

**Amendment in registration issued to establishments under Uttar Pradesh Shops and Commercial Establishment Act 1962**

1	Name of Approval / NOC/ License/ Registration	Amendment in registration issued to establishments under Uttar Pradesh Shops and Commercial Establishment Act 1962
2	Competent Authority	Labour Enforcement Officer
3	Applicability Criteria	Shop and establishment situated in notified municipal area in district in U.P.
4	Stage	Existing certificate holder
5	SLA/ Number of Days	Automated
6	Documents Required	No document is needed as per the act
7	Procedure for getting license	<p><b>Step-1</b>  a) The applicant shall open the Online Single Window Portal using the address (<a href="http://www.niveshmitra.up.nic.in">www.niveshmitra.up.nic.in</a>)  b) Register in Online portal using their personal Details and Contact Details and login into the portal.</p> <p><b>Step-2</b>  After logging into the web portal, the applicant shall fill the common application form and add a unit and then shall need to click on apply for Permissions/ NOC's/ License option and select the unit and select Amendment in registration issued to establishments under Uttar Pradesh Shops and Commercial Establishment Act 1962</p> <p><b>Step-3</b>  Then click on fill form for Amendment in registration issued to establishments under Uttar Pradesh Shops and Commercial Establishment Act 1962  After completing all entries of the application, click on calculate fee and submit the form. And then click on pay consolidated fee and proceed for payment.</p> <p><b>Step-4</b>  Once the application is submitted and payment is made successfully, the certificate gets generated.</p>
8	Fee & Mode of Payment	As per the nature of establishment and number of workers.
9	<b>Process with Stage wise Detail for Registration</b>	<p><b>Category &amp; Size of Firm</b> - For 1 or more Employee  <b>Business Location</b> - Area of UP  <b>Investor Type</b> - Foreign/Domestic  <b>Note</b> - Time for Completion of Procedure as per service guarantee act is 01 Day</p>

1. Go to [www.niveshmitra.up.nic.in](http://www.niveshmitra.up.nic.in) and Click on “Register here”.
2. Fill up the sign-up form and verify mobile number and email-ID.
3. Now login with the credentials which are received in e-mail.
4. Create new password.
5. Now login with the new password.
6. Fill common application form and update personal details and entrepreneur details.
7. Then click on “New Unit Details” and fill all required information and verify your mobile number and email ID.
8. Now click on Apply for Permission/NOC/License and select the unit.  
Now click on check box given beside Department of Labour and select Amendment in registration issued to establishments under Uttar Pradesh Shops and Commercial Establishment Act 1962.
9. Now click on Fill/view form.
10. Now fill the form and click on calculate fee button and submit it.
11. Then click on “Pay consolidated fee” option given on left panel and proceed for payment.
12. Once the application is submitted and payment is made successfully, the certificate gets generated.