**Flow Chart for Registration of Factories.**

**Factory Owner**

**Application for approval of plan and**

**Permission to Construct/extend/or**

**takes into use any building as a factory**

**Rectification**

**Scrutiny**

**Permission to Construct/extend/or**

**takes into use any building as a factory**

**Application for registration and**

**grant of license**

**Rectification**

**Scrutiny**

**Grant of license**

**Renewal of License**

**Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948.**

No site shall be used for the location of a factory or no building in a factory should be constructed, reconstructed, extended or taken into use as a factory or part of a factory unless previous permission in writing is obtained from the Chief Inspector of Factories.

Application for such permission shall be made in Form No-1 which shall be accompanied by the following documents: -

1. Form No-1.
2. Flow-chart of manufacturing process.
3. List of machinery.
4. Site Plan of the factory.
5. Building drawings including elevations, Plans & cross sections.
6. Machine lay out.
7. Latest/ valid copy of NOC from Nagaland Pollution Control Board
8. Latest/ valid copy of NOC from Chief Fire Officer Nagaland regarding fire safety.
9. Copy of drug license issued by Drug Controller, Nagaland in case of pharmaceutical unit.
10. Resolution passed by Board of Directors in which one of the Directors has been declared as occupier or resolution passed by partners in case of firm in which one of the partners has been declared as occupier OR declaration of proprietor in case of proprietorship concern.
11. List of Directors/Partners (Parentage and complete residential addresses of Directors/Partners may be clearly mentioned).
12. Memorandum and Articles of Association in case of company.
13. Legible copy of partnership deed duly attested by Magistrate or Notary in case of partnership concern.
14. In case of proprietorship concern, name, parentage and complete residential address of proprietor is required to be given through declaration which is attested either by Magistrate or by Notary
15. Copy of Jamabandi of the site on which the factory is situated. If the factory is situated in rented premises, copy of rent deed may be submitted. In case of factory situated in industrial area, copy of allotment letter regarding plot may be submitted. If the factory is situated in leased premises, copy of leased deed may be submitted.
16. In case of permission for construction on a vacant plot, an Affidavit is required to be given by the owner of the plot that the plot is vacant. The affidavit should also state as to whether any previous Approval of the Director of Factories for construction/extension have been obtained or not, In case the same have been obtained, the particulars of Approval for construction/extension along with a photocopy of the previous Approval is required to be enclosed. In case of approval of plan for extension, a copy of the previous approved plan, with Approval letter is also be enclosed besides other documents mentioned above.

**Note:-**

***\*. All the documents are required to be signed by the occupier.***

***\*.All the drawings are required to be signed by the occupier as well as Chartered Engineer/Chartered Architect.***

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| **FORM NO.1** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *(Prescribed under Rule 3)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Application for permission to construct, extend or take into the use any building as a factory.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Applicant's name | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant's calling | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant's address | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2. Full name and postal address of factory. | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 3. Situation of the Factory- | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| District |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Town or village | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Nearest Police Station | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Nearest Railway Station. | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4. Particulars of the plant to be installed. | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Signature of applicant | | | | |  |  |  |  |  |  | | | | | | | | | | | | | | | |  |  |  |  |
| **Note.-** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *This application shall be accompanied by the following documents:-* | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
| *(a) A flow chart of the manufacture process supplemented by a brief description of the process in its various stages;* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(b) Plans, in duplicate, drawn to scale, showing-* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *(i) the site of the factory and immediate surrounding including adjacent buildings and other structures, roads, drains, etc.; and* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(ii) the plan, elevation and necessary cross-sections of various buildings including all relevant details, relating to natural lighting. Ventilation and means of escapes in case of fire. The plan shall also clearly indicate the position of the plant and (c) such other particulars as the Chief Inspector may require.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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**Application for registration and grant of license. -**

The occupier or manager of every factory coming within this scope of this Act after its commencement shall submit to the Chief Inspector an application in triplicate in Form No.2 for the registration of the factory and grant of license.

**List documents required for registration and licencing of factory**.

1. Form No.2
2. Certificate of Stability duly signed by the Chartered Engineer/Chartered Architect.
3. Treasury challan for deposit of registration fee for the factory in the Government treasury under the head of account “L&E-0230- in favour of Chief Inspector.
4. Copy of power sanction certificate from concerned authorities.

**[FORM No. 2**

**[See Rule 4 (1), 7(2) and 12]**

**APPLICATION FOR REGISTRATION AND GRANT OF LICENSE,**

**RENEWAL OF LICENCE AND NOTICE OF OCCUPATION SPECIFIED IN**

**SECTIONS 6 & 7 (TO BE SUBMITTED IN TRIPLICATE).**

FOR YEAR/YEARS . . . . . . . . . . . . . . . **FACTORY LICENCE NO. . . . . . . . . . . . . . . . . . . . . . .**

1. Full name of the factory :
2. (a) Full postal address and situation of the factory :

Phone No. . . . . . . . . . . .

(b) Full address to which communication relating :

to the factory should be sent

1. Nature of manufacturing process/processes

(a) carried on in the factory during the last twelve

months (in case of factories already in existence) :

1. to be carried in the factory during the next :

twelve months (in case of all factories)

1. Names and values of the products manufactured :

during the lext twelve months

(in case of factories already in existence)

1. (i) Maximum number of workers proposed to be : Men Women

employed on any one day during the year,

applied for

(ii) Maximum number of workers employed on : Men Women

any one day during the last twelve months

(in case of factories already in existence)

(iii) Number of workers to be ordinarily employed :

in the factory

6. (a) Nature and Total amount of power installed

(H.P. of motors) :

(i) Installed :

(ii) Proposed to be installed :

1. K.W. of Electric Factories or attached Power

Houses or Heating Circuits.

7. Full name & residential address of the person who :

shall be the Manager of the factory for the

purpose of the Act

8. Full name and residential address of the Occupier i.e. :

(i) The Proprietor of the Factory in case of the

Private Firm / Proprietary] concern :

* 1. Any one of the individual partner/name and :

residential address of other partners.

* 1. The Director in case of a Public Limited :

Company or Firm

* 1. The Managing Director and Directors of a

Private Company :

* 1. In case of factories owned or controlled by the :

Central Government/State Government or

any Local Authority, the person or persons

appointed to manage the affairs of the factory by

the Central Government, the State Government

or the Local Authority as the case may be

(The appointment order of such person or

occupier shall be enclos

1. Full name & address of the owner of the premises :

or building (Including the precincts thereof

referred to in Section 93)

10. In case of a factory constructed or extended, after the :

date of the commencement of these rules

(i) Reference number and date of approval of the :

plans for site, for old or new buildings and for

construction or extension of factory by the

Chief Inspector ; and ,

(ii) Reference number and date of the arrangements, :

if any, made for disposal of trade waste & effluents

and the name of the authority granting such approval,

copy of certificate to be enclosed.

1. Amount of fee Rs…………………..…… (Rupees………………………………………) paid into

the ………………………… Treasury/Bank on .……………….. vide Challan/D.D/Cheque No. ………………… (enclosed)

(SIGNATURE OF THE OCCUPIER) (SIGNATURE OF THE MANAGER)

(NAME IN BLOCK LETTERS) (NAME IN BLOCK LETTERS)

Date: ………………………… Date. …………………………

**Note** :

1. *This Form should be completed in legible 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 facts should be communicated to the Inspector of Factories and Chief Inspector immediately.*
3. *If any of the person named at column No. 8 is a minor, deaf and dumb, the fact should be clearly stated.*
4. *In case the column No. 8 is inadequate to fill in the required information, a separate sheet shall be appended to the same which should be attested by the Occupier.*
5. *All the documents are required to be signed by the occupier.*

**Grant of license. –**

(1) A license for a factory shall be granted for a period not exceeding three years by The Chief Inspector in Form 4 prescribed for the purpose and on payment of the fees specified in the Schedule hereto.

Provided that, where the Chief Inspector refused to grant or renew a license, he shall record in writing the reasons for such refusal and communicate the same to the occupier.

(2) Every license granted or renewed under this Chapter shall remain in force up to the 31st of December of the year for which the license is granted or renewed.

**Renewal of license:-**

An application for the renewal of license for a period not exceeding 3(three) years shall be made in Form 3 accompanied by a treasury receipt, and shall be submitted not less than 30 days before the date on which the license expires. If the application, complete in all respects, is so made, the premises shall be held to be duly licensed until such date as the Chief Inspector, Deputy Chief Inspector of Factories or the Inspector of Factories renews the license. The fees for the renewal of license for one year shall be the same as for the grant thereof. Every license renewed under this rule shall remain in force upto the 31st December of the year for which the license is renewed.

**List documents required for renewal of license**

1. Form No.3
2. Original Licence
3. Treasury Challan in original regarding deposit of renewal fee.
4. If there is increase or decrease in no. of workers, then Rs.100/- is to be deposited as amendment fee.
5. If there is increase or decrease in power load, then Rs.100/- is to be deposited as amendment fee.
6. If there is change of occupier, then Rs.100/- is to be deposited as amendment fee.
7. If there is change in name of the factory, then Rs.100/- is to be deposited as amendment fee.
8. If there is change of occupier the following documents are required to be submitted:-
   1. *In case of partnership concern*
9. List of partners(ii) Copy of partnership deed(iii) Resolution passed by partners in which one of partner has been appointed as occupier
   1. *In case of a company*
10. List of Directors(ii) Resolution passed by Board of Directors in which one of director has been appointed as occupier
11. If there is change in the name of factory, the following documents are required to be submitted:-
    1. *In case of company*
12. Certificate from Registrar of Companies regarding change of name. (ii) Memorandum and Article of Association of new company.(iii) List of Directors.(iv) Resolution passed by Board of Director in which one of Director has been appointed as occupier.

*(b) In case of Firm*

(i) Certificate from Registrar of firm regarding change of name. (ii) List of Partners. (iii) Copy of partnership deed. (iv) Resolution passed by Board of partners in which one of partner has been appointed as occupier.

**Form 3**

**(See rules 5, 8 and 11)**

**Application for License/Renewal of License of a Factory**

1. Full name of the factory ...........................

2. Full postal address and the situation of the factory .................................

3. Full address to which communication shall be carried (where the factory address

serves the purposes of communication also this information need not be given) ............................

3(A). A flow chart of the manufacturing process in its process supplemented by a brief

description of the process in its various stages, list of the raw materials used,

intermediate products, including emission of toxic gases etc., finished products, by-

products, their quantities, methods of storage and handling, loading and transport

and details of the arrangements for the disposal of trade waste and effluents,

control or eliminate them.

4. Maximum number of workers to be employed on any day during the year .........................

5. Installed H.P. .................................

5-A. The period (not exceeding five years) for which license or renewal of license is applied for.

6. Name and residential address of occupier .........................

7. Name and residential address of manager ..........................

8. Amount of fee (Rupees .............) paid vide treasury chalan/crossed cheque/postal

order/on .......... or by book adjustment vide order No. ............ dated ...............

9. Signature of occupier .................

10. Signature of manager ........................

Date .......................