

FORM 1
Prescribed under Rule 4(2)
Application For Permission To Construct, Extend Or Take Into Use Any Building As A Factory

1. Applicant's name, calling and address :
2. Full name and postal address of factory :
3. Situation of factory :
 - a) Province :
 - b) District :
 - c) Town or village :
 - d) Nearest Police Station :
 - e) Nearest railway station or steamer ghat :
4. Particular of plants to be installed :

Signature of Applicant

Date :

Note : This application shall be accompanied by the following documents :-

- a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.
- b) Plans, in duplicate, drawn to scale showing :-
 - i) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains etc; and
 - ii) The plan elevation and necessary cross sections of the various buildings indicating all relevant Details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and
- c) Such other particulars as the Chief Inspector may require.

FORM 2

Prescribed under Rules 5, 8(2) and 14

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

1. a) Full name of factory :
b) Factory licence number if already registered before :
2. a) Full postal address and situation of 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 to the factory during the next twelve months (in the case of all 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 on any one day during the year :
b) Maximum number of workers employed on any one day during the last twelve months (in case of factories already in existence)
c) Number of workers to be ordinarily employ in the factory :
6. a) Nature and total amount of power (Kilowatts) :
i) Installed :
ii) Proposed to be installed :
b) Maximum amount of power (Kilowatts) propose 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 public limited liability company: 1. or firm. 2. 3. 4. 5.
c) (i) The managing agent in case whether a managing agent is employed. :
(ii) The Directors of the above managing agent : 1. 2. 3. 4.
d) The share holders in case of a private company where no managing agent is employed; or : 1. 2. 3.
e) The Chief administrative head in case of a Government or local fund factory :
9. Full name and addres 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 state
Government/Chief Inspectors; 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 fees paid : Rs.....
- b) In case of payment made in treasury :
i) name of treasury :
ii) date of payment; and :
iii) challan number (challan to be enclosed) :

Signature of occupier : Date :
Signature of manager : Date

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- Note :
1. This form should be completed in ink in block letters or types
 2. If power is not used at the time of filling up of 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 case of a factory where under the provision to sub-section (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 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 OF CERTIFICATE OF STABILITY

1. Name of the Factory :
2. Village and town and District in which the factory is situated. :
3. Full postal address of the factory :
4. Name of the occupier of the factory :
5. Nature of manufacturing process to be carried on in the Factory :
6. Number of floors on which workers will be employed. :

I have inspected the premises of the factory on.....and examined the building/buildings/ and other structures. The details of the building/buildings and the structures are specified in the schedule appended. I certify that it is/they are found to be structurally sound and that its/their stability will not be endangered by its/their use as factory/part of factory.

Signature
Qualification
Address of Association

The certificate of stability referred to in sub-rule (1) shall be signed by one of the following categories of persons, namely :

- i) A member of the Associate Member of Institute of the Civil Engineers.
Or
- ii) A member of the Institute of structural engineers.
Or
- iii) A full member or Associate member of the Institute of Engineers (India).
- iv) Civil Engineers of the public works, Electricity and Highway Department including retire Civil Engineers not below the rank of Executive Engineers.

Form 4
Prescribed under Rule 15
NOTICE OF CHANGE OF MANAGER

1. a) Name of Factory :

- b) Current Licence number of factory :

2. Postal address of factory :

3. Name of outgoing Manager :

4. a) Name of new Manager :

- b) Residential address :

- c) Telephone number :

5. Date of appointment of new Manager :

Signature of new Manager

Signature of occupier

Date :