

Form fee  
Rs.20/- to be  
paid by cash  
against receipt

Affix Court  
Fee Stamp of  
Rs.5/-

FORM No. 2  
(See rules 6 and 15)

**Application for Registration and Grant or Amendment of Licence and Notice of Occupation**

1. Application for (*Tick one or more, as applicable*)
  - (a) Registration, Grant of Licence and / or Notice of Occupation : .....  
(Indicate last plan approval No. and date granted by Chief Inspector) : .....  
AND / OR
  - (b) Amendment of license for
    - (i) change of Occupier : .....
    - (ii) Change in name of the factory due to acquisition or merger or any other reasons to be specified : .....
    - (iii) Addition / Deletion of the Manufacturing process / Product : .....
    - (iv) Increase / Decrease in maximum number of workers on any day : .....
    - (v) Increase / Decrease in installed power : .....
2. (a) Name and complete residential address of the occupier, that is - : .....
  - (a) the proprietor; OR
  - (b) one of the partners of the firm appointed by resolution; OR
  - (c) a director of the company appointed by resolution; OR
  - (d) the person appointed to manage the affairs of the factory owned or controlled by Central Government or State Government or local authority; OR
  - (e) any other (specify)
- (b) (i) Full name and postal address of the factory with Pin Code : .....  
: .....  
: .....  
(ii) Telephone No. : .....  
(iii) e-mail id : .....
- (c) (i) Whether factory already registered : Yes/No  
(ii) If yes, registration No. : .....  
(iii) Licence No. : GOA/.....

- (IV) If no, date from which amenable under the  
Factories Act, 1948 (Central Act 63 of 1948) : .....
3. Full name and address of the owner of the premises or  
building (including the precincts thereof) referred to in  
section 93. : .....
4. Full name and residential address of the person who shall be  
the manager of the factory for the purposes of the Act : .....
5. (a) Nature of manufacturing process(es) carried out in the  
factory : Enclose list of processes
- (b) In case of application for amendment i.e. addition or  
deletion, indicate: -
- (i) manufacturing process(es) to be carried out in the  
factory after addition or deletion : Enclose list of processes
- (ii) Name and quantities of raw materials to be used,  
intermediate products and principal finished  
products to be produced after addition or deletion : Enclose list of each separately
6. Number of workers employed in the factory -
- |  |             |                  |
|--|-------------|------------------|
|  | Employed in | Proposed to be   |
|  | the last 12 | employed in next |
|  | months      | 12 months        |
- (a) Maximum number : .....
- (b) Number ordinarily employed\* : .....
7. Total amount of power in HP -
- (a) Installed : .....
- (b) Proposed to be installed : .....
8. Fees paid (details)  
Rs...../(Rupees.....only)  
Paid vide treasury challan No..... dated..... or Book Adjustment vide order  
No..... Dated.....

Signature of the Occupier :

Full Name (in block : .....  
letters)

Telephone No.:..... Mobile No.:..... e-mail id:.....

Signature of the Manager :

Full Name (in block : .....  
letters)

Telephone No.:..... Mobile No.:..... e-mail id:.....

Dated:.....

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**NOTE:**

- (1) This form should be completed in block letters.
- (2) If power is not used at the time of filling up this Form but introduced later, the fact should be communicated to the Chief Inspector of Factories.
- (3) The term 'ordinarily employed' would mean the total number of workers working in all the shifts which should be over 50% of the working days in the factory.