

# Shops & Establishment / PT Registration

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Explains Shops & Establishment registration and professional tax for a staffing agency office and its staff — applicability, process, records and renewals. Use it to register the office. For the full list use the Staffing Licensing Roadmap.

## Purpose of this tool & output

Register your office and professional tax

## How the output is used

Use it to register your office and professional tax — the Shops and Establishment and PT registration a staffing office needs.

## Who receives it

The State Labour Department (Shops & Establishment authority) / municipal body.

## How to submit / file it

Register online on the state labour portal within the prescribed days of starting, with establishment and employee details.

## Fees & charges

A state-specific fee based on employee count; renewal rules vary by state.

## Who should vet it

A local labour-law consultant; requirements differ by state.

## Important cautions

Shops and Establishment and professional-tax rules, slabs and processes vary by state. Professional tax applies to both internal and deployed staff wherever applicable. Confirm the specifics with your state authority.

## Companion documents

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- Staffing Licensing Roadmap
- Contract Labour (CLRA) Licence Guide
- Overseas Recruitment (eMigrate) Licence Guide
- PF & ESI Registration Guide
- GST & Manpower-Supply Tax Guide
- New Labour Codes Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.