

User Guide for
"Application of Shop Notification of Change FORM E"

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

portal.mcgm.gov.in/portal/anonymous?NavigationTarget=navurl//c4b79f15e55f98176905a7c2c7d910ee&guest_user=english

बृहन्मुंबई महानगरपालिका
Municipal Corporation of Greater Mumbai

मराठी ContactUs
Sunday, February 12, 2017

from 9:00 P.M. to 7 A.M.™

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Overview | History of MCGM | Deliberative Wing | Administrative Wing | Budgets | City Map | Ward Information | Key Projects | Disaster Management | Citynet |

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प्रजासत्ताक दिनाचा ६७ वा वर्षीयन दिन समारंभ दि. २६ जानेवारी २०१७ <<
RTI application of Shri.Bhupendra Hirji Veera <<
Status of complaints made by Shri. Bhupendra Hirji Veera <<
५०० व १००० रुपयांच्या नोंदा चलनातून बाद होणेबाबत <<
गोपालकाला (दहीसंडी) निमीताने स्वानिक सुन्नी जाहीर <<
Swasthya Mein Hai Svaad - Beat Diabetes <<
अनंत चतुर्वेणी निमित्त मूखार दिनांक 15 सप्टेंबर, 2016 रोजी स्वानिक सुन्नी जाहीर <<

दरार यादी (पुरवणी यादीसह) Assessment and Collector (Election) करनिर्धारण व संकलन (निवडणूक) खाते येथील फो
The Municipal Corporation of Greater Mumbai
The Mumbai Metropolis has a historic tradition of strong civic activism dedicated to the cause of a better life for all its citizens. And it's the Municipal Corporation of Greater Mumbai (MCGM), the primary agency responsible for urban governance in Greater Mumbai.
From the time of its establishment in 1882 as India's first municipal corporation, numerous non-political groups, NGOs and organizations of citizens have worked closely with the civic body in the fields of education, public health, creation of urban amenities, art and culture, heritage conservation, etc.
MCGM is one of the largest local governments in the Asian continent.

Content Area

Read, Discover Out and about Art & Culture Explore, Enlighten

All about this vibrant metropolis Open spaces, parks and places. Mumbai's art comes alive here Discover the heritage of Mumbai.

Message by Mayor
Directives for non
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परिवृत्त - नागरी स्वानिक संस्थांच्या विविध देय रकमांचा भरणा करण्यासाठी रु. ५०० मुल्यांच्या जुन्या नोंदांच्या वापराने मुदतवाढ देण्याबाबत <<
Year Book 2015
The Clarification Circular for Tender Reforms Circular <<
The Circular of Tender Reforms <<
Standard General DWS Conditions of activate Windows.
Contract(GCC) <<

Click on **Citizen Services**

portal.mcgm.gov.in/portal/anonymous?NavigationTarget=navurl//fd47a395cede4e513d0c9e870cb85b9&guest_user=english

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Citizen Services

Welcome to MCGM's new web portal.

In order to bring transparency and smooth collaboration within various departments of MCGM and for the benefit of the citizens MCGM has embraced E-Governance and facilitating most essential citizen services through this Portal. The portal offers information about various aspects of the city, its governance and facilitates citizen services such as Birth/Death Certificate, registration of complaints, etc.

Initially those services, which do not require any documentation, will be offered on this portal, other services will be offered subsequently in a phased manner.

On this portal, Citizens can file online complaints and subsequently track the status of their complaints. Citizens can apply online for Birth and Death certificate, provided the Birth Registration data of the applicant is available with MCGM and the data is post 1995. It is also possible to pay property and water taxes through electronic clearance system.

Citizens can search for the licenses & registrations given by MCGM through the link "Data Lookup".

In addition to the services mentioned above soon it will be possible for a Citizen to apply for Shop and Establishment registration, apply for Trade License under section 394, 313, 326A, apply for Health License u/s section 394, 412 and MPFA License, apply for factory permit, etc.

- Data Lookup
- Health Services
- Shops and Establishments
- Licenses
- Building and Factory
- Garden and Trees

Activate Windows
Go to Settings to activate Windows.

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

portal.mcg.gov.in/portal/anonymous/qshopestab

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Shops and Establishments

Use this facility in order to apply for Shops and Establishments Registration, Renewal of the Registration, Notification of change, Duplicate Registration Certificate, as well as cancellation of the Registration Certificate.

Documents required to be submitted by the applicant along with the application
In order to view the list of documents, Please Click on the appropriate link as listed below

- Application for Registration (Form A) [Download Form-A](#) and [Hampatra](#) [Checklist](#) [Apply Here](#)
- Application for Renewal (Form B) [Download Form-B](#) [Apply Here](#)
- Application for Notification of Change (Form E) [Download Form-E](#) [Checklist](#) [Apply Here](#)
- Application for Duplicate
- Application for Cancellation
- Upload Document [Apply Here](#)
- Online Renewal Status
- Upload Register Records [Click Here](#)
- Fees Schedule
- Register Record
- Annexure A Self Declaration
- Annexure B Self Declaration for self attestation

Content Area

Activate Windows
Go to Settings to activate Windows.

Click on **Download FORM E** for change application form

Click on **Apply Here** against "Application for Notification of change (FORM E) to open and fill the application form

Notification of change - x | FS for Shop - Change in - x | (1) WhatsApp x

portal.mcg.gov.in/portal/anonymous/qshochange

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Notification of Change (Form E)

Fields Marked with * are Mandatory Fields

Search by Registration No.

Shop Registration No. *

Category of Establishment *

Ward *

Activate Windows
Go to Settings to activate Windows.

Enter the registration number (9 digit Registration number, for Legacy no's enter only numeric's)


Select your **category of establishment** from drop down list

Select your **ward** from drop down list

Notification of change - x FS for Shop - Change in x (1) WhatsApp x

portal.mcgm.gov.in/portal/anonymous/qlshopchange

Apps | Inbox (26) - abm.sang | https://login.live.com/ | Internet Banking, Best | Canara Bank Internet | MCD PORTAL | ABMgreyTHR Login | CPWM Login - Welco | Yahoo India | Other bookmarks

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Notification of Change (Form E)

Fields Marked with * are Mandatory Fields

Search by Registration No.

Shop Registration No. *

Category of Establishment *

Ward *

Activate Windows
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Search the web and Windows | 1:08 AM 2/12/2017

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MUNICIPAL CORPORATION OF GREATER MUMBAI

Maharashtra Shops and Establishments Act, 1948 Form 'E' (See Rule 8) NOTICE OF CHANGES

[Click here for Change History](#)

Note*

1.If the Number of Employee Increases do the renewal first then do the changes in FORM E 2. If the Employee Reduce and Fees is Paid upto Current Year and Above, do the changes in FORME then renew the registration 3. If the Number of Employee Reduce and Fees is Paid Less then the Current Year then First do the renewal then do the FORM E then do the renewal again.

Registration no.

Name of Establishment

Postal address and situation of establishment

House Number	<input type="text" value="16"/>	House Name	<input type="text" value="SURAT BAHAR"/>	Street	<input type="text" value="N A SAWANT MARG"/>
Area	<input type="text" value="COLABA MUMBAI"/>	City	<input type="text" value="MUMBAI"/>	Postal Code	<input type="text" value="400005"/>
Country	<input type="text" value="India"/>	State	<input type="text" value="Maharashtra"/>	Telephone (Off.)	<input type="text" value="9833556505"/>
Telephone (Res.)	<input type="text" value="022"/>	Mobile no.	<input type="text" value="9833556505"/>	E-mail	<input type="text" value="YAYINENTERPRISE@GMA"/>

Additional place attached to shop.

House Number	<input type="text"/>	House Name	<input type="text"/>	Street	<input type="text"/>
Area	<input type="text"/>	City	<input type="text"/>	Postal Code	<input type="text"/>
Country	<input type="text" value="India"/>	State	<input type="text" value="Maharashtra"/>		

Name and address of the employer

Activate Windows
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Name and address of the employer

Type of Employer: Proprietor
 Names of Employer: SUNITI SHARMA
 No. of employers: 1

Employer 1

Title: SUNITI
 First Name: SUNITI
 Middle Name: SHARMA
 Last Name: SHARMA
 House Number: 16
 House Name: SURAT BAHAR
 Street: N A SAWANT MARG
 Area: COLABA MUMBAI
 City: MUMBAI
 Postal Code: 400005
 Country: India
 State: Maharashtra

Category of establishment: COMMERCIAL II

Nature of business: TRADING OF PVC & NON WOVEN MATERIAL

Date of commencement of business: 01.02.2017

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Category of establishment: COMMERCIAL II

Nature of business: TRADING OF PVC & NON WOVEN MATERIAL

Date of commencement of business: 01.02.2017

Total number of employees

	Adults	Young Person
Men	0	0
Women	0	0

Remarks

Changes to take effect from

Date of Application: 12.02.2017

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Update the employees whether to increase or decrease the employees

For any other changes (Address change, Establishment name change etc.) put your remarks in remark box.



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[Empty form box]

Category of establishment

COMMERCIAL II

Nature of business

TRADING OF PVC & NON WOVEN MATERIAL

Date of commencement of business

01.02.2017

Total number of employees

	Adults	Young Person
Men	10	0
Women	0	0

Remarks *

Remarks text area

Changes to take effect from *

10.2.2017

Date of Application

12.02.2017

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Search

The SRM e-tendering will not be

[Empty form box]

Category of establishment

COMMERCIAL II

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Date of Application

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Enter the change date and continue



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MUNICIPAL CORPORATION OF GREATER MUMBAI

Maharashtra Shops and Establishments Act, 1948 Form 'E' (See Rule 8) NOTICE OF CHANGES

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

Fields Marked with * are Mandatory Fields

1. Mandatory Documents *

Upload Form E (Filled in Form E with Sign.) * Choose File No file chosen

Hampatira AB) * Choose File No file chosen

Copy of the Registration Certificate. * Choose File No file chosen

2. Name of the Establishment

Upload Actual Photo of the Shop or Establishment with Name Board in Deonagri: Choose File No file chosen

3. (A) In case of change of Employer or Death of Employer

Death Certificate if employer is expired Choose File No file chosen

NOC from family members in favour of new employer: Choose File No file chosen

Agreement or Any other document in that effect: Choose File No file chosen

3. (B) In case of change in Partnership Firm

Copy of the Partnership deed : Choose File No file chosen

3. (C) In case of change in Company Name

Certificate of Incorporation: Choose File No file chosen

3. (D) In case of change in Directors

Director 12 (DIR-12) : Choose File No file chosen

Authority Letter in case of signature of authorized signatory Choose File No file chosen

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Authority Letter in case of signature of authorized signatory Choose File No file chosen

Copy of resolution if one of the directors is nominated Choose File No file chosen

3. (E) In case of Sanstha/Trust/Society

Copy of the establishment registered under the Society/Trust Act, before the Appropriate Authority Choose File No file chosen

List of Trustees/List of Managing committee of Co-operate Society Choose File No file chosen

4. In Case of change in Address (If the establishment is shifted or Minor Correction/Changes on existing Address)

* Upload any one document of the new Address

Telephone Bill Choose File No file chosen

Electricity Bill Choose File No file chosen

Rent Receipt Choose File No file chosen

Registered/ Notarised Leave and Licence copy Choose File No file chosen

Society Maintenance Receipt Choose File No file chosen

Sale/Purchase Deed Choose File No file chosen

Property Tax Bill/ Receipt Choose File No file chosen

Any other authentic document showing proof of Address Choose File No file chosen

Back Upload Documents

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Attached the required documents and upload



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Hampattra AB (Not applicable FOR 1 & 2) lic.PDF

Copy of the Registration Certificate. * No file chosen

2. Name of the Establishment
Upload Actual Photo of the Shop or Establishment with Name Board in Deonagri: No file chosen

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Director 12 (DIR-12) : No file chosen

Authority Letter in case of signature of authorized signatory No file chosen

Click 'Remove' if you want to change upload file



3. (C) In case of change in Company Name
 Certificate of Incorporation: No file chosen

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Authority Letter in case of signature of authorized signatory No file chosen

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MUNICIPAL CORPORATION OF GREATER MUMBAI

Maharashtra Shops and Establishments Act, 1948 Form 'E' (See Rule 8) NOTICE OF CHANGES

Processing Fees :	Rs. 120.00
Difference in fees due to change in number of employees	
Registration Fees :	Rs. 600.00
TRC Fees :	Rs. 1800.00
Late Fees :	Rs. 0.00
Total Fees :	Rs. 2520.00

[Click Here](#) to see which Documents have to be submitted.

Activate Windows
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Verify the Difference in fees, TRC fees, Late Fees (If applicable) and total fees.
 to continue click on 'Preview'



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

Name of Establishment M/S YAVIN ENTERPRISE

Address of Establishment

House Number	18	House Name	SURAT BAHAR
Street1	N A SAWANT MARG	Area1	
City	MUMBAI	Postal Code	400005
Country	India		
Telephone (Off.)	- 9833556505		
	(STD Code)		
Mobile no.	9833556505		

Type of Establishment

Employer

Type of Employer

No. of employers 1

Title	First Name	Middle Name	Last Name
House No.	18	House Name	SURAT BAHAR
Street1	N A SAWANT MARG	Area1	COLABA MUMBAI
City	MUMBAI	Postcode	400005
Country	India	State	Maharashtra

Business

Additional place of business

House Number		House Name	
Street1		Area1	

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*The SRM e-tendering will

Business

Additional place of business

House Number		House Name	
Street1		Area1	
City		Postal Code	
Country	India	State	Maharashtra

Nature of Business TRADING OF PVC & NON WOVEN MATERIAL

Category of Establishment

Date of Commencement

Total no. of employees

	ADULTS	YOUNG
MALE	10	0
FEMALE	0	0

Date of Application

Ward 50000225

Processing Fees : Rs. 120.00

Difference in fees due to change in number of employees

Registration Fees : Rs. 300.00

TRC Fees : Rs. 1800.00

Late Fees : Rs. 0.00

Courier charges : Rs. 0.00

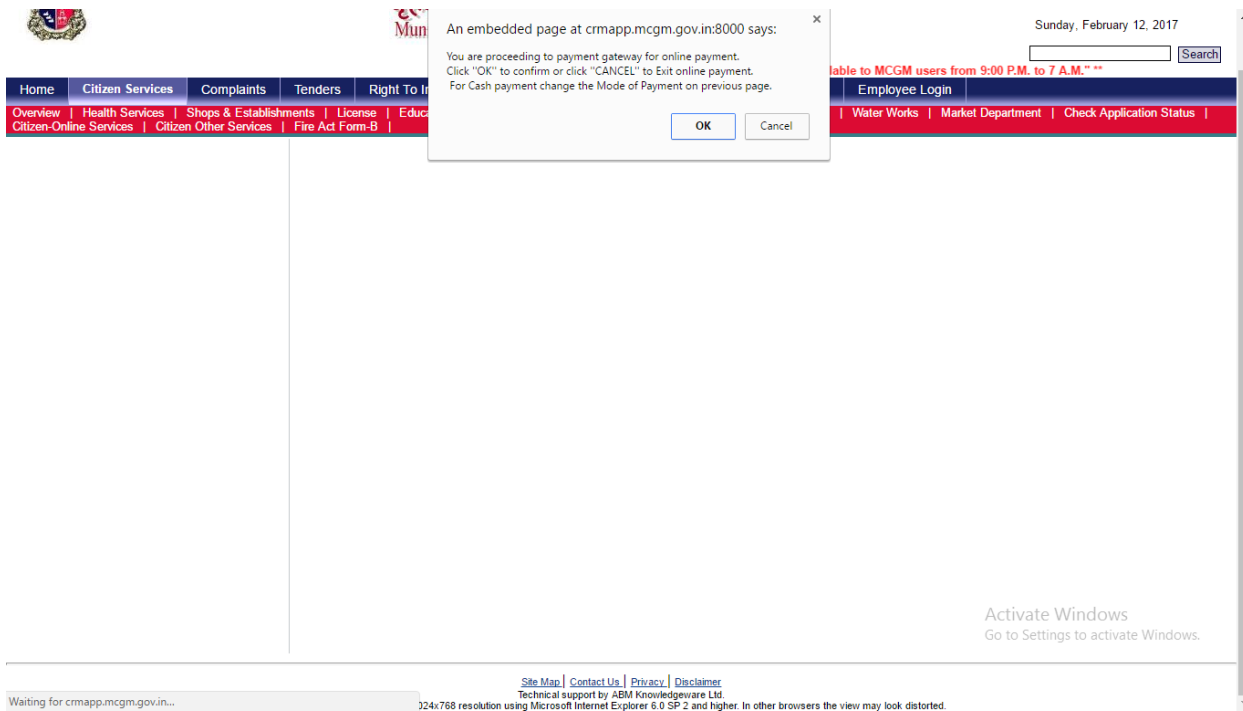
Total Fees : Rs. 2520.00

Changes to take effect from 10.02.2017

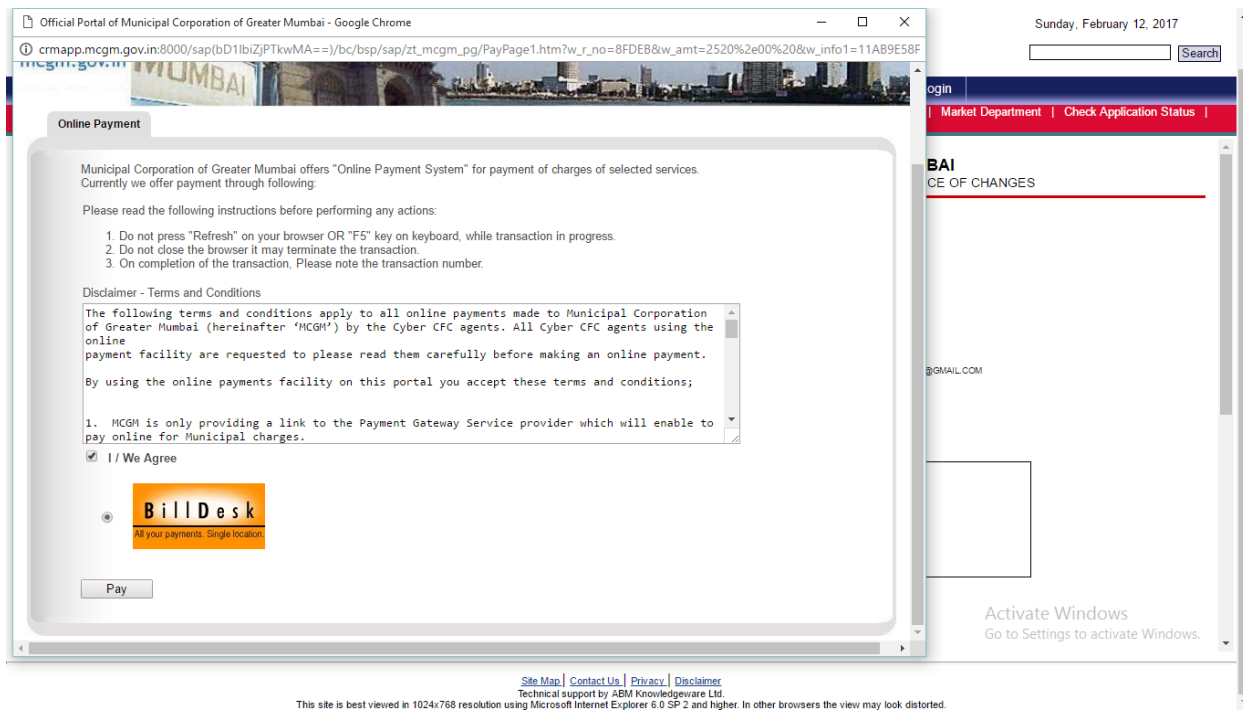
Activate Windows
Go to Settings to activate Windows.

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Technical support by ABM Knowledgeware Ltd.
This site is best viewed in 1024x768 resolution using Microsoft Internet Explorer 6.0 SP 2 and higher. In other browsers the view may look distorted.

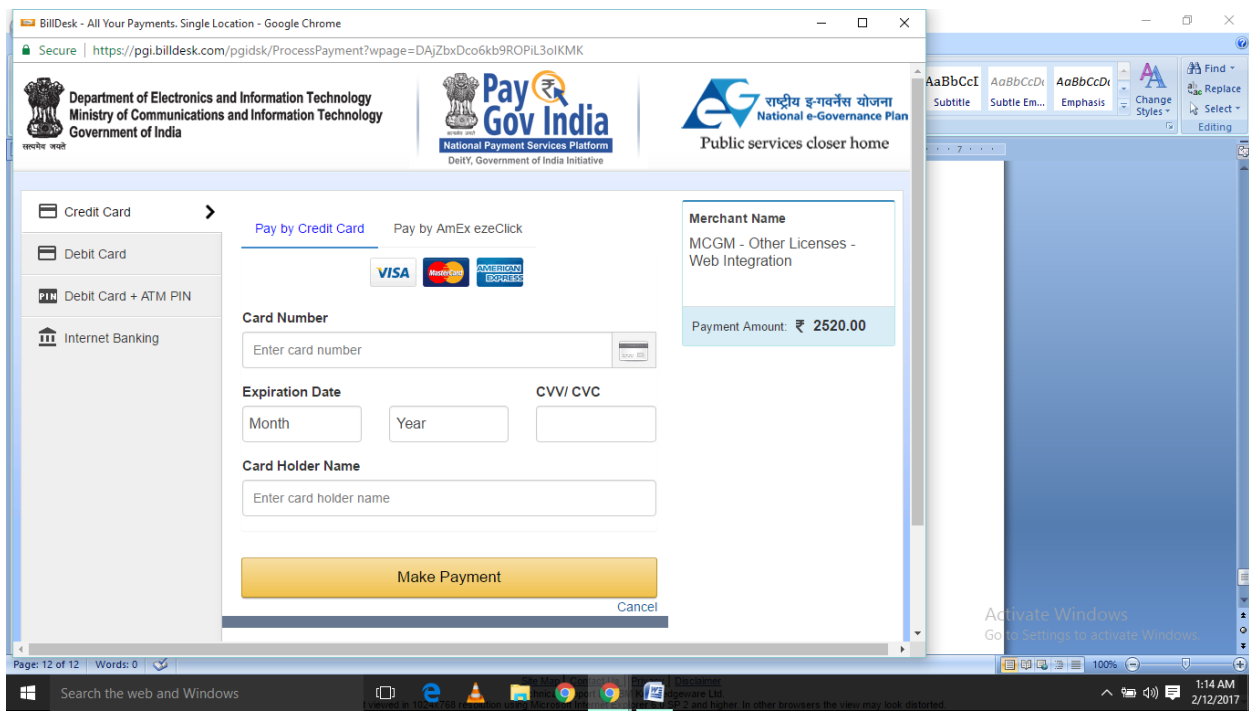
Submit the application for online payment



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.

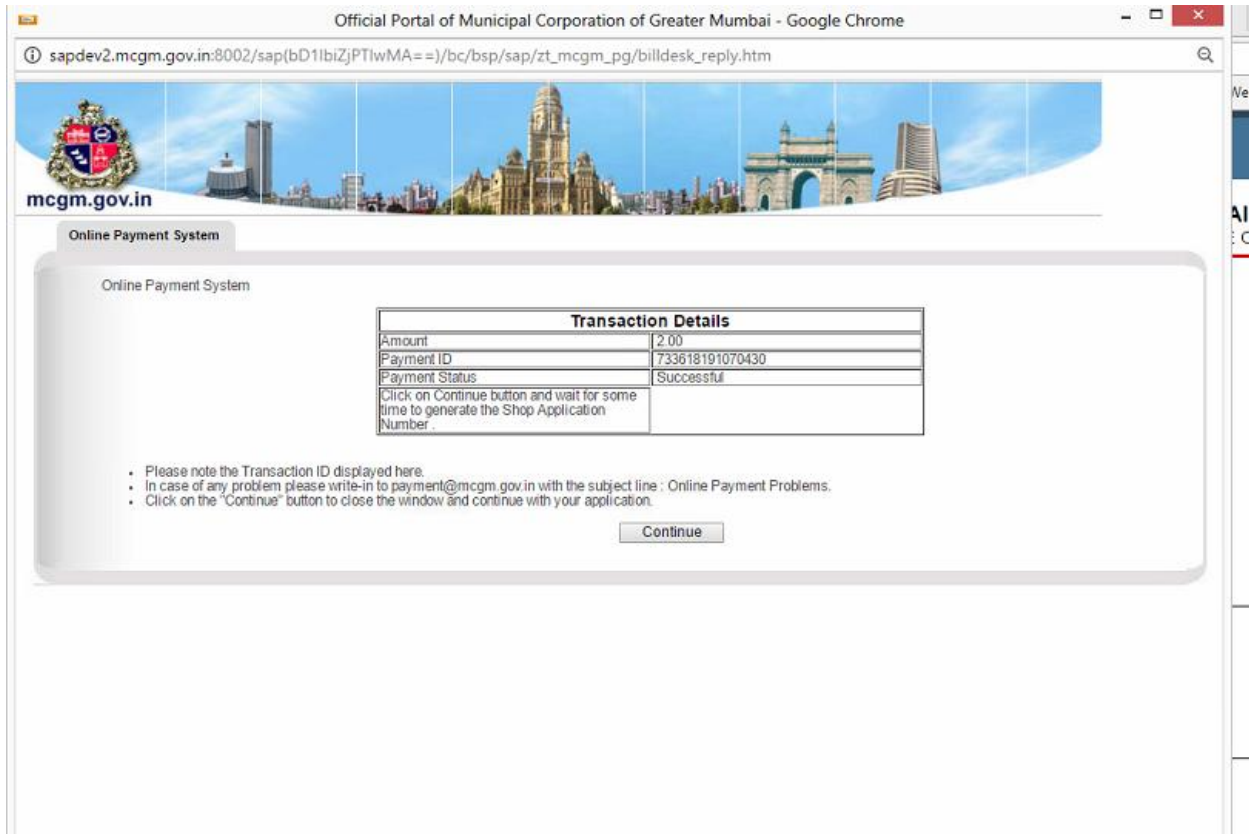
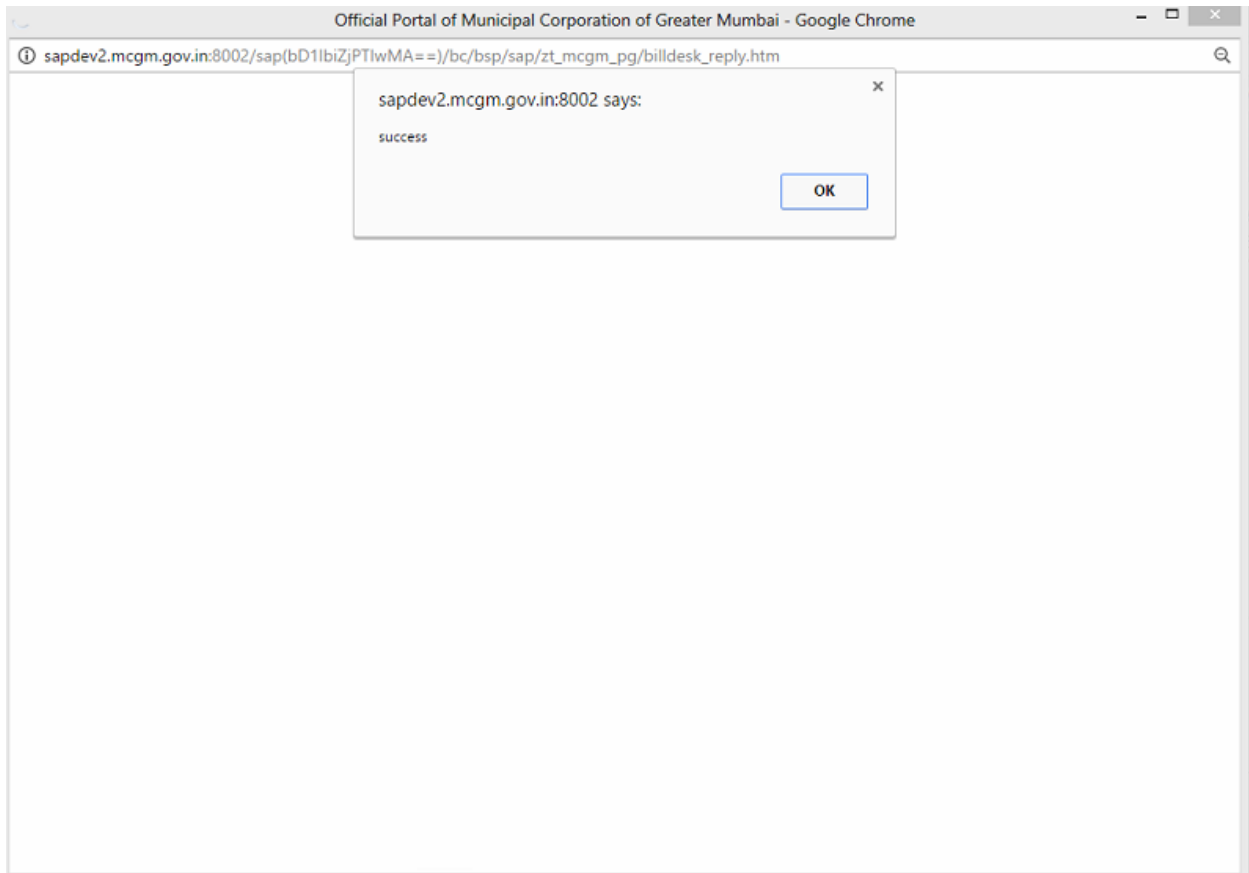
On successful payment confirmation message will be displayed on screen with success status.

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.



Acknowledgement

You Have Successfully Submitted The Shop Form E Application.

Your application number is : 0797000281

Kindly preserve the application number for future reference.

It is strongly recommended that you should take the PRINT or SAVE your application form shown below for your future reference!!!

Please download Adobe Acrobat 7.0 to view the document below

Application No.: 797000281

MUNICIPAL CORPORATION OF GREATER MUMBAI
The Bombay Shops and Establishments Act, 1948
Form 'E'
(See Rule 8)
NOTICE OF CHANGES

Name of Establishment already registered : MUNICIPAL CORPORATION OF MUMBAI

Name of the Employer : Mr. SANGRAM MOHANTY


Registration Certificate No. :

After Successful payment Application number will be generated

Click on Print to print the receipt

7A069C58C6853F27E1000000A010121.pdf - Google Chrome

sapdev2.mcg.gov.in:8002/sap/bD11biZjPTIwMCZhpVgmZD1taW4mcD0zMDUyNyZ2PTcMmU0MCZpPTE=)/bc/bsp/sap/ZMCGM_XBSP_SHPE/7A069C58C6853F27E1000000A010121.pdf



MUNICIPAL CORPORATION OF GREATER MUMBAI
SHOP & ESTABLISHMENT
RECEIPT

D Ward
Receipt No. : 67481
Date & Time : 12.02.2017 10:21:08

D Ward Form-E No. : 797000281

Shop Registration No : 762000227
Payment transaction ID : 1000010059
Category : SHOP I
PFAX SAC No. :
Establishment Name : MUNICIPAL CORPORATION OF MUMBAI
Employer/Employers : SANGRAM

FORM_E_PROC_FEES : 120.00
REG_FEES_SNE : 1200.00
TRC_SNE : 3600.00
Total Amount : 4920.00

No. Of Employees : 30
Recieved by : MCGM
In Words Rupees : four thousand nine hundred twenty only

Remarks: EMPLOYEE CHNAGES
This is an electronically generated receipt, hence signature is not required

Activate Window