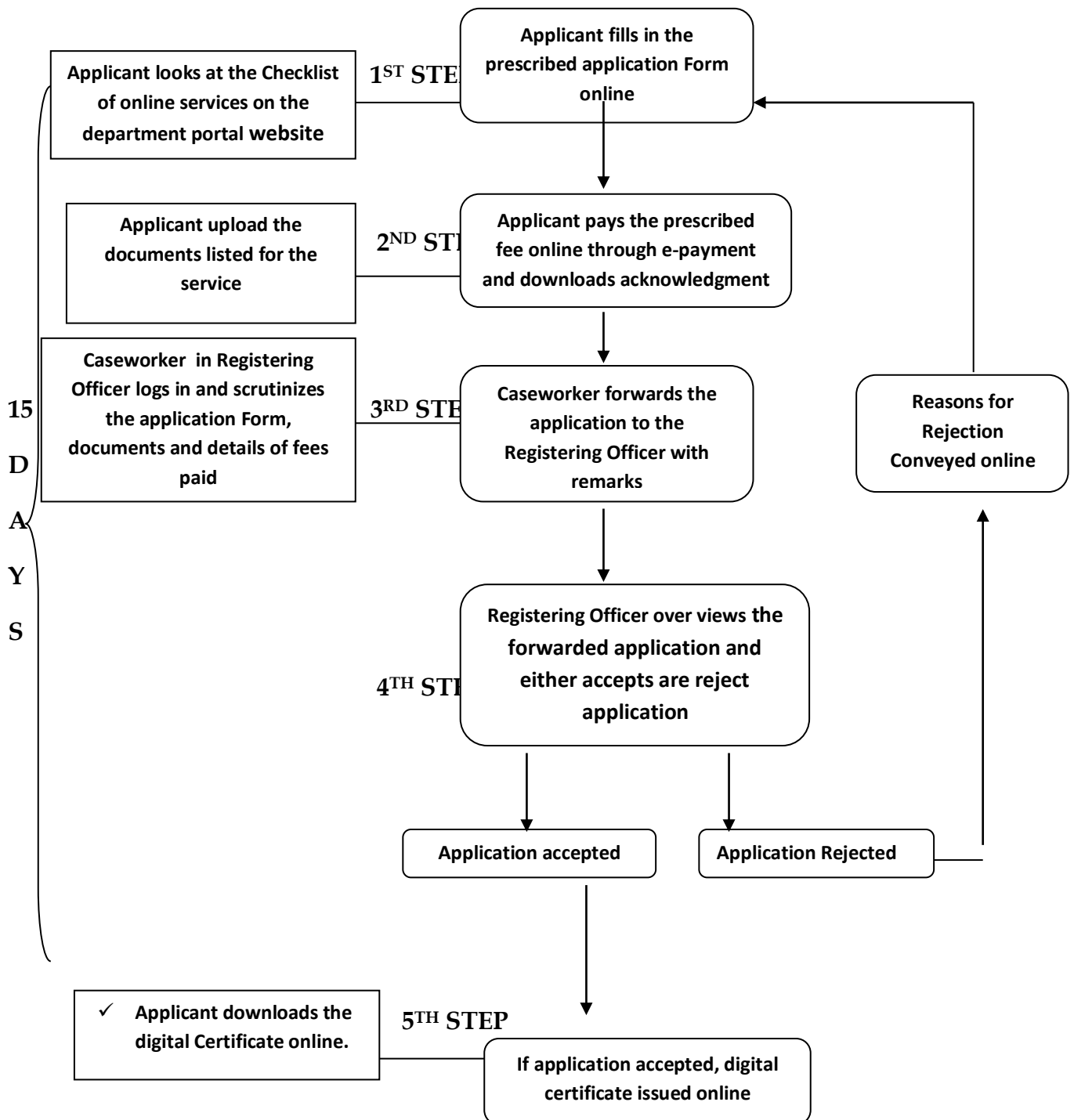


**GOVERNMENT OF KARNATAKA :: DEPARTMENT OF LABOUR**  
**ONLINE SERVICES PROCEDURE**

Service	Registration Certificate, Renewal and Amendment of Registration, Cancellation of Registration, Filing of Annual Returns under Motor Transport Workers Act, 1961
Registering Officer to be contacted for availing service	Assistant Labour Commissioner
Process flow involved in the service	For details <i>Page No 2</i>
Eligibility for availing the service	Any workplace or Industrial premises employing 1 or more employees
Documents to be submitted along with the application	For details <i>Page No 3-4</i>
Fee prescribed for the service	For details <i>Page No 3</i>
Maximum time limit for the service	15 days
General instructions	For details <i>Page No 5-6</i>

## Process flow for the Service



The process flow consists of five (5) steps viz-

**Step 1:-** The applicant sees the check list on the online services portal.

**Step 2:-** Applicant fills up and uploads Form-I in case of application for Registration, and grant or Renewal of Certificate of Registration. Uploads Form-XIII in case of Annual Return.

**Step 3:-** The documents listed in the check list for the service sought shall be uploaded along with duly filled in online application Form.

**Step 4:-** Once the online application is duly filled in and all relevant documents are uploaded, the same shall be saved and prescribed fees for the service shall be paid through the e-payment gateway.

**Step 5:-** Once the payment is made through the payment gateway, the applicant download acknowledgement for his/her application and fee payment.

**Fee prescribed :** - The fee prescribed for various services under the Act are as shown in the following table:-

No. of workers	Registration Certificate Fee
Upto 5	100/-
6-25	250/-
26-50	500/-
51-100	1000/-
101-250	1500/-
251-500	2500/-
501-750	3000/-

**\* Amendment Fee :-** The fee for every application for amendment of Registration shall be Rs. 100/- payable through e-payment only.

Documents to be uploaded :-

The following document shall be uploaded along with the application Form

**1. The Registration Certificate :-**

- a. Prescribed Application for grant or Renewal of Licence in Form-I to be submitted online
- b. prescribed fees for the service shall be paid through the e-payment gateway.

- c. Registration Certificate issued by the RTO of all the vehicles (Certified copy) and Road Transport Permit Document (Certified copy).
- d. Authentic identity card of the Applicant like EPIC, Driving Licence, PAN card, Aadhar Card, Passport, Bank & Post Office Pass Books, Ration Card, Railway ID Card, Disabled-ID Card.
- e. Certified copy of Agreement /Contract between Principal Employer and the Contractor, if any.
- f. Copy of the Registration/Challan of ESI/PF/ST/Registration Certificate either under Factories Act or Shop Act, VAT, TIN.
- g. List with full address and identity card of Partners / Directors / Owners/ Occupiers/ Proprietors of the Organisation.
- h. Applicants / Authorised Signatories full name, address, designation with Seal.
- i. Authorisation / Power of Attorney Letter ( if applicable)
- j. Declaration regarding non-employment of child labour
- k. Copy of Memorandum of Association (MOA) / ROC in case of Private / Public Companies.

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**General Instructions for obtaining Online Services under Various Acts and Rules provided by the Labour Department, Government of Karnataka, Karnataka State**

1	The applicant should select the service for which he/she wishes to apply.
2	Select the concerned Online Application Form and fill all the data as per the application Form.
3	The applicant has to select the proper Division / District-Sub-division /Taluk /Hobli / Ward for which he/she is applying for the online service
4	The applicant has to provide proper Mobile Numbers and E-mail Id's while entering the information .
5	Applicants are requested to keep all the necessary documents as per check list ready in the prescribed format and the scanned documents must be uploaded .
3	The Applicant shall scan his/her latest documents with max. Size of 250kb for each document in pdf format & 50kb of signature file in jpg format and upload the same while submitting the Online applications. . The applicants shall not upload any other documents (except the specified documents) at the stage of submitting the online application
4	Upon submitting application the applicant can verify the details and also temporarily save the data and once all the information is keyed in the applicant can finally save and continue for payment.
5	The applicant can reset the data at any point of time if he wants to re-enter the data.
6	The applicant can print the application form after the successful completion of data entry.
7	The applicants are requested to make the online payment of the required fees and security deposits wherever applicable through e-payment .
8	CASH/DEMAND DRAFTS/CHEQUES will not be accepted for payment of fees and security deposits by the department.
9	The department is using the services of KHAJANE-II for all its online payments and hence applicants must do payment through online mode only.
10	The applicants who are not having Net Banking facility are requested to obtain the same by contacting their banks before applying online for the various services of the labour department.
11	The labour department is not responsible for any delay or interruption in the Internet services while applying for online services by the applicants.
12	The applicants can view the certificates on the home page of the website by entering the required certificate numbers.
13	The applicants can check the payment status of the failure transaction and re-print the receipt of successful transaction.
14	The applicant has to create his own e-mail Id in case if he/she is not having the same
15	The applicant has to note down the Application number for future

	reference. In case of any problems, Applicants should contact the jurisdictional Office.
16	The applicant will pay the License fee and Security deposit fee separately, one after another with same procedure. The Applicant should note down the application number (Dept Reference Number) for both transactions.
17	The applicant can know the Payment status through “ <b>verify payment</b> ” link by using application number (Dept Reference Number).
18	In case of security deposit payment failure, applicant should enter the application number (Dept Reference Number) in security deposit payment (in case of failure) under “payment details” link to continue for the security deposit payment.
19	The applicant can take the successful transaction receipts at “receipt reprint” link by using their application number and mobile number.
20	In case of payment failure, wait for 10-15 minutes and then do double verification at “verify payment “ link. Because khajane-II server takes some time to synchronize.
21	Payment Gateway takes some time to process your request. So wait patiently until the request is processed. Do not click repeatedly or refresh.

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