



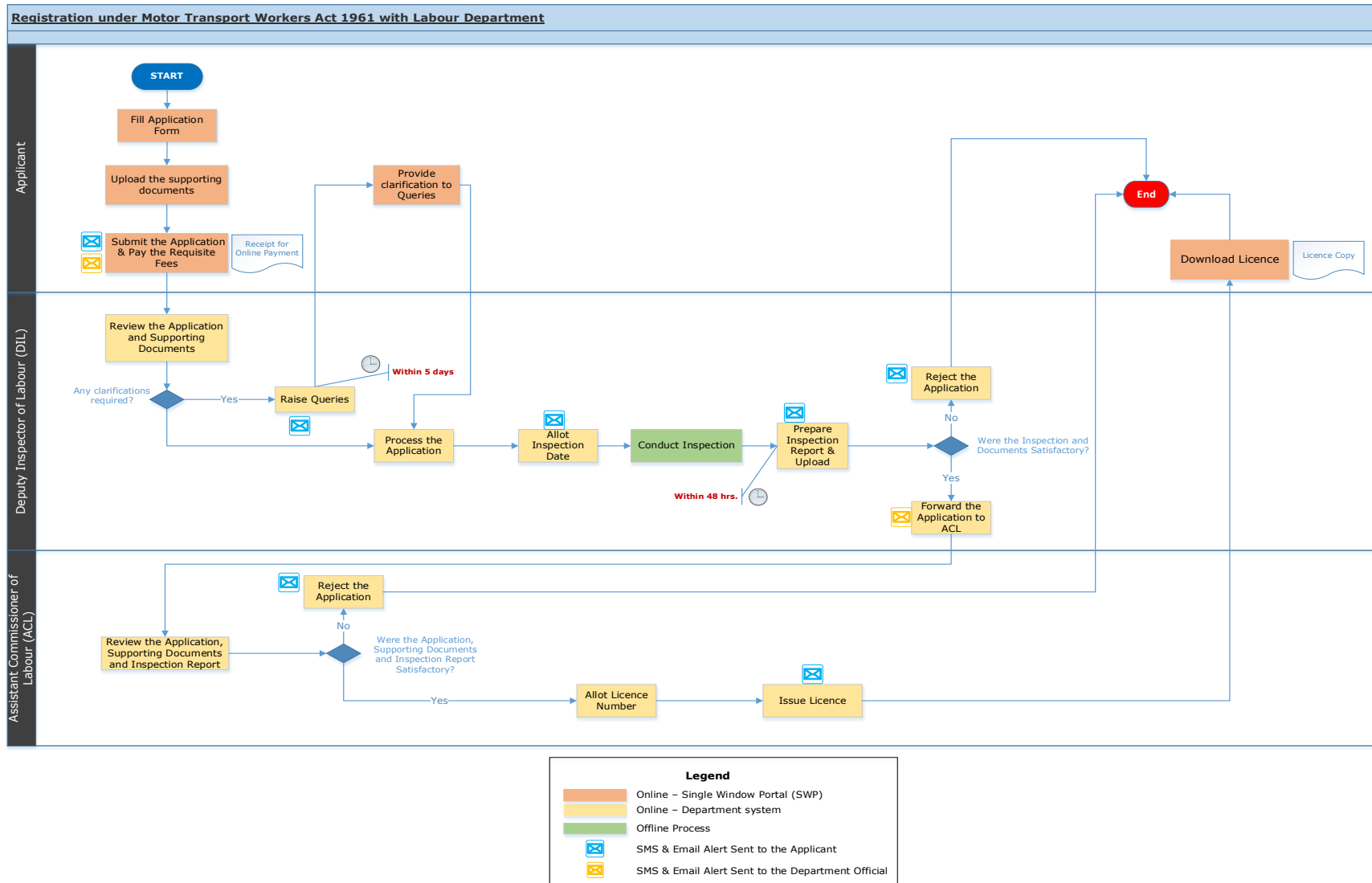
Registration under Motor Transport Workers Act, 1961 with Labour Department

Procedure, List of Supporting Documents, and Fees

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1 Procedure



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 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.	Registration certificate of vehicles
5.	Proof copy GST Certificate/ Rental Agreement/ No Objection Certificate from rental building owner/ Building Ownership document/ Electricity Board card/ Electricity Board bill
6.	Letter of Authorization <i>(in case there is any Managing Agent or Director (s) Appointed for Establishment)</i>
7.	List of Directors certified by Chartered Accountant <i>(if applicable)</i>
8.	Partnership deed <i>(if applicable)</i>
9.	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>
10.	Shareholding pattern of the Company certified by a Chartered Accountant (if applicable)

3 Fees

S. No.	Number of Workers	Fee Charged (in INR)
1	0 - 25	2,500
2	26 - 50	5,000
3	51 - 100	10,000
4	101 - 500	50,000
5	501 and above	1,00,000

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