

## **Instructions to shop and commercial establishment owners**

1. Entrepreneurs owning shops and commercial establishments can register online with Department of Labour, Government of Karnataka as per the Karnataka Shops and Commercial Establishment Act, 1961 through web site [www.ekarmika.com](http://www.ekarmika.com).
2. Before registering, the entrepreneur should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the Karnataka Shops and Commercial Establishment Acts, 1961. The scrutiny will be carried out on the basis of details provided and documents uploaded by the entrepreneur. Registration form is liable to be rejected, if any information provided by them is found to be false or not found in conformation with the law.
3. Entrepreneurs are advised to check the website regularly for any further information / announcement about the registration process

### **New user Sign UP**

1. As a first step towards shop and establishment registration process, user has to fill the pre-requisite registration details by clicking on “New user Sign UP” link.
2. New user will be able to create single or common user name and password for multiple number of shop or establishment managed by him by selecting Establishment type as Multiple in “New user Sign up” form
3. User has option to create his/her own user name of length 8 to 20 characters which could contain characters, numbers and special characters. In case entered user name is already created by other user, then system will display alert message.
4. User can't leave Establishment name, Choose your Username and Mobile No. fields as blank.
5. User should also have a valid personal mobile number and Email ID. It should be kept active to receive timely information. In case user does not have a valid personal mobile number or Email ID, he / she should create his/her new Email ID before registering online.
6. After submitting “New user Sign UP” form successfully, user will receive User name and Password to registered mobile number and Email ID. User should note that, DND activated mobile numbers will not receive any alert messages hence it is advised to enter Email ID.
7. User has to memorize and keep user name and password confidentially and should not be disclosed to anybody. This user credential is required to be used for user login.

## Preparation for filling registration form online

- User has to read the instructions on the online form carefully and ensure availability of all information for completing the registration form.
- User has to download following formats from Download link provided in the Home page;
  - Signature Declaration format for own / authorized signatory
  - Bank Challan format
- **The Signature Declaration format** for own / authorized signatory contains two parts. One for Signature declaration content for self / owner and other for Signature declaration content to authenticate authorized personnel on behalf of establishment.
- As per requirement, the content of this format is to be printed on Establishment Letter Head. Further this format has to be duly filled and signed by the concerned.
- Downloaded **Bank Challan** format has to be printed. User has to fill challan with information such as Shop/Commercial Establishment name, Registration No. and amount in both numbers and words in clear and legible handwriting in BLOCK LETTERS. To know the Registration amount, user has to refer Registration Fee table provided in the Home page.
- If the payment is done through any branch of State Bank of Mysore (SBM), additional bank charges are not applicable. But if payment is done through other banks, then user has to pay additional bank charges. In the challan user has to clearly indicate whether payment is done through SBM or Other banks by marking ✓ on appropriate square provided for the purpose. For remitting amount for new registration, then user has to write “NEREG” in space provided for Registration No.
- User has to ensure that following documents are scanned and stored in computer for further uploading in to system;
  1. Duly filled and signed Registration Form – A
  2. Address Proof of Proprietor / Partners / Director
  3. ID Proof of Proprietor / Partners / Director
  4. Duly filled Signature declaration form for self / owner printed on establishment letter head in case establishment has no authorized signatory  
Duly filled Declaration to authenticate authorized personnel form printed on establishment letter head in case establishment has authorized signatory
  5. Rent Agreement / Ownership Deed / Lease Deed
  6. Memorandum of Association and Articles of Association / Company incorporation certificate in case of Private / Public companies
  7. Partnership Deed in case of Partnership Firm
  8. Payment Receipt / Paid Challan / Transaction slip as a proof of Fee paid

## **Registration form**

1. Users are required to keep all the necessary information to be filled for completing the online registration process
2. User has to enter his/her valid user name and password in Login page. After successful login user has to click on “Registration form”.
3. This Registration form is further divided into number of sub forms. User will be able to navigate through these sub forms by clicking Next or Back button. User has to ensure that in each form required mandatory details are entered properly. In case entered information is incorrect /incomplete then system will display appropriate alert message indicating correction to be incorporated.
4. User is also required to mark location of shop / establishment on interactive GIS map by clicking link “Locate and Click”. After marking location successfully, “Close” button has to be clicked to close map window.

## **Payment options**

1. User has four types of payment option to remit the required fees viz., Department counter, Any State Bank of Mysore (SBM) branch, Other than SBM bank and Personal Net banking. In case payment is done through Department counter, then user has to enter receipt details and upload Payment receipt to system.
2. If payment is done through any SBM branch, then user has to enter Journal Number and payment date and upload Paid Challan to system. In case payment is done through other than SBM bank, then user has to enter UTR Number and payment date and upload Paid Challan to system. User has to obtain the counter foil (Personal copy) of the Paid challan duly filled by the bank official with (i) Bank / branch name and code number (ii) Journal No./UTR No. (iii) Date and amount of deposit.
3. If payment is done through Personal Net banking, then user has to enter Transaction ID, Transaction date and Bank name and upload Online Transaction slip to system. In Personal net banking payment process user is required to provide details as per the instructions given in the computer screen. After successful completion, system will display Online Transaction slip with Transaction ID. Then user has to note down the Transaction ID and save/take print out of Transaction slip for further uploading to system.
4. For more information user has to View or Download Help Manual provided under Download menu.
5. The successfully submitted registration form will be received by the concerned SLI/LI of Labour Department for scrutiny.

6. In case SLI/LI opt for Inspection of Shop/Establishment, then same will be communicated to concerned user through SMS or Email.
7. After scrutiny by the concerned SLI/LI, user will receive Registration Certificate online and user will be able to save and print the same for future reference.

### **Alert Messages**

1. User will receive alert messages for successful submission/approval of form and also for any important transaction made through online to registered mobile number and Email ID.
2. User will also receive One Time PIN (OTP) to registered mobile number and Email ID while executing Forgot Password, Renewal, Amendment and Annual Returns procedures.
3. Establishment owner will receive the certificate online and same should be printed and kept in the establishment premises

### **Additional features**

- Entrepreneurs can also login as Third Party user by clicking on link “**Sign Up for Third Party**” provided in the Home page to assist in registration of shop/commercial establishment owners who are not having internet facility.
- Entrepreneurs can also approach Department counter established in Office of Labour Department for registration with necessary documents. The personnel deployed at Department counter will provide more information and assist them to submit their application online. After successful submission, entrepreneur will receive acknowledgement number for future reference.

### **Following organizations are exempted from registration**

- Offices of, or under the central or state Government, or local authorities, except commercial undertaking.
- Any railway service, water transport service, postal, telegraph or telephone service, any system of public conservation or sanitation or any industry, or services like water, power, light to the public.
- Railway dining cars
- Establishments for the treatment or care of the handicap or mentally unfit
- Establishments of the food corporation of India
- Offices of legal practitioners and medical practitioners in which not more than 3 persons are employed
- Offices of bank