



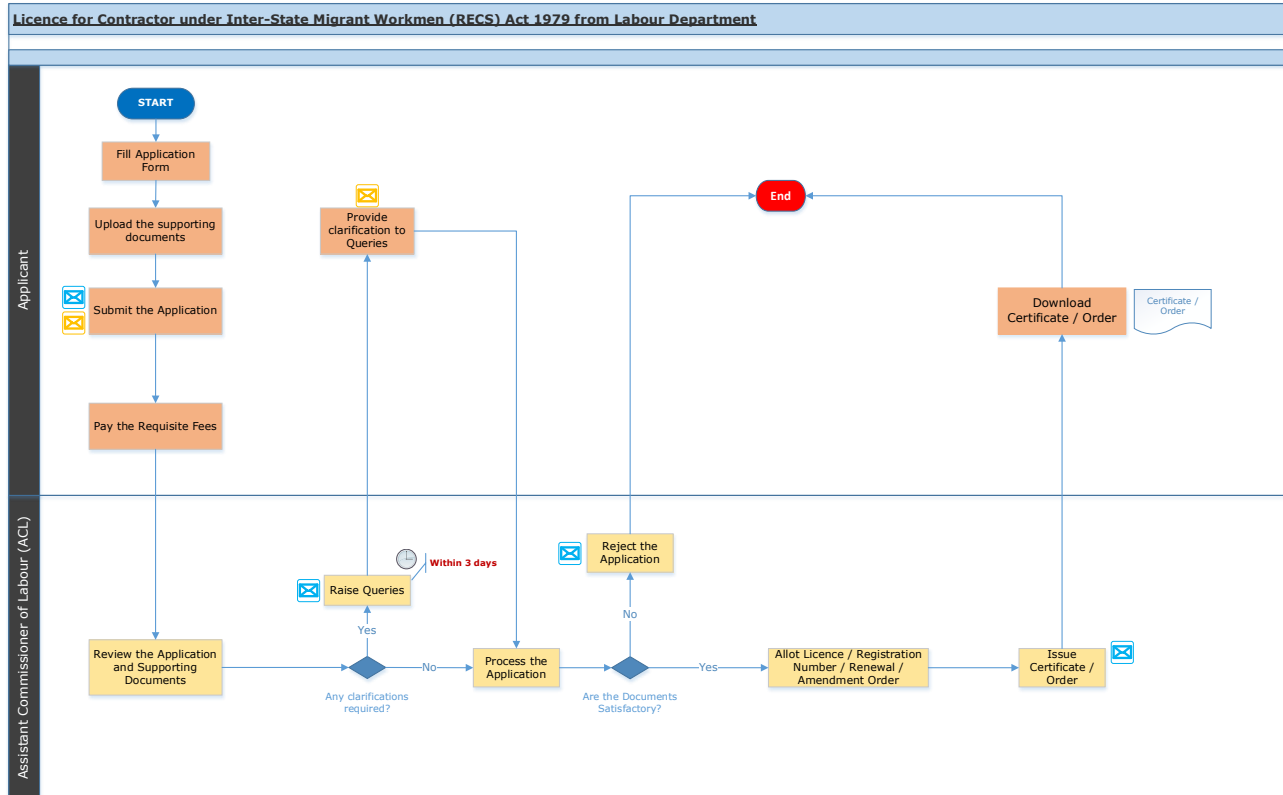
Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979 from Labour Department

Procedure, List of Supporting Documents, and Fees

Table of Contents

1 Procedure	1
2 Checklist of supporting documents	2
3 Fees.....	2

1 Procedure



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2 Checklist of supporting documents

S. No.	Document
1.	Duly self-attested identity Proof of the promoter (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)
2.	Residential address of the principal employer / proprietor of the establishment (Aadhar Card / Passport / Any Other address Proof issued by Government Authority)
3.	Location of the establishment (Photo of the name board with address) <i>In the name board importance to be given to Tamil</i>
4.	Certificate by the Principal Employer in Form VI
5.	List of contractors and their agreement copy
6.	Partnership Deed <i>(if applicable)</i>
7.	Labour Welfare Fund Contribution Receipt/ Self-Certification <i>(Self-Certification is required in case the firm employs less than 5 employees. The certificate must state that the firm employs less than 5 employees and hence it doesn't not make contribution to the Labour Welfare Fund)</i>
8.	Registration Certificate of the company
9.	Proof copy GST Certificate/ Rental Agreement/ No Objection Certificate from rental building owner/ Building Ownership document/ Electricity Board card/ Electricity Board bill
10.	Shareholding pattern of the Company certified by a Chartered Accountant <i>(if applicable)</i>
11.	Letter of Authorization <i>(in case there is any Managing Agent or Director (s) Appointed for Establishment)</i>
12.	List of Directors certified by Chartered Accountant <i>(if applicable)</i>

3 Fees

S. No.	Number of Workers	Fee Charged (in INR)
1	5 - 50	2,500
2	51 - 100	5,000
3	101 - 200	10,000
4	201 and above	20,000
5	Security Deposit Per Worker	1,000

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