

**DIRECTORATE OF FACTORIES
EASE OF DOING BUSSINESS**

COMPREHENSIVE CHECKLIST FOR REGISTRATION AND GRANT OF LICENCE OF FACTORY UNDER FACTORIES ACT 1948

Application through Common Application form (CAF) From 01-01-2016 Onwards

Sl. No.	Types of Services	Checklist
1	Approval of Factory Plan	1) Duly filled in Common Application Form (Part A & Part B). 2) Flow chart of the manufacturing process alongwith brief description. 3) Authenticated copy of Consent to establish from WBPCB. 4) Factory plan in duplicate for Kolkata/Howrah and 3 copies for regional offices. 5) Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule 1 of the Factories Act.1948 as amended.
2	Registration & Licencing of Factories	1) Duly filled in Common Application Form in duplicate. 2) Authenticated documents regarding deposition of fees. 3) Authenticated copy of Consent to operate issued by West Bengal pollution control Board for the factories having a azardous process a defined under section 2 (cb) read with Schedule-I of the Factories Act, 1948 as amended or a Declaration for Exempted Category industries as notified by West Bengal pollution control Board. 4) Authenticated copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory. 5) Authenticated copy of Trade Licence. 6) For Limited and Private Limited company-Authenticated copy of Memorandum of Article of Association For Partnership Firm-Authenticated copy of Partnership Deed 7) Declaration. duly signed by the occupier. showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable 8) List of machineries along with HP/KW duly signed by the occupier. 9) Health and Safety policy, in case a hazardous process