it. It is also the registration most often confused with five others that it has nothing to do with.

This registration does	It does not
Record the establishment with the state labour department	Register you for GST, which is a separate central tax
Bring you inside the state's rules on hours, leave, weekly off and wages	Give you a municipal trade licence, which is a separate corporation permission
Produce a certificate you display on the premises	Cover food handling, which needs an FSSAI licence
Count as one of the two activity proofs a bank asks a proprietor for	Enrol you for provident fund or ESI, which follow their own thresholds
Apply to shops, offices, hotels, theatres and most commercial premises	Apply to a factory, which registers under the OSH Code instead

It is not proof that you own anything

Uttar Pradesh says this in the Act itself: the registration certificate issued under section 4-B is not proof of ownership of the shop or commercial establishment. Other states do not say it, but it is true everywhere. A registration certificate settles a labour question, not a property one, and it will not help you in a landlord dispute.

One consequence of it being state law is that the name changes too. Karnataka calls it the Shops and Commercial Establishments Act. Uttar Pradesh calls it the Dookan aur Vanijya Adhishthan Adhiniyam. Maharashtra, Gujarat, Chhattisgarh, Uttarakhand and Goa all rewrote theirs as a Regulation of Employment and Conditions of Service Act. Searching for the wrong name is a common reason people conclude their state has no rule.

02 Whether it applies to you at all

Five different answers, depending on the state line

The first question is not how to register. It is whether your state asks you to. Older Acts ask everyone, including a one-person shop. The Acts rewritten since 2017 mostly set a floor, the floor is not the same number twice, and one state has stopped asking.

The state asks at	Which states	What sits below it
Everyone, including one person	Karnataka, Delhi, Telangana, Andhra Pradesh, Rajasthan, Punjab, Haryana, Kerala, Madhya Pradesh, Odisha, Himachal Pradesh, West Bengal, Meghalaya, Nagaland, Puducherry	Nothing. Registration is the only route
Five or more workers	Assam	An intimation instead of a registration
Ten or more workers	Maharashtra, Gujarat, Tamil Nadu, Chhattisgarh, Uttarakhand	An intimation in Maharashtra and Gujarat, nothing in the others
Twenty or more	Uttar Pradesh, Goa, Jammu and Kashmir	Nothing in Uttar Pradesh, an intimation in Goa, optional registration in Jammu and Kashmir
Nobody, under this Act	Tripura	Section 16 went with effect from 15 May 2021 and the trade licence from your local authority took its place. Not nothing to do, a different door

Below the threshold is not always nothing

Maharashtra and Gujarat both ask an establishment employing fewer than ten workers to send an intimation that it has started trading, within the same sixty days. It is a shorter form and it produces a receipt rather than a certificate, but skipping it is still a contravention. And in both states the moment your headcount reaches ten, full registration applies and the intimation stops being enough.

Count carefully, and count the way your own state counts. Some Acts say workers, some say employees, and several exclude people in a managerial or confidential role from the count altogether. Karnataka excludes persons occupying positions of management. Chhattisgarh excludes workers of a confidential, managerial or supervisory character. A ten-person office where three are managers may sit below a ten-worker threshold, and that is a question worth settling before you fill anything in.

03 The deadline: Andhra Pradesh to Madhya Pradesh

Thirty days to six months, for the same registration

This is the table the rest of the guide exists for, and it runs over two pages. Every row was read from the Act itself rather than from a summary. The clock almost always starts on the day the establishment commences work, not the day you incorporate, sign a lease or open a bank account.

State	Act and section	Asks at	Apply within	Certificate lasts
Andhra Pradesh	1988 Act, s.3	Everyone	30 days	To 31 December following
Assam	2022 Act, s.6	5 workers	60 days	5 years, or until the business changes
Bihar	1953 Act, s.6	Per the rules	Per the rules	Per the rules
Chhattisgarh	2017 Act, s.5	10 workers	6 months	No expiry in the Act
Delhi	1954 Act, s.5	Everyone	90 days	Per the rules
Goa	2025 Act, s.6	20 workers	60 days	Up to 5 years, as asked for
Gujarat	2019 Act, s.6	10 workers	60 days	Until the business changes
Haryana	Punjab 1958 Act, s.13	Everyone	30 days	Renew by 31 March
Himachal Pradesh	1969 Act, s.13	Everyone	30 days	5 years
Jammu and Kashmir	2025 Act, s.5	20 employees	60 days	Up to 10 years
Jharkhand	Bihar 1953 Act, s.6	Per the rules	Per the rules	Per the rules
Karnataka	1961 Act, s.4	Everyone	30 days	5 years
Kerala	1960 Act, s.5A	Everyone	60 days	The calendar year
Madhya Pradesh	1958 Act, s.6	Everyone	30 days	Per the rules, 5 years or more

Continued on the next page. Every state's Act is its Shops and Establishments Act, or Shops and Commercial Establishments Act, of the year shown. Haryana runs on the Punjab Act of 1958. An Act that commences by notification may not be in force in every district on the same date, so confirm commencement as well as the rule.

04 The deadline: Maharashtra to West Bengal

The second half, and the state that swapped it for a trade licence

Three of the thirteen below leave the period to rules made under the Act rather than fixing it in the Act itself, which is a real answer and not a gap in our reading: Meghalaya, Nagaland and West Bengal. A fourth, Tripura, stopped asking for registration altogether in 2021.

State	Act and section	Asks at	Apply within	Certificate lasts
Maharashtra	2017 Act, s.6	10 workers	60 days	Up to 10 years, as asked for
Meghalaya	2004 Act, s.3	Everyone	Per the rules	The calendar year
Nagaland	1985 Act, s.36	Everyone	Per the rules	12 months
Odisha	1956 Act, s.4	Everyone	30 days	Per the rules
Puducherry	1964 Act, s.7	Everyone	30 days	The financial year
Punjab	1958 Act, s.13	Everyone	30 days	Renew by 31 March
Rajasthan	1958 Act, s.4	Everyone	30 days	Per the rules
Tamil Nadu	1947 Act, s.3	10 workers	6 months	No expiry in the Act
Telangana	1988 Act, s.3	Everyone	30 days	To 31 December following
Tripura	1970 Act, s.16	Nobody now	Deleted in 2021	Trade licence instead
Uttar Pradesh	1962 Adhiniyam, s.4-B	20 employees	6 months	While the business exists
Uttarakhand	2017 Act, s.5	10 employees	6 months, if commenced	No expiry in the Act
West Bengal	1963 Act, s.16	Everyone	Per the rules	3 years

Read from each Act on India Code, 07-Sep-2026. Twenty-seven rows across the two pages, of which Delhi and Jammu and Kashmir are union territories with their own legislature and their own Act. Uttar Pradesh's is the Dookan aur Vanijya Adhishthan Adhiniyam, and its section 4-B was substituted by U.P. Act No. 12 of 2026. Uttarakhand is the one here whose commencement date we could not confirm from an official source, so treat its row as the Act's own wording rather than as settled practice.

If your state is not in the table

Nine are missing: Arunachal Pradesh, Manipur, Mizoram and Sikkim, and the union territories of Ladakh, Chandigarh, the Andaman and Nicobar Islands, Dadra and Nagar Haveli and Daman and Diu, and Lakshadweep. That is not because they have no rule. Sikkim licenses rather than registers, and the copies of the Manipur and Andaman texts we could reach are scans too poor to read a section from, so they are left out rather than guessed at. Ask your state labour department for the name of the Act and the registration section. Everything from chapter 5 onwards applies wherever you are.

05 How long the certificate lasts

Forever, a calendar year, or a number the state picked

Tripura is not in this chapter, because since 2021 it issues nothing to expire. For the rest, the second question people get wrong is when it expires. Three states issue something that never expires. Three tie it to the calendar, so a certificate granted in November is dead in weeks. The rest run on a fixed number of years.

Certificate life	States	What that means in practice
It does not expire	Uttar Pradesh, Tamil Nadu, Gujarat	Uttar Pradesh: valid as long as the establishment exists. Gujarat: until ownership or the nature of the business changes, then a fresh certificate. Tamil Nadu sets no expiry in the Act at all
It dies with the calendar year	Telangana, Andhra Pradesh, Kerala, Meghalaya	Valid only to 31 December following issue. A certificate granted in October runs for about ten weeks
A fixed number of years	Karnataka and Himachal Pradesh five, Assam five, West Bengal three, Maharashtra up to ten as asked for, Jammu and Kashmir up to ten	Diarise it. Nobody writes to remind you
Every year	Punjab and Haryana, Nagaland, Puducherry	Punjab and Haryana renew by 31 March, with thirty days of grace. Nagaland renews every twelve months. Puducherry runs on the financial year and lets you pay for up to three at once
Left to the state's rules	Delhi, Rajasthan, Odisha, Madhya Pradesh, Bihar	The Act says the certificate is renewed at prescribed intervals and the rules fix the number. Madhya Pradesh caps the fee for registration or renewal at ₹250

The renewal window runs backwards in several states

Maharashtra and Assam both want the renewal application at least thirty days BEFORE expiry, and file it late and the fee is one and a half times what it would have been. Telangana and Andhra Pradesh work the same way going in, thirty days before, though they will entertain an application up to thirty days after expiry on payment of a penalty. Kerala wants it thirty days before too. Treating renewal as something you do when the certificate runs out is how the late fee happens.

06 The second registration

What the OSH Code added on 21 November 2025, and who has fixed it

The four labour codes came into force on 21 November 2025. One of them, the Occupational Safety, Health and Working Conditions Code, carries its own registration for any establishment with ten or more workers. It does not replace your state registration. It sits on top of it, and two states have now said in writing that one should be enough.

Under the OSH Code	What it says
Who registers	Every establishment with ten or more workers, defined in s.2(v)
By when	Sixty days from the date the Code applies to it, s.3(1)
How	Electronically, to the registering officer. Late applications are entertained on payment of a late fee
If nobody acts on it	The establishment is deemed registered and the certificate is auto generated, s.3(3)
Change of ownership, management or particulars	Thirty days to tell the registering officer, s.3(4)
Closing down	Thirty days to inform, and to certify that all dues to workers are paid, s.3(5)

Two states, and one of them has not started yet

Maharashtra clarified on 30 April 2026 that an establishment with ten or more workers registered under the OSH Code does not need separate registration under the state Act, while one employing fewer than ten still sends its intimation. Haryana notified the same idea on 4 May 2026, but read the condition: it applies only after the Haryana rules under the OSH Code are finalised, and those were still a draft when this was written. In Haryana today, you still register under the state Act.

The honest position everywhere else is that you should assume both apply until your state says otherwise, and ask the state office rather than infer it. This is the fastest moving part of the subject: two states moved inside five days of each other in 2026, and any guide written before that says nothing about it at all.

07 What the application asks for

The common core, and what to have ready before you start

You file with your own state's labour department, not with a central one, and in most states that is now an online portal with a state-specific name. Karnataka's is called e-Karmika. The forms differ, the portals differ and the fee differs. What is asked for barely does, so gather these once and the state form is twenty minutes rather than three attempts.

1. **Name of the employer, and of the manager if there is one**
   Every Act asks for both. If nobody is formally the manager, decide who it is before you fill the form, because the name on the certificate is the person a notice goes to.

2. **The postal address of the establishment**
   The premises, not the registered office, and not the director's home. A separate branch in another district is usually a separate registration.

3. **The name of the establishment, if it has one**
   The trading name. It does not have to match the company name, and in most states it need not be trademarked or reserved.

4. **The category or nature of the business**
   Shop, commercial establishment, residential hotel, restaurant, eating house, theatre or place of public amusement. Delhi, Odisha and Maharashtra all decide things off this answer, and Delhi has a procedure for when you and the inspector disagree about it.

5. **The number of workers or employees**
   The number that decides whether you are above the state's threshold at all, so it is worth being able to show how you counted.

6. **The fee, and self-certified documents**
   The newer Acts run on self declaration and self-certified documents uploaded online rather than an inspection. Telangana states that no inspection need be conducted before registration.

Several states now grant it automatically

Uttar Pradesh grants registration automatically through the departmental web portal and emails the certificate. Tamil Nadu issues within twenty four hours and deems it granted if it does not. Telangana grants provisional registration within twenty four business hours of upload, and full registration is deemed granted if no adverse order comes within thirty days. Goa issues within seven working days. If your state is one of these, a delay usually means the application was incomplete, not that somebody is sitting on it.

08 After the certificate

Three duties that outlive the registration itself

Registration is a day-one task. Keeping it accurate is not, and the deadlines for telling the department something changed are shorter than the deadline for registering in the first place.

When this happens	You have	In these states
Any particular on the form changes	7 days	Rajasthan, Punjab, Haryana, Odisha, Madhya Pradesh, West Bengal
Any particular on the form changes	15 days	Telangana, Andhra Pradesh
Any particular on the form changes	30 days	Tamil Nadu, and under the OSH Code
You close the establishment	10 days	Rajasthan, Madhya Pradesh
You close the establishment	15 days	Karnataka, Telangana, Andhra Pradesh, West Bengal
You close the establishment	30 days	Maharashtra, Tamil Nadu, and under the OSH Code

Karnataka also asks for the registration certificate itself back on closure. Under the OSH Code you additionally certify that all dues to workers have been paid.

And the one nobody remembers

- **Display it.** Almost every Act says the certificate is to be prominently displayed at the establishment. It is the cheapest possible thing to get right and it is the first thing an inspector looks for.
- **Keep the old one.** Renewal produces a new certificate. Where a dispute reaches back a few years, the question is whether you were registered then, not now.
- **Watch the headcount.** In Maharashtra and Gujarat, crossing ten workers turns an intimation into a registration obligation. Nothing prompts you. It is a payroll fact before it is a compliance one.

09 What it costs to get wrong

Two states revised their penalties, in opposite directions

Penalties are set state by state and most of them are modest in isolation. The two states that revised theirs recently are worth seeing before you assume the downside is small.

State	Penalty as it now reads
Maharashtra	Up to ₹1,00,000, and up to ₹2,000 a day while the contravention continues, capped at ₹2,000 per worker employed. Up to ₹2,00,000 for a second or later contravention. Revised by Mah. 56 of 2025
Uttar Pradesh	Up to ₹2,000 for a first offence and up to ₹10,000 for every later one, as substituted by U.P. Act No. 12 of 2026

Both were revised inside the last two years, in opposite directions. Anything you read about penalties that predates 2025 is worth re-checking against your own state's current wording.

The fine is rarely the real cost. An unregistered establishment struggles to open a current account, fails a customer or landlord due diligence check, and has nothing to show when a dispute over hours, leave or a termination reaches the labour office. In most of the Acts read for this guide the registration certificate is also the document an inspector asks for first, because everything else they might want to see follows from the establishment being on the register at all.

The other cost is time. A registration applied for late is still granted in most states, on payment of a late fee, so the penalty is usually not the thing that hurts. Being unable to answer a bank or a client for three weeks while it is sorted out is.

10 The whole thing on one page

Twelve checks, in the order worth doing them

If you take nothing else from this guide, work down this list. It is ordered by what costs most to get wrong.

Twelve things to confirm

- [ ] **Your state's Act found under its real name**
  Ch 1
- [ ] **Headcount settled, the way your Act counts it**
  Ch 2
- [ ] **Threshold checked: everyone, five, ten or twenty**
  Ch 2
- [ ] **Below the threshold, checked whether an intimation is due**
  Ch 2
- [ ] **Deadline diarised from the day work commenced**
  Ch 3
- [ ] **Each additional premises treated as its own registration**
  Ch 7
- [ ] **Expiry recorded, and the reminder set before it, not on it**
  Ch 5
- [ ] **OSH Code registration considered separately, at ten workers**
  Ch 6
- [ ] **Certificate printed and displayed on the premises**
  Ch 8
- [ ] **A named person owns telling the department about changes**
  Ch 8
- [ ] **Crossing the threshold treated as a trigger, not a footnote**
  Ch 8
- [ ] **Kept separate from GST, trade licence, FSSAI, PF and ESI**
  Ch 1

Attendo

ATTENDO

Headcount you can *see, before it crosses a line*

Most of these thresholds are payroll facts before they are compliance facts. Attendo keeps the headcount, the attendance record and the register the state asks for, so crossing ten workers is something you notice rather than something you find out about.

Book a Free Demo

Call +91 72280 34343