

(Factory Licence application form)
FORM 2
Prescribed under Rules 7, 98(2) and 16

**APPLICATION FOR REGISTRATION AND GRANT OF RENEWAL OF LICENCE FOR THE
YEAR AND NOTICE OF OCCUPATION SPECIFIED IN SECTIONS 6 AND 7**

(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 : Name Value
manufactured during the last twelve months (in :
the case of factories already in existence :
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 (KW) - :
(i) installed; or :
(ii) proposed to be installed :
(b) Maximum amount of power (KW) 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..... 4.....
2..... 5.....
3..... 6.....
- (c) (i) the managing agent in case where managing agent is employed :
- ii) the directors of the above managing agent : 1..... 4.....
2..... 5.....
3..... 6.....
- (d) the shareholders in case of a private company where no managing agent is employed; or : 1..... 3.....
2..... 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)

Date :

Signature of occupier

Date :

Signature of manager

NOTE:

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.