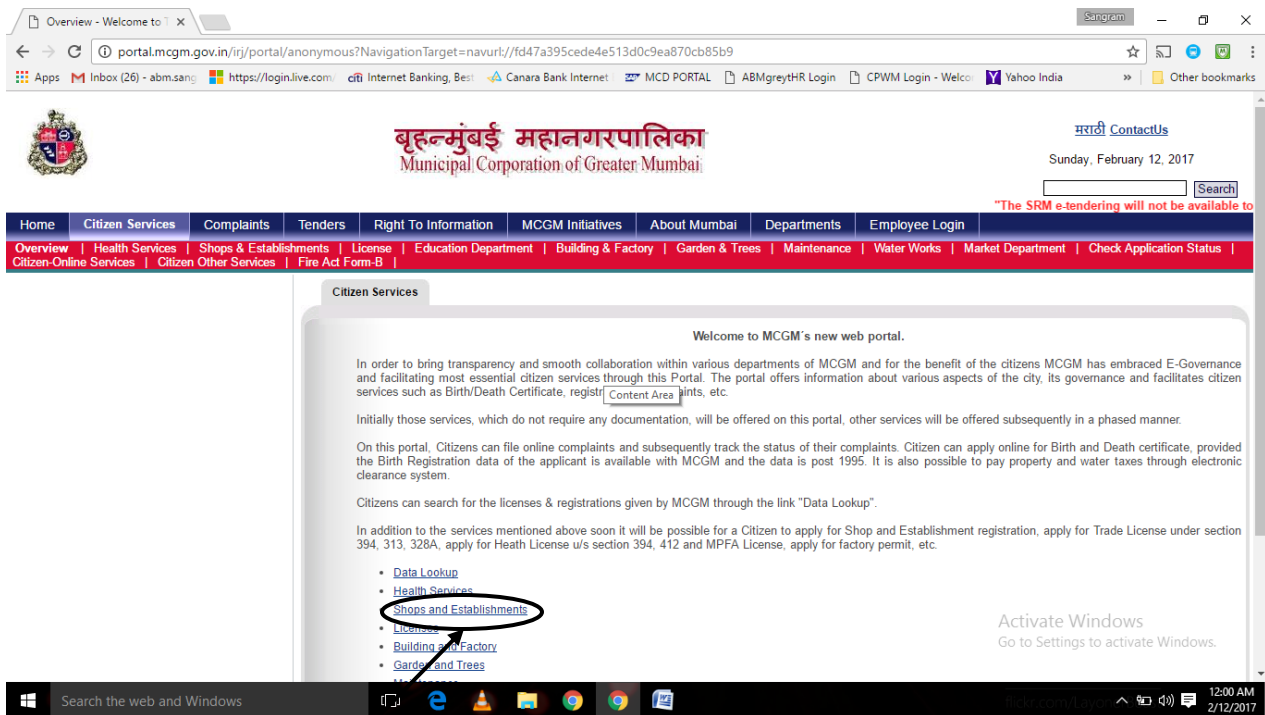


User Guide for
"Application for Shop Registration FORM A"

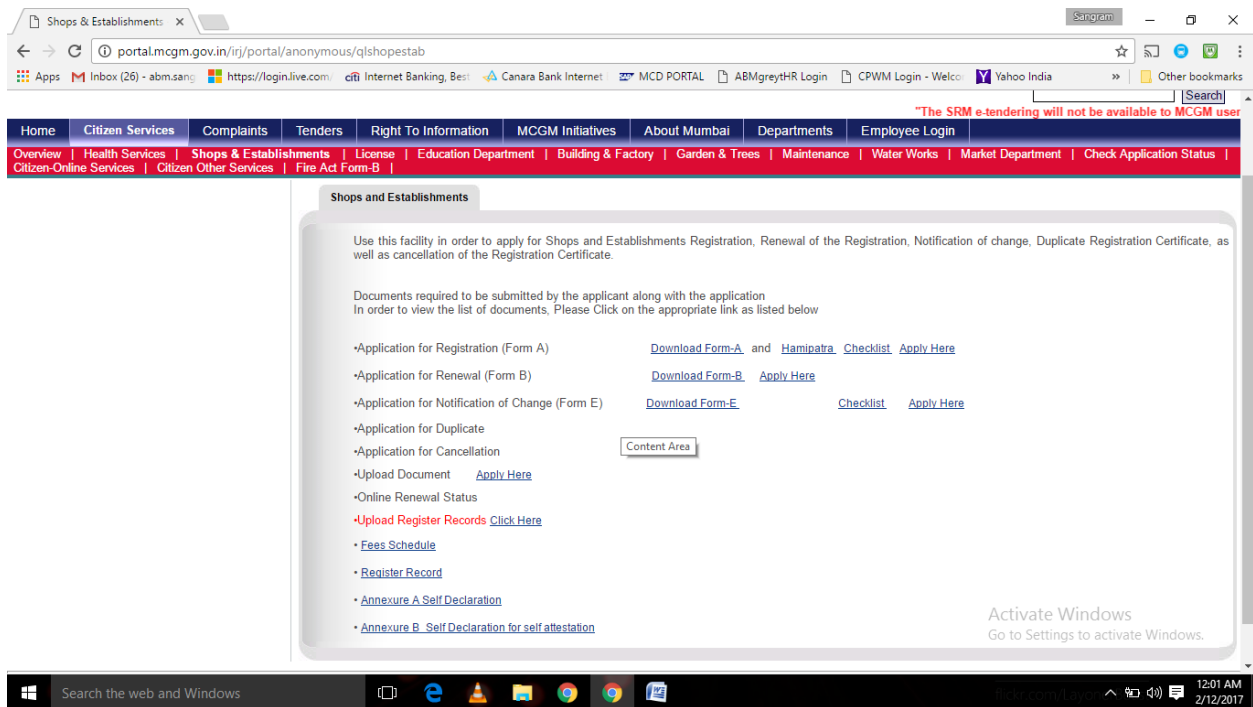
Go to the MCGM Web site www.mcgm.gov.in/portal.mcgm.gov.in



Click on **Citizen Services**



Click on **Shops and Establishment** for required services



Click on **Download FORM A** for registration application form

Click on **Hamipatra** to download

Click on **Check list** to view the list of Documents need to be uploaded

Click on **Apply Here** to open and fill the application form



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प्रस्तावना | आरोग्य सेवा | दुकाने व आस्थापना | परवाना | Education Department | इमारत व कारखाने | उद्यान | परिरक्षण | जलकामे | बाजार खाते | अर्जाची सद्यस्थिती | Citizen-Online Services | Citizen Other Services | Fire Act Form-B

MUNICIPAL CORPORATION OF GREATER MUMBAI
Maharashtra Shops and Establishments Act. 1948
Form 'A' [See Rule 5] Statement under Section 7(1)

Fields Marked with * are Mandatory Fields

Name of Establishment, if any:

Postal address and situation of establishment

House Number House Name * Street *

Area * City Postal Code *

Country State Telephone (Off.)

Telephone (Res.) Mobile no. E-mail *

PAN No * TIN No Ward *

Additional place attached to shop

House Number House Name * Street *

Area * City * Postal Code *

Country * State *

Name and address of the employer *

Type of Employer * No. of employers *

Name of Manager if any, his residential address

Fill the application form with required details. Fill the postal address and situation of Establishment. Fill all the mandatory fields. Fill correct Email ID. Select postal code, system will show the wards associated with the postal code. Tick "additional place attached to shop" to fill the address. Keep it unchecked if additional place is not required.

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प्रस्तावना | आरोग्य सेवा | दुकाने व आस्थापना | परवाना | Education Department | इमारत व कारखाने | उद्यान | परिरक्षण | जलकामे | बाजार खाते | अर्जाची सद्यस्थिती | Citizen-Online Services | Citizen Other Services | Fire Act Form-B

Country State Telephone (Off.)

Telephone (Res.) Mobile no. E-mail *

PAN No * TIN No Ward *

Additional place attached to shop

House Number House Name * Street *

Area * City * Postal Code *

Country * State *

Name and address of the employer *

Type of Employer * No. of employers *

Name of Manager if any, his res.

Title Middle Name Last Name

House Number House Name * Street *

Area * City * Postal Code *

Country * State * Mobile No. E-mail

Category of establishment *

Nature of business *

Date of commencement of business *

Total number of employees

	ADULTS	YOUNG	TOTAL
MALE			
FEMALE			
TOTAL			

Activate Windows
Go to Settings to activate Windows.

Three types of employer will be available (Proprietor, Partner and Private Ltd/Public Ltd/trust/Sanstha)

Enter no of employers and fill the address

Country: India State: Maharashtra Telephone (Off.): 022 - 26655444
Telephone (Res.): Mobile no.: 9322846286 E-mail:
PAN No: AWVPH7668K TIN No: Ward: E Ward

Additional place attached to shop
House Number: House Name: Hans building Street: Nahar Road
Area: Worli City: MUMBAI Postal Code: 414141
Country: India State: Maharashtra

Name and address of the employer
Type of Employer: Proprietor No. of employers: 1 Enter names

Employer 1
Title: Mr. First Name: Anuj Middle Name: Kumar Last Name: Sharma
House Number: House Name: Evershine building
Street: Prabhadevi Area: Dadar
City: MUMBAI Postal Code: 400012
Country: India State: Maharashtra
Mobile no.: E-mail:

Name of Manager if any, his residential address
Title: First Name: Middle Name: Last Name
House Number: House Name: Street:

Country: India State: Maharashtra Telephone (Off.): 022 - 26655444
Telephone (Res.): Mobile no.: 9322846286 E-mail:
PAN No: AWVPH7668K TIN No: Ward: E Ward

Additional place attached to shop
House Number: House Name: Hans building Street: Nahar Road
Area: Worli City: MUMBAI Postal Code: 414141
Country: India State: Maharashtra

Name and address of the employer
Type of Employer: Partner No. of employers: 2 Enter names

Employer 1.8
Title: Mr. First Name: Anuj Middle Name: Kumar Last Name: Sharma
House Number: House Name: Evershine building
Street: Prabhadevi Area: Dadar
City: MUMBAI Postal Code: 400012
Country: India State: Maharashtra
Mobile no.: E-mail:

Name of Manager if any, his residential address
Title: First Name: Middle Name: Last Name
House Number: House Name: Street:

ndering will not be available to MCGM users from 9:00 P.M. to 7 A.M." **

Country: India | State: Maharashtra | Telephone (Off): 022 - 26655444

Telephone (Res.): | Mobile no.: 9322846286 | E-mail: |

PAN No: AWWPH7668K | TIN No: | Ward: E Ward

Additional place attached to shop

House Number: | House Name: Hans building | Street: Nahar Road

Area: Worli | City: MUMBAI | Postal Code: 414141

Country: India | State: Maharashtra

Name and address of the employer *

Type of Employer: Private Ltd/P | No. of employers: 3 | Enter names

Employer 1.0

Title: | First Name: | Middle Name: | Last Name: |

House Number: | House Name: |

Street: | Area: |

City: MUMBAI | Postal Code: |

Country: India | State: Maharashtra |

Mobile no. | E-mail: |

Employer 2.6

Title: | First Name: | Middle Name: | Last Name: |

House Number: | House Name: |

Street: | Area: |

Name of Manager if any, his residential address

Title: | First Name: | Middle Name: | Last Name: |

House Number: | House Name: | Street: |

Mr. | Anuj | Kumar | Sharma

House Number: | House Name: Evershine building

Street: Prabhadevi | Area: Dadar

City: MUMBAI | Postal Code: 400012

Country: India | State: Maharashtra |

Mobile no. | E-mail: |

Employer 1.8

Title: | First Name: | Middle Name: | Last Name: |

Name of Manager if any, his residential address

Title: | First Name: | Middle Name: | Last Name: |

House Number: | House Name: | Street: |

Area: | City: MUMBAI | Postal Code: |

Country: India | State: Maharashtra | Mobile No. | E-mail: |

Category of establishment *

Nature of business *

Date of commencement of business *

Total number of employees

	ADULTS	YOUNG	TOTAL
MALE			
FEMALE			
TOTAL			

Is property Assessed: Yes No | PTAX SAC Number(if any): |

Continue

Select category of Establishment

Mr. ANUJ KUMAR SHARMA

House Number _____ House Name * Evershine building

Street * Prabhadevi Area * Dadar

City * MUMBAI Postal Code * 400012

Country * India State * Maharashtra

Mobile no. _____ E-mail _____

Name of Manager if any, his residential address

Title _____ First Name _____ Middle Name _____ Last Name _____

House Number _____ House Name * _____ Street * _____

Area * _____ City * MUMBAI Postal Code * _____

Country * India State * Maharashtra Mobile No. _____ E-mail _____

Category of establishment * SHOP I

Nature of business * BUILDING AND CONSTRUCTIONS

Date of commencement of business * 10.02.2017

Total number of employees

	ADULTS	YOUNG	TOTAL
MALE	0	0	
FEMALE	0	0	
TOTAL			

Is property Assessed * Yes No PTAX SAC Number(if any)* _____

Activate Windows
Go to Settings to activate Windows.

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Technical support by ABM Knowledgeware Ltd.
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Fill Nature of Business

Select **Date of commencement of business**

Provide Total number of Employees. Accordingly fees will be calculated for one year

If Property Assessed then select 'Yes' and Fill PTAX SAC Number

If Property is not Assessed then select 'No'

Press 'Continue' Button



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MUNICIPAL CORPORATION OF GREATER MUMBAI
Maharashtra Shops and Establishments Act, 1948
Form 'A' [See Rule 5] Statement under Section 7(1)

Fields Marked with * are Mandatory Fields

Note: upload the Documents in (PDF, JPEG, JPG, PNG, BMP, GIF) Format only.
Maximum Upload size will be 2MB per Attachemnt.

Following Documents are to be attached

1. Mandatory Documents * (All Documents are Mandatory)

Form A Document *

Hampipathra*

Pan Card* (of the same pancard number which you have given in previous page)

Photo of establishment*

2. Address Proof (ANY ONE) documents having address of the Establishment)

Telephone Bill

Electric Bill

Rent Receipt

Leave License Copy

Society Maintenance Receipt

Sales/Purchase Deed

Property TAX Receipt

Other Address

3. Other Documents

Adhar Card

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Depending on the type of employer, documents will be allowed to upload

If user selects Type of employer as **"Proprietor"** then Point no 1, 2 & 3 will be enabled and point no 1 & 2 will be mandatory

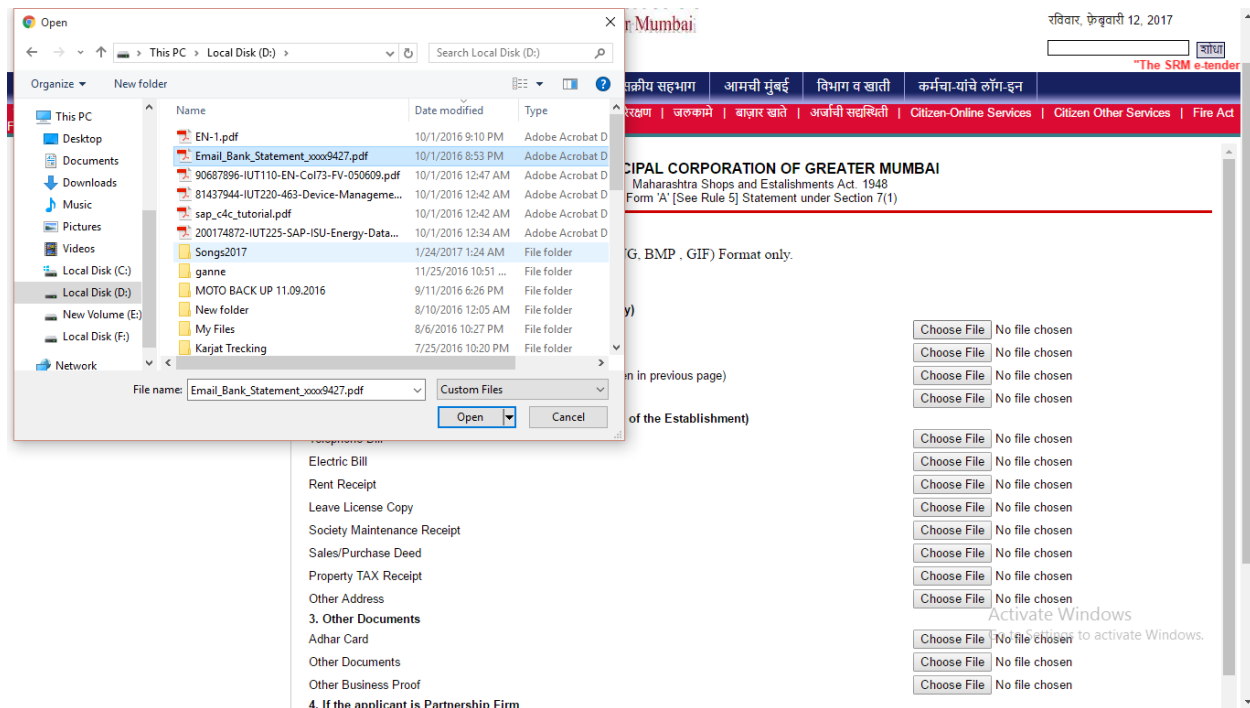
If user selects Type of employer as **"Partner"** then Point no 1, 2, 3 & 4 will be enabled and point no 1,2 & 4 will be mandatory.

If user selects Type of employer as **"Private Limited/Public Limited/Trust/Sanstha"** then

Point no 1,2,3,5 or 6 will be enabled and point no 1, 2, 5 or 6 will be Mandatory

In point no 5 (Certificate of Incorporation & List of Directors with their residential address) will be mandatory

In Point no 6 (Copy of the establishment registered under the Society/Trust Act, before the Appropriate Authority & List of Trustees/List of members of Co-Operate Society) will be mandatory



Click on **Choose file** and select the required file.

Upload the Documents in (PDF, JPEG, JPG, PNG, BMP, GIF) Format only.

Maximum Upload size will be 2MB per Attachment.



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 [बाज़ार खाते](#) |
 [अजवी सद्यसिती](#) |
 [Citizen-Online Services](#) |
 [Citizen Other Services](#) |
 [Fire Act Form-B](#)

MUNICIPAL CORPORATION OF GREATER MUMBAI
 Maharashtra Shops and Establishments Act, 1948
 Form 'A' [See Rule 5] Statement under Section 7(1)

Fields Marked with * are Mandatory Fields

Note: upload the Documents in (PDF, JPEG, JPG, PNG, BMP, GIF) Format only.
Maximum Upload size will be 2MB per Attachemnt.

Following Documents are to be attached

1. Mandatory Documents * (All Documents are Mandatory)

Form A Document *

Hanipathra*

Pan Card* (of the same pancard number which you have given in previous page)

Photo of establishment*

2. Address Proof (ANY ONE) documents having address of the Establishment)

Telephone Bill

Electric Bill

Rent Receipt

Leave License Copy

Society Maintenance Receipt

Sales/Purchase Deed

Property TAX Receipt

Other Address

3. Other Documents

Adhar Card

Other Documents

Other Business Proof

4. If the applicant is Partnership Firm

Choose File Email_Bank...xx9427.pdf

Choose File Email_Bank...xx9427.pdf

Choose File document_37.PDF

Choose File Email_Bank_Statement_xxxx9427.pdf

Choose File IMG_201305...10748.jpg

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Photo of establishment*

2. Address Proof (ANY ONE) documents having address of the Establishment)

Telephone Bill

Electric Bill

Rent Receipt

Leave License Copy

Society Maintenance Receipt

Sales/Purchase Deed

Property TAX Receipt

Other Address

3. Other Documents

Adhar Card

Other Documents

Other Business Proof

4. If the applicant is Partnership Firm

Partnership Deed copy

5. If the applicant is a Company under Indian Company Act

Certificate of Incorporation

List of Directors

Copy of Resolution

Pan Card or Aadhar Card of the authorised Signatory for identity proof

6. In Case of Co-Operative Society or Trust or Autonomous Board

Copy of Establishment

List of Trustees

Resolution of the society/Trust

Pan Card or Aadhar Card of the Authorised Signatory for identity proof

Choose File lic.pdf

Choose File IMG_201305...10748.jpg

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

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Choose File No file chosen

Choose File No file chosen

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Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Back Upload Documents Continue

Activate Windows
Go to Settings to activate Windows.

After all selection of all required attachments click on **Upload Documents**

Fields Marked with * are Mandatory Fields

Note: upload the Documents in (PDF, JPEG, JPG, PNG, BMP , GIF) Format only.
Maximum Upload size will be 2MB per Attachment.

Following Documents are to be attached

1. Mandatory Documents * (All Documents are Mandatory)

Form A uploaded Document : Email_Bank_Statement_xxxx9427

Remove

Hampipatna uploaded Document : Email_Bank_Statement_xxxx9427

Remove

Pan Card uploaded Document : document_37

Remove

Photo of Establishment uploaded Document : lic

Remove

2. Address Proof (ANY ONE) documents having address of the Establishment)

Photo of Telephone Bill uploaded Document : IMG_20130506_210748

Remove

Electric Bill

Choose File No file chosen

Rent Receipt

Choose File No file chosen

Leave License Copy

Choose File No file chosen

Society Maintenance Receipt

Choose File No file chosen

Sales/Purchase Deed

Choose File No file chosen

Property TAX Receipt

Choose File No file chosen

Other Address

Choose File No file chosen

3. Other Documents

Adhar Card

Choose File No file chosen

Other Documents

Choose File No file chosen

Other Business Proof

Choose File No file chosen

4. If the applicant is Partnership Firm

Partnership Deed copy

Choose File No file chosen

5. If the applicant is a Company under Indian Company Act

Certificate of Incorporation

Choose File No file chosen

List of Directors

Choose File No file chosen

Copy of Resolution

Choose File No file chosen

Pan Card or Aadhar Card of the authorised Signatory for identity proof

No file chosen No file chosen

Activate Windows
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Click on **remove** to remove the attachment and attach new required file

Photo of Establishment uploaded Document : lic

Remove

2. Address Proof (ANY ONE) documents having address of the Establishment)

Photo of Telephone Bill uploaded Document : IMG_20130506_210748

Remove

Electric Bill

Choose File No file chosen

Rent Receipt

Choose File No file chosen

Leave License Copy

Choose File No file chosen

Society Maintenance Receipt

Choose File No file chosen

Sales/Purchase Deed

Choose File No file chosen

Property TAX Receipt

Choose File No file chosen

Other Address

Choose File No file chosen

3. Other Documents

Adhar Card

Choose File No file chosen

Other Documents

Choose File No file chosen

Other Business Proof

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List of Directors

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Choose File No file chosen

6. In Case of Co-Operative Society or Trust or Autonomous Board

Copy of Establishment

Choose File No file chosen

List of Trustees

Choose File No file chosen

Resolution of the society/Trust

Choose File No file chosen

Pan Card or Aadhar Card of the Authorised Signatory for identity proof

Choose File No file chosen

[Back](#) [Upload Documents](#) [Continue](#)

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Once the documents attached and uploaded click on **continue**

Please note until mandatory documents are attached application will not continue further

Statement under Section 7(1)

[Click here to open a FAQ document for Disabling PopUp Blocker](#)

Name of Establishment, if any: Raj Constructions

Postal address and situation of establishment

House Number	302	House Name	Alex Aptment
Street	Mosesroad	Area	Worli
City	MUMBAI	Postal Code	400011
Country	India	State	Maharashtra
Telephone (Off.)	022 - 26655444	Telephone (Res.)	-
	(STD Code)	(STD Code)	
Mobile no.	9322846286	E-mail	sangram@gmail.com
Pan No	AWVPH7668K	Tin No	

Additional places attached to shop

House Number		House Name	Hans building	Street	Nahar Road
Area	Worli	City	MUMBAI	Postal Code	414141
Country	India	State	Maharashtra		

Name and address of the employer

Type of Employer	Proprietor
No. of employers	1

Title	First Name	Middle Name	Last Name
Mr.	ANUJ	KUMAR	SHARMA

House No. _____ House Name _____ Evershine building

Street _____
 City _____
 Country _____
 Mobile _____

Popup Blocker

Popup Blocker is enabled! Please disable it. Visit FAQ link provided on preview page for more help.!

Close

Activate Windows
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If pop up blocker is enabled system will not continue for online payment. **To disable the pop up blocker read the FAQ on top of the page**

Name of Manager if any, his residential address

Title	First Name	Middle Name	Last Name
Mr.			

House Number _____ House Name _____
 Street _____ Area _____
 City _____ Postal Code _____
 Country _____ State _____
 Mobile no. _____ E-mail _____

Category of establishment SHOP I

Nature of business BUILDING AND CONSTRUCTIONS

Date of commencement of business 10.02.2017

Total number of employees

	Adults	Young Person
Men	0	0
Women	0	0

Ward E Ward

Registration fees for Form A for the period 12.02.2017 to 11.02.2018

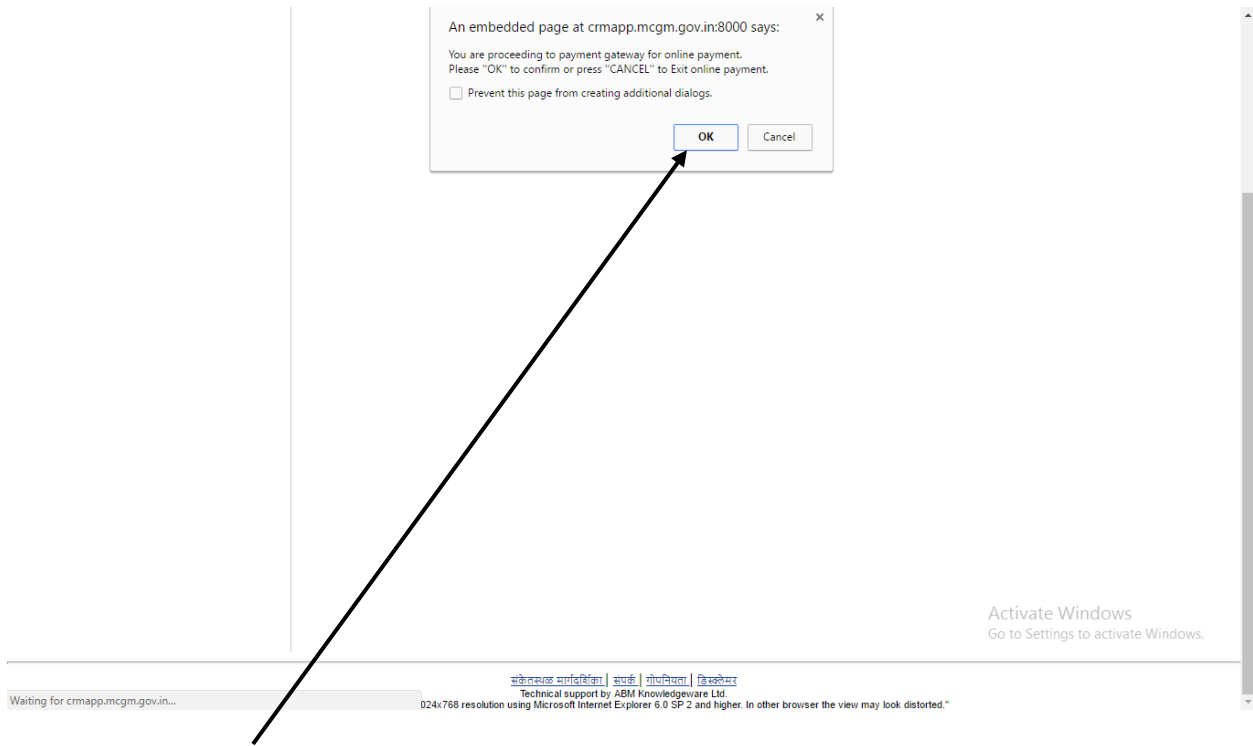
No. of Employees :	0
Processing Fees :	Rs. 200 /-
Registration Fees :	Rs. 120 /-
TRC Fees :	Rs. 360.00 /-
Total Fees :	Rs. 680 /-

Activate Windows
Go to Settings to activate Windows.

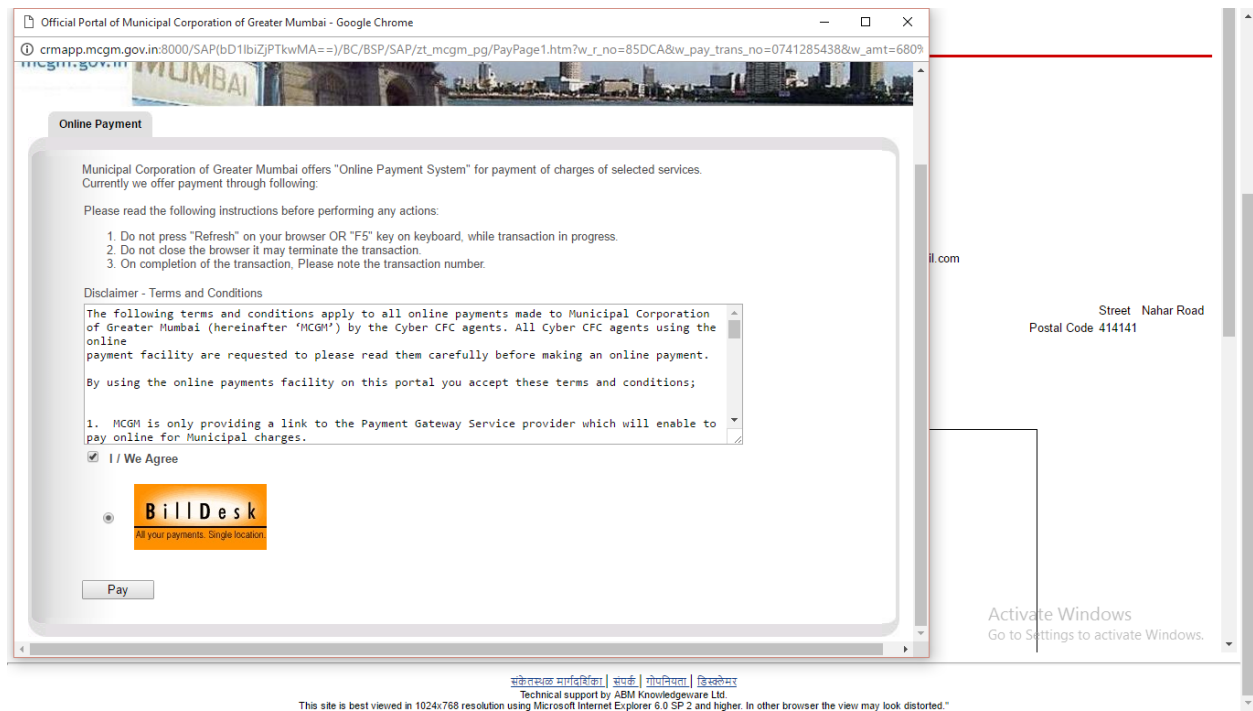
Back Submit

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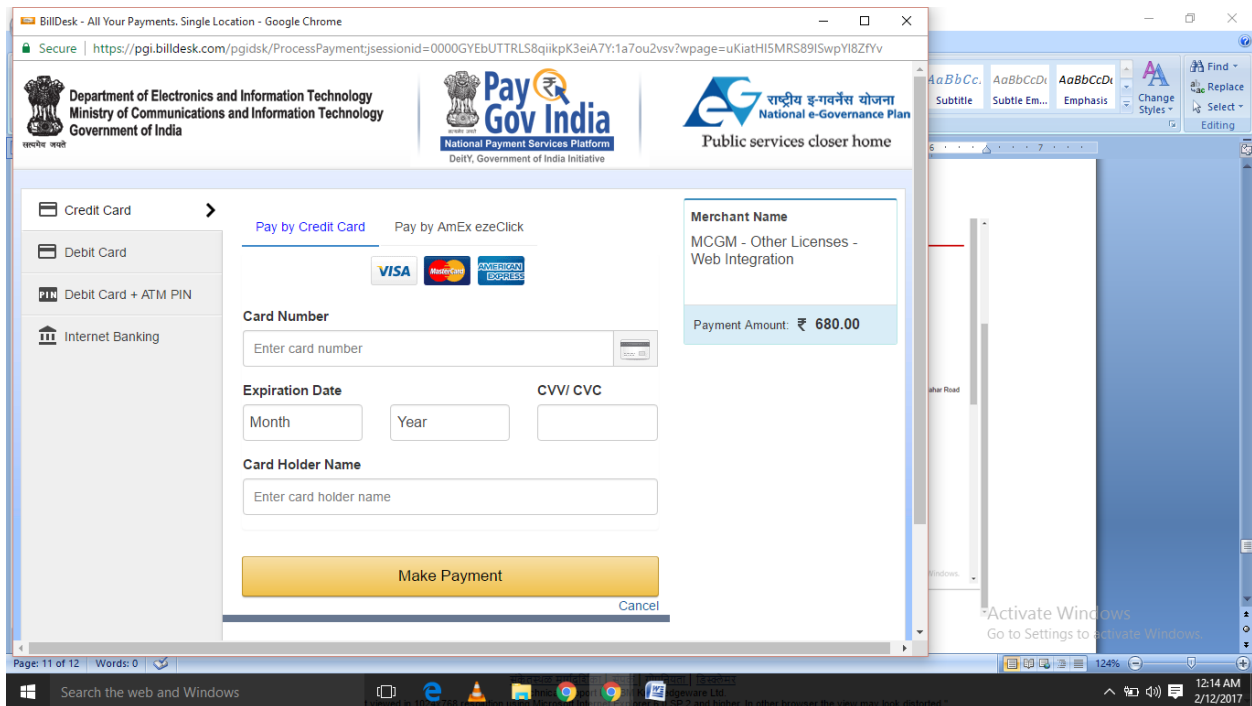
Check and confirm the fill data before submit



On submit click on **Ok** to continue further



Tick **I/We agree** and click on **Pay**



Select appropriate payment methods from given list.

Confirm the amount and make payment.

On successful payment confirmation message will be displayed on screen with success status.

Note down the Payment Transaction ID further references.

Click on continue. System will generate the Application number.

Click on Print receipt to view and print the receipt

Payment receipt will be email to the given email id.