Registration Process for Online Shops and Establishments:

- **Form - D (Format for Intimation)** - Establishment’s employees are Less than 10
  - Form D: Filled in Gujarati Language and under English language and sign it.

- **Form - A (Application for Registration)** - Establishment’s employees are 10 or more
  - Form A: Filled in Gujarati Language and under English language and sign it.

New Registration Procedure (नयी संस्थानी नोंदाची माझे):

1. **Fill up data in Form A/ D in Gujarati Language and under English language and sign it.**
   - Form D: Filled in Gujarati Language and under English language and sign it.

2. Shops & Establishments Inspector approves your application & you will get information by sms.
   - Shop & Establishments Inspector: Approves the application and provides information by SMS.

3. If establishment’s employees are Less than 10, you will get Intimation Receipt and no fees collected for it.
   - Intimation Receipt: Issued to establishments with less than 10 employees.

4. If establishment’s employees are 10 or more, you will get Registration Certificate, fees Collected for issuing Registration Certificate as per rules.
   - Registration Certificate: Issued to establishments with 10 or more employees.

5. After Payment done successfully, Shops and Establishment Registration Certificate is Online issued under My Transaction option.
   - Payment: Payment is made within 10 days of application submission.

Note 1:-

1. Fill up data in Form A/ D in Gujarati Language and under English language and sign it.
   - Form A/ D: Filled in Gujarati Language.

2. Shops & Establishments Inspector approves your application & you will get information by sms.
   - Inspector approves application and provides information by SMS.

3. If establishment’s employees are Less than 10, you will get Intimation Receipt and no fees collected for it.
   - Intimation Receipt: Issued to establishments with less than 10 employees.

4. If establishment’s employees are 10 or more, you will get Registration Certificate, fees Collected for issuing Registration Certificate as per rules.
   - Registration Certificate: Issued to establishments with 10 or more employees.

5. After Payment done successfully, Shops and Establishment Registration Certificate is Online issued under My Transaction option.
   - My Transaction: Payment is made within 10 days of application submission.
 Documents to be upload for New Registration

नयी नोटिफिकेशन मात्र अपवाद करवाना दक्षिणेता:

- If establishment’s employees are 10 or more, Pls. Fill up Form-A (Application for Registration).
  संस्थाबाहेरी नंबर १० के नविन व्यसन, तो कडाचे—(अधीनस्त कर रही दक्षिणेता)
  1. Form-A (fill up in Gujarati & English language). (नया—(अधीनस्त अने अंग्रेजी अने भाषामध्ये भरण))
  2. Sale and Purchase bills (अधीनस्त अने वेंचुरा पीप)
  3. Current Property Tax bill/ Paid Receipt (अधीनस्त मिलावत वेंचुरा भीम/ मुख्यस्थी राशी)
  4. Photo of name board at the appropriate place of the establishment. (पॉली व्यसन नंबरांत नविन व्यसन तेली लेचने) नविन व्यसन तेली लेचने)
  5. Actual photo of the establishment displaying the interior (संस्थाबाहेरी अंतर्गती जट्टा प्रशिक्षित वाणी (भाव-समाधान) तेनेच वापरला लेचने)
  6. Identity proof of the employer (संस्थाबाहेरी महिलांना आध्यात्म. पुल.
  7. Rent/ Lease/ Leave and License Agreement, if applicable. (भाव कर, तो वाणन व्यसन तो)
  8. Partnership Deed, if applicable. (अधीनस्त कर, तो वाणन व्यसन तो)
  9. Registration of Co-operative institutes including resolution for President and Committee members, if applicable. (संस्थाबाहेरी महिलांना आध्यात्म. पुल.
  10. Articles of Association and/ or Memorandum of Association, if applicable. (आध्यात्म. पुल.
  11. Director’s Name of the Company (from Ministry of Corporate Affairs website), if applicable. (संस्थाबाहेरी महिलांना आध्यात्म. पुल.
  12. Copy of the License, Registration which is mandatory under any other law from competent authority before starting of such business. (संस्थाबाहेरी महिलांना आध्यात्म. पुल.
  13. If the place of business is situated in any residential housing society; No objection certificate from the residential society or any such authority responsible for its maintenance. (संस्थाबाहेरी महिलांना आध्यात्म. पुल.

- If establishment’s employees are Less than 10, Pls. Fill up Form D (Format for Intimation).
  संस्थाबाहेरी नंबर १० ते लातील व्यसन, तो कडाचे—(आध्यात्म. पुल.
  1. Form-D (fill up in Gujarati & English language). (नया—(आध्यात्म. पुल.
  2. Current Property Tax bill/ Paid Receipt (अधीनस्त मिलावत वेंचुरा पीप/ मुख्यस्थी राशी)
  3. Photo of name board at the appropriate place of the establishment. (पॉली व्यसन नंबरांत नविन व्यसन तेली लेचने) नविन व्यसन तेली लेचने)
  4. Actual photo of the establishment displaying the interior (संस्थाबाहेरी अंतर्गती जट्टा प्रशिक्षित वाणी (भाव-समाधान) तेनेच वापरला लेचने)
  5. Identity proof of the employer (संस्थाबाहेरी महिलांना आध्यात्म. पुल.
  6. Old Shops & Est. Certificate, if applicable. (संस्थाबाहेरी महिलांना आध्यात्म. पुल. नविन व्यसन तेली लेचने)
Intimation Receipt/ Registration Certificate Process for old establishments:

For Application Registration

1. Fill up data in Form A/ D in English Language under Gujarati language.
2. Shops & Establishments Inspector approves your application & you will get information by sms.
3. If establishment's employees are Less than 10, you will get Intimation Receipt and no fees collected for it.
4. If establishment's employees are 10 or more, you will get Registration Certificate and fees for issuing Registration Certificate as per rules. (Online Payment within 10 days).
5. After Payment done successfully, Registration Certificate is online issued under Existing Application Status.

For Application Registration

www.suratmunicipal.gov.in

Online Services (ઓનલાઇન સેવાઓ)

Shops & Establishments Certificate Registration

Login & Complete your Profile

Existing Application Generate (એક્સિસ્ટિંગ અપ્લિકેશન ગેગરે ટ)નટર

Search Establishment & Generate (સ્થાપના ખોંખી અને અસરી ગેગરે ટર)

Check Details & Upload Documents with Self Attested Signature (સંસાધની હિંસન નામિ અને સ્વશિલક્ષ સક્રિયતા અસાંકેટ કરો)

Save (સ્નેહ)

Note:

1. Fill up data in Form A/ D in English Language under Gujarati language.
2. Shops & Establishments Inspector approves your application & you will get information by sms.
3. If establishment's employees are Less than 10, you will get Intimation Receipt and no fees collected for it.
4. If establishment's employees are 10 or more, you will get Registration Certificate and fees for issuing Registration Certificate as per rules. (Online Payment within 10 days).
5. After Payment done successfully, Registration Certificate is online issued under Existing Application Status.
Old registered establishments have to upload documents as per new act:

- If establishment's employees are Less than 10, Pls. Fill up Form D (Format for Intimation).
  - If establishment's employees are 10 or more, Pls. Fill up Form A (Application for Registration).

1. Form-A/ D (fill up in Gujarati & English language). (नम्बरों-अंक दी (जुड़ाई में अंकों दी जाएँ दो या अधिक अंकों में बहाल))
2. Current Property Tax bill/ Paid Receipt (अभाव मिलकर वेतन का पत्र/ मुक्ति संदेह)
3. Photo of name board at the appropriate place of the establishment. (वस्त्र स्थान नाम का पोशाक के लिए एवं जाने वाले स्थान एवं उसके शहीदों के लिए)
4. Actual photo of the establishment displaying the interior (संस्थानी अंतर्द्वंद्री जन्म की प्रशिक्षण वाले (महाव-साहब) तथा वास्तविक शहीदों के लिए)
5. Identity proof of the employer (संस्थानी माहित्त भी दीदी दी. पुज)  
6. Old Shops & Est. Certificate, if applicable. (जुड़ाई नोबरी प्रमाणपत्र, जो लागत होय तो)

**Note-3:-**

1. If Online Payment Transaction failed, your money will be credited with in 8-10 working days in your account. (जो ऑनलाइन दी दी जुड़ाई अंकों दी जाएँ ज्यामु दी वाले, तो क्रांतावें दी दी बालावाद खाते इंत्याद दी दो नवर दी दी (विकल्पों दी दो बाल)
2. All Online Application is Approved by concern Zone Office (Shops & Establishments Dept.). (भवी ऑनलाइन अवधी दी दी जुड़ाई जाएँ ज्यामु दी वाले ज्यामु दी वाले संस्थानीय अंकों दी ज्यामु दी बालावाद खाते)
3. Any query for Online Shops & Establishments Application/ Registration, pls. contact to concern Zone Office (Shops & Establishments Dept.) as mention below. (अवधी ऑनलाइन अवधी जाएँ जो ज्यामु दी ज्यामु दी बालावाद खाते, तो ज्यामु दी ज्यामु दी बालावाद खाते संस्थानीय अंकों दी ज्यामु दी बालावाद नंबर पर संचालन करतो)
## Surat Municipal Corporation

**Zone Office Address and Contact Details**

<table>
<thead>
<tr>
<th>Zone</th>
<th>Address</th>
<th>Contact No.</th>
<th>Mo. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>West Zone</strong></td>
<td>West Zone Vahivati Bhavan, Bala Saheb Devrash Road, New Rander Road, Tadwadi, Surat.</td>
<td>2786181 to 83, 97243 46025</td>
<td>97277 40921</td>
</tr>
<tr>
<td><strong>Central Zone</strong></td>
<td>Central Zone Vahivati Bhavan, Gordhandas Chokhawala Marg, Muglisara, Surat -395003</td>
<td>2420547, 2427726 (Ext.205, 421, 422, 423)</td>
<td>97277 40932</td>
</tr>
<tr>
<td><strong>North Zone</strong></td>
<td>North Zone Vahivati Bhavan, Behind Gajera school, B/s Ramjikrupa Raw-House, Katargam, Surat</td>
<td>2480518, 2485700, 2486300</td>
<td>97243 46011-13</td>
</tr>
<tr>
<td><strong>East Zone A &amp; B</strong></td>
<td>East Zone Vahivati Bhavan, Nr. Saifee Society, Opp. Panchwati Wadi, Lambe Hanuman Road, Surat</td>
<td>2547750, 2547648, 2551363, 2553086</td>
<td>97243 46031, 97277 40946</td>
</tr>
<tr>
<td><strong>South Zone</strong></td>
<td>South Zone Vahivati Bhavan, Udhana Main Road, Opp. Satya Nagar, Udhana, Surat</td>
<td>2278429, 2276145, 3991804</td>
<td>97243 46060-61</td>
</tr>
<tr>
<td><strong>South West Zone</strong></td>
<td>South West Zone Vahivati Bhavan, Municipal Shopping Center, Near Aadarsh Nagar Society, Athwalines, Surat</td>
<td>2663049-50, 2667926</td>
<td>97243 46015 &amp; 17</td>
</tr>
<tr>
<td><strong>South East Zone</strong></td>
<td>Behind Vatika Township, Bh. Model Township, Dumbhal, Surat.</td>
<td>2331903-04-05</td>
<td>97243 46049-52</td>
</tr>
</tbody>
</table>