

**List of documents required other than the forms**

Sr. No.	Name of Service	List of documents required other than the forms
1.	Registration of Principal employer's establishment under provision of contract Labour Act,1970	<ol style="list-style-type: none"> <li>1. Fee as per schedule.</li> <li>2. Factory License under Factories Act / RC under the Punjab Shops &amp; Commercial Establishment, Act / RC under BOCWW Act.</li> <li>3. Proof of submission of Labour Welfare Fund.</li> <li>4. Copy of Certified Standing Order of the Establishment.</li> </ol>
2	Issuance / Renewal of License for contractors under the provisions of the Contract Labour(Regulation and Abolition)Act,1970 (Central Act No. 37 of 1970)	<ol style="list-style-type: none"> <li>1. The Security fee been paid as per schedule.</li> <li>2. License fee has been paid as per schedule.</li> <li>3. Copy of R.C. Attached.</li> <li>4. Contribution deposited under Pb. Labour Welfare Fund Act.</li> <li>5. Single annual return of the previous year been submitted.</li> <li>6. Affidavit / undertaking for compliance of various labour laws.</li> <li>7. Certified Standing order of the Establishment concerned.</li> </ol>
3	Registration certification under the provisions of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958)	<ol style="list-style-type: none"> <li>1. Fee as per schedule.</li> <li>2. Details of the shop/commercial establishment as per Form F &amp; B,</li> <li>3. Scanned copy of Proof of Establishment i.e. Lease Deed/Rent Deed; Registration Deed; or Any other proof of possession of Shop/Commercial Establishment like electricity bill/telephone bill/bank account and affidavit etc.</li> <li>4. Front photo of shop or commercial establishment covering the surroundings of the said establishment.</li> </ol>
4	Registration of principal employer's establishment under the provisions of Inter State Migrant Workmen (Regulation of Employment and Conditions of service) Act, 1979 (30 of 1979)	<ol style="list-style-type: none"> <li>1. Fee as per schedule.</li> <li>2. Factory License under Factories Act / RC under the Punjab Shops &amp; Commercial Establishment, Act / RC under BOCWW Act.</li> </ol>