

**FORM 2**

Prescribed under Rules 7, 9(2) and 16

**APPLICATION FOR REGISTRATION AND GRANT OF RENEWAL OF LICENCE FOR THE YEAR .....**

(To be submitted in triplicate)

1. (a) Full name of the factory :  
(b) Factory licence number  
if already registered before :
  
2. (a) Full postal address and situation of the factory :  
(b) Full postal address to which communications  
relating to factory should be sent:
  
3. Nature of manufacturing process or processes -  
(a) carried on in the factory in the last twelve months  
(in the case of factories already in existence); and:  
(b) to be carried on in the factory during the next  
twelve months (in the case of all the factories) :
  
4. Names and values of principal products manufactured during  
the last twelve months (in the case of  
factories already in existence);

Name	Value
1. ....	.....
2. ....	.....
3. ....	.....
  
5. (a) Maximum number of workers proposed  
to be employed in any one day during the year:  
(b) Maximum number of workers employed  
on any one day during the last twelve months  
(in the case of factories already in existence) :  
(c) Number of workers to be ordinarily  
employed in the factory :
  
6. (a) Nature and total amount of power (kilowatts) -  
(i) installed; or :  
(ii) proposed to be installed :  
(b) Maximum amount of power (kilowatts)  
proposed to be used :
  
7. Full name and residential address of the  
person who shall be the manager of the  
factory for the purposes of the Act :
  
8. Full name and residential address of the occupier, that is -  
(a) the proprietor of the factory in case of a  
private firm or proprietary concern:  
  
(b) the directors in case of a public limited liability  
company or firm  
1. ....  
2. ....  
3. ....  
  
(c) (i) the managing agent in case where a  
managing agent is employed ; :  
(ii) the directors of the  
1. ....

- above managing agent : 2. ....  
 3. ....  
 (d) the shareholders in case of 1. ....  
 a private company 2. ....  
 where no managing agent 3. ....  
 is employed; or : 4. ....  
 (e) the chief administrative  
 head in case of a Government  
 or local fund factory :

9. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93. :

10. In the case of a factory constructed or extended after the date of commencement of the rules -

- (a) reference number and date of approval of the plans for site whether for old or new building and for construction or extension of factory by the State Government/ Chief Inspector; and :  
 (b) reference number and date of approval of the arrangements, if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval :

11. (a) Amount of fee paid : Rs. ....

(b) In case of payment in Treasury -

- (i) name of Treasury; :  
 (ii) date of payment; and :  
 (iii) challan number  
 (Challan to be enclosed) :

(c) In case of transmission by crossed cheque -

- (i) name of nationalised bank ; :  
 (ii) crossed cheque number; and :  
 (iii) date of cheque :

(Crossed cheque drawn in favour of the Chief Inspector of Factories to be enclosed)

(d) In case of transmission by crossed postal order -

- (i) name of post office; :  
 (ii) crossed postal order number; and :  
 (iii) date of postal order :

(Crossed postal order drawn in favour of the Chief Inspector of Factories to be enclosed)

Signature of occupier :

Date :

Signature of manager :

Date :

---

Notes:-

1. This form should be completed in ink in block letters or typed.

2. If power is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories immediately.
3. If any of the persons named against item 8 is minor, the fact should be clearly stated.
4. In the case of a factory where under the proviso to sub-sections (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of a factory where a managing agent or agents have been appointed as occupiers under the Indian Companies Act, 1956, information required in item 8 should be supplied only in respect of that person or persons.

**FORM 3**  
Prescribed under rule 8(1)

**LICENCE TO WORK A FACTORY**

Licence No. -----                      Reg.No. -----                      Date of Reg. -----

Licence is hereby granted to -----  
for the premises known as -----  
situated at -----

for use as a factory within the limits stated hereinafter, subject to provisions of the Factories Act, 1948, and the rules made thereunder.

The ----- 19..    Issuing Authority

	Calendar Year	Valid For		Fee	Date of Payment	Excess fee for late payment	Date of payment	Signature of the Issuing Authority
		Maximum number of workers on any one day	Maximum Installed Power Capacity in Kilo watts					
Granted Under Rule 7								
Renewed								