

# EASE OF DOING BUSINESS

Application for AUTO RENEWAL OF THE CERTIFICATE OF REGISTRATION OF ESTABLISHMENT IN FORM O UNDER SECTION 36 OF THE ASSAM SHOPS & ESTABLISHMENT ACT, 1971 AND RULE 49 OF THE ASSAM RULES:

Login as Registered user

After successful login,  
"Apply for Services" --> "View all available services"

Click on "Auto Renewal Of The Certificate Of Registration Of Establishment In Form O Under Section 36 Of The Assam Shops & Establishment Act, 1971 And Rule 49 Of The Assam Rules"

Apply Online

Fill up All the information correctly. Field with (\*) mark is mandatory and "Submit" to proceed

Click on "Attach Annexure" and upload all the supporting documents (scan copy in PDF/JPEG format)

Make payment  
(Only online mode is available)

Submit the online Form

Get output certificate/license  
(SMS & Email alert to the applicant)

**Required Documents to avail the service (Upload scanned copies of the original documents).**

1. Attested copies of the appointment letter(s) issued to each of the permanent, temporary, casual, probationary, learner employees.
2. Scan copy of the trade license issued by the local authority.
3. Scan copy of the registered partnership deed in the case of a partnership Firm/ Establishment.
4. Scan copy of the Original certificate of Registration (Form Q) issued.
5. Self Declaration for Auto Renewal.
6. Copy of UBIN Certificate

Once all the supporting documents and payment details are submitted online, the Registration Certificate will be generated.