

## ANNEXURE-I

### 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
  - a) Full name: (Outside maghalaya also)
  - b) Address: (**Outside maghalaya also**)
  - c) Mobile No:
  - d) Email ID:
2.
  - a) Full name of factory:
  - b) Postal Address of factory:
3. Situation of factory:
  - (a) Province (State): ( **Meghalaya** )
  - (b) District:
  - (c) Town or village:
  - (d) Nearest Police station:
  - (e) Nearest railway station or steamer ghat:
4. Particular of plants to be installed: (**From Drop Down list of manufacturing factories**)

Signature of Applicant

Date:

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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.

**(For Fresh Application)**

**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.

(to be submitted in triplicate)

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)
 

1	Name	Value
1.	.....	.....
2.	.....	.....
3.	.....	.....
  5. (a) Maximum number of workers proposed to be —  
 employed on anyone 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: \_\_\_\_\_  
 (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.  
 a) Full Name: \_\_\_\_\_  
 b) residential address: \_\_\_\_\_
  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: 1. \_\_\_\_\_  
 liability company 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 :1. ....  
company where no managing agent 2. ....  
is employed ; or 3. ....  
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 State Government / Chief Inspector; and  
i) reference number:  
ii) date of approval:  
iii) Name of Authority :
- (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.  
i) reference number:  
ii) date of approval:  
iii) Name of Authority :

11. (a) Amount of fees paid (For Not required here but to be captured while uploading paid challan)  
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) :

(c) In case of transmission by crossed cheque—

- (i) name of the 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 :  
(iii) date of postal order (crossed postal order :  
Drawn in favour of the Chief Inspector Factories to be enclosed)

Signature of Occupier : Date:

Signature of Manager : Date:

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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 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 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.

**(For Renew Application)**

## 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.

(to be submitted in triplicate)

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 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 1. Name Value  
(in the case of factories already in existence) 2. ....  
3. ....
  5. (a) Maximum number of workers proposed to be —  
employed on anyone 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:  
(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 public limited: 1. ....  
liability company 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 :1. ....  
company where no managing agent 2. ....  
is employed ; or 3. ....  
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 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 fees paid (Not required here but to be captured while uploading paid challan)  
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) :  
(c) In case of transmission by crossed cheque—  
(i) name of the 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 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 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 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.