

LABOUR ACTS

Sl. No	Name of the Act	Applicability	When to Apply for Registration certificate /Licence	List of documents to be enclosed with the application for Registration certificate /Licence	Time period for granting Licence Registration certificate approval time period	Validity of certificate of registration or Licence	As per rule of rules formed under this Act, When to be renewed Rc /licence	Late Fee for renewal	When to apply for Transfer of Certificate of Registration/Licence Rule
1	The Tamil Nadu Catering Establishment Act, 1958	It applies to restaurant or residential hotel including a restaurant or canteen attached to, or run or managed by, any society registered under any law for time being in force but does not include a restaurant or canteen attached to, or run or managed by, any educational institution.	With in 30 days from the date of commencement of Business as Per Section 4(1)	1) Duly Self attested identity proof. 2) Residential address of the employer, 3) Location of the establishment, 4) Proof copy GST Certificate/Rental agreement/Noc Rental Buildings / Building ownership/EB Card / EB Bill	The Registration certificate issuing officer shall pass orders within three months from the date of receipt of the application, either granting or refusing the licence applied for.	A registration certificate shall be valid for a year (31st December).	As per rule 6 of this Act an application for renewal shall be made 30days before the expiry of the licence.	Renewal with in a period of one month from the date of expiry of registration certificate-25% of fee's payable. (b) After the expiry of one month but within two months from the date of expiry of the registration certificates - 50 % of the fee payable . (C) After the expiry of two months from the date of expiry of registration certificates - 100%.	As per section 6-A, the employer holding a registration certificate may, at any time, before the expiry of the registration certificate. Apply seeking permission to transfer the Registration certificate
2	The Motor Transport Workers Act, 1961	It applies to every Motor transport undertaking employing one Motor Transport Worker	Not less than 30 days before the date on which it is proposed to operate the motor transport under taking.	1. Self attested identity Proof. 2. Residential address of the employer (Proof), 3. Location of the establishment, 4.Registration Certificate of Vehicle. 5. Proof of GST Certificate.	60 days	Every Certificate of registration issued under rule 5 or renewed under rule 8 shall remain in force for a period of two calender years.	As per rule 8 of an application for renewal shall be made not less 30 days before the date on which the certificate of registration expires.	If the application for renewal is not sent with in the time specified for renewal an additional fee of twenty five percent, of the fees payable for renewal shall be paid as late fee under Rule 8	An employer holding a certificate of registration may, at any time before the expiry of its validity, apply for permission to transfer the certificate to another person. Rule 9

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3	The Contract Labour (Regulation and Abolition) Act, 1970	It applies to every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour.	Any Principal employer of an establishment desirous of employing contract labour, not less than thirty days before the date on which he proposes to employ contract labour.	1. Duly self attested identity proof (PAN) / Aadhar / Voter I.D. / Driving licence etc.), 2.Residential address (Employer) 3. Location of the establish (Photo of the name board with address. In the name board importance is given to Tamil), 4. Certification in Form-V from the Principal employer. 5. Registration Certificate. 6.Proof copy of GST Certificate/Rental agreement / NOC of Rental Building / Building ownership document / EB card / EB Bill.	30 days	One Time Registration.	Does not arise	Does not arise	The Registration certificate is not transferable.
		(1) It applies to every Contractor in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour. Section - (4)	Any Principal employer of an establishment desirous of employing contract labour, not less than thirty days before the date on which he proposes to employ contract labour.	1. Registration Certificate 2. Prescribed fees. 3. Agreement for contract (Principal Employer and Contractor) 4. Security deposit details	The licensing officer shall pass orders within sixty days from the date of receipt of the application, either granting or refusing the licence applied for. Rule 23	Every licence granted under rule 23 or renewed under rule 29 shall remain in force upto 2 years. Rule 27	As per rule 29 of this Act, an application for renewal shall be made not less 60 days before the date on which the licence expires.	If an application for renewal is not received with in 60 days before the expiry of licence a late fee of 50 percent of the fee in payable as late fee.	The licence is not transferable.
4	The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.	It applies to every contractor who employs or who employed five or more inter-State migrant workmen on any day of the preceding twelve months.	Every Principal employer of an establishment to employee 5 or more Interstate migrant workmen has to register his establishment under this Act.	1) Self attested identity Proof 2) Residential address of the employer 3)Location of the establishment, 4)List of Contractors and their agreement copy. 5) Proof copy of GST Certificate 6. List of ISM worker with their address.	30 days	One Time Registration.	Does not arise	Does not arise	The Registration certificate is not transferable.

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			Every Principal employer of an establishment to employee 5 or more Interstate migrant workmen has to register his establishment under this Act.	1. Principal employer Registration Certificate. 2. Prescribed fee. 3. Security deposit.	The licensing officer shall pass orders within sixty days from the date of receipt of the application, either granting or refusing the licence applied for.	Every licence granted under rule or renewed under rule 29 shall remain in force up to and inclusive of the 31st December of the year.	As per Section 15 of this Act, an application for renewal shall be made not less 30 days before the date on which the licence expires.	If an application for renewal is not received 30 days before the expiry of licence a late fee of 25% percent in excess of the fee ordinarily payable.	The licence is not transferable.
5	Tamil Nadu Beedi And Cigar Workers (Condition of Employment) Rules, 1968	It applies to the site of such place or premises, the areas therein to be used for manufacturing processes and the immediate surroundings of such place or premises, including adjacent buildings, structures, roads, drains and the like	No employer shall allow to be used any place or premises as an industrial premises unless he holds a valid license issued under this act.	1. Building Plan 2. Prescribed fee for license 3. Partnership deed if applicable 4. Bank A/c details.	30 days	Every licence granted under rule 4 shall remain in force upto and inclusive of the 31st march of the year.	As per section 4 of this Act an application for renewal shall be made not less than one month before the date expiry of licence.	As per section 4(2) of this Act an application for renewal is not made not less than one month before the date expiry of licence may be renewed only on payment of fee of 25 % in excess of the fee for the renewal of the licence.	The licence shall not be transferable from one employer to another.

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6	The Trade Unions Act, 1926	Trade Union of workmen shall be registered at least 10% or 100 of the workmen, which ever is less engaged or employed in the establishment or industry with which it is connected or the members of such Trade Unions on the date of making of application for Registration.	Before commencement of Trade union	1) Bye Laws of Trade Union, 2) The Names, occupations and addresses of the members making the application. 3) The name of the Trade Union and address of Head Office. 4) The titles, names, ages, addresses, and occupations of the office bearers of the trade union. 5) Where a Trade Union has been in existence for more than one year before the making of an application for its Registration, a general statement of the Assets and Liabilities of the Trade Union prepared in such form and containing such particulars as may be prescribed. 6. Fees Details	45 Days	One Time Registration.	Form E will Be submitted every year.	Does not arise	Transfer Does not arise. Name change - Any Registered Trade Union may apply, with the consent of not less than two-third of the Total Number of its members.

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7	The Plantation Labour Act, 1951	It applies to the following plantations, that is to say, - (a) to any land used or intended to be used for growing tea, coffee, rubber,(cinchona or cardamom) which admeasures (5 hectares) or more and in which (fifteen) or more persons are employed or were employed on any day of the preceding twelve months:	With in the period of 60 days of commencement.	1. Self attested identity Proof. 2. Residential address of the employer (Proof), 3. Location of the establishment. 4. Partnership deed 5. Patta copy. 6. Sale deed 7. Certificate of incorporation.	30 Days	Every Certificate of registration shall remain in force until it is cancelled by the registering officer under sub-section (6) of section 3-B.	One Time Registration.	Does not arise	The Registration certificate is not transferable.