

**"COMMON APPLICATION FORM**

**Business Identification Number(BIN)** \_\_\_\_\_

**Application for permission to construct, extend or take into use any building as a factory**

**Application for Registration and Grant or Renewal of licence and notice of occupation specified in section 6 & 7 of the Factories Act, 1948**

**(See Rule 3,4,6,7,8,13)**

Unregistered/Registered

(Strike out whichever is not applicable)

**PART A**

**A. GENERAL INFORMATION**

- I.** (a) Full name of the factory  
(b) Previous name of the factory (if different from the present name)
2. (a) Situation of the factory  
Address —  
  
Post Office - Telegraph Office —  
District - Sub-divisional  
  
Headquarters —  
Police Station —  
  
Nearest Railway Station /Steamer Ghat —  
(b) Address of the Registered Office/Head Office —
3. PAN Number of the factory under the Income Tax Act, 1961 —
4. Address to which communications relating to the factory may be sent —
5. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail ID \_\_\_\_\_
6. Name, age, Father's/Husband's name and present and permanent residential address and P.S. of the occupier as per provision of Section 2(n) of the Act (a) Director in case of a company, (b) a partner in case of a firm or proprietor —  
Name in full  
Age  
Father's/Husband's name  
Present address  
P.S.  
Permanent address  
P.S.  
Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail ID \_\_\_\_\_
7. In case of Registered Factory please provide the following information:  
Classification No. \_\_\_\_\_ Registration No. \_\_\_\_\_ Licence No. \_\_\_\_\_ Date of issue of licence \_\_\_\_\_

Note (i) 'Occupier' of a factory means the person who has ultimate control over the affairs of the Factory, as defined under the provisions of section 2(n) of the Factories Act, 1948 as Amended by the Factories (Amendment) Act. 1987.

(ii) This Form should be completed in ink, block letters or typed, clearly and legibly, and submitted to the Chief Inspector of Factories, accompanied by the Licence and e-Challan showing payment of fees.

(iii) Information not included above may be submitted in separate sheets, if necessary.

**FORM 1**  
**PART B**  
**(See Rule 3)**

**Additional information for permission to construct, extend or take into use any building as a factory**

8. Particulars of plant to be installed:

This application shall be accompanied by the following documents :

- (a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages
- (b) Plans, in duplicate, showing —
  - (i) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains etc. and
  - (ii) The plan, elevation and necessary cross-sections of the various buildings, drawn to scale, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passageways

**FORM 2**

**PART C**

(See **Rule 4,6,7,8,13**)

**Additional information for Registration and Grant or Renewal of licence and notice of occupation specified in Section 6 & 7 of the Factories Act, 1948**

9. Name and residential address of the owner of the premises occupied as a factory —
10. Nature of the manufacturing process/processes —
- (a) Carried on in the factory during the preceding thirty six months (if the factory was then in existence) —
- (b) To be carried on in the factory during the next thirty six months —
11. Name, Age, Father's/Husband's name, present and permanent residential address and P. S. Of the Manager for the purpose of the Factories Act —
- Name —
- Age —
- Father's/Husband's Name —
- Present Address — P.S. —
- Permanent Address — P.S. —
- Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail **ID** \_\_\_\_\_
12. Names, age, Father's/Husband's names and residential addresses of Directors/Partners/Proprietor
- (a) Directors in case of company —
- (b) Partners/Proprietor —
- (Enclose separate sheet if necessary)
13. (a) Nature and total amount of power installed or proposed to be installed (Total rated H. P. in all cases except electricity generating station) —
- (b) In case of change in power installed state the date of change —
- (c) Total generating capacity in KW(In case of generating station) —
14. Maximum number of workers (including staff, officers, contract labour etc. likely to be employed in the factory on any day during the next thirty six months —
- (i) Men — (ii) Women —
- (iii) Adolescents (**over 15 but** under 18 years of age) —
- (a) Male — (b) Female —
- (iv) Children (over 14 but under 15 years of age) —
- (a) Male — (b) Female —
- Total —
15. (a) Maximum number of **workers** (including staff, officers, contract labour, etc.) employed in the factory on any day during the previous thirty six months —
- (b) In case of change in number of workers, state the date of change —
16. In case of a factory constructed or extended or taken into use after the date of commencement of the Rules —
- (a) Reference number and date of approval of plans by the State Government/Chief Inspector —
- (b) Reference number and date of approval of the arrangements, if any, made for disposal of trade waste and effluents —
17. Amount of fee/renewal fee Rs. (Rupees \_\_\_\_\_)
- Paid through GRIPS- (vide GRN \_\_\_\_\_ B RN \_\_\_\_\_ -Date- \_\_\_\_\_ enclosed) for the period from \_\_\_\_\_ to \_\_\_\_\_

Signature of Manager

(Full name of the Manager in  
Block Letter should be stated)

Signature of the Occupier

(Full name of the Occupier in  
Block Letter should be stated)