

**FORM NO. 2**

**(Prescribed under Rule 4)**

Application for registration and grant or Amendment of license and notice of occupation.

(To be submitted in triplicate)

1. application for –
  - a. Registration, grant of license  
and notice of occupation Yes/No.
  - b. Amendment of license Yes/No.
2. a. Applicant's Name  
b. (i) Whether factory already registered Yes/No.  
(ii) If yes, registration No.  
(iii) License No.
3. Full name and postal address of the factory :
  - a. name of the factory :
  - b. Address :  
(Town/village/district/Pin code no.)
4. Please indicate following details also.
  - a. Nearest Police station – distance –
  - b. Nearest Railway Station – distance –
  - c. Nearest Public Hospital – distance –
5. Full name and residential address of the  
Person who shall be the manager of the  
Factory for the purpose of the Act.
6. Full name and residential address of the occupier and his designation.  
e.g. Director, Partner, Proprietor or  
Any other (specify)
7. Full name and address of the owner of the  
Premises or building (including the percents  
Thereof) referred to in section –93.

- |     |   |   |  |
|-----|---|---|--|
| 8.  | Please furnish reference number(s) and date (s) of approval(s) of the plans site and building and for disposal of trade waste and effluents by the concerned authorities.   | Authority                                       | Details  |
|     |   | i. State Govt .....                             |  |
|     |   | ii. Local Authority .....                       |  |
|     |   | iii. Chief Inspector of<br>Factories .....      |  |
|     |   | iv. Pollution Control<br>Board .....            |  |
|     |   | v. Other concerned authority<br>(specify) ..... |  |
| 9.  | a. Nature of Manufacture processes to be carried out in the factory   | List of processes                               |  |
|     | b. in case of application for armed, indicate manufacturing processes carried out previously.   | List of processes                               |  |
| 10. | Name and quantities of raw materials used, intermediate products and principal finished products during the last twelve months (in case of factories already in existence). | Name  | Quantity<br>(Vol./Wt./No.)                     |
| 11. | Number of workers employed in the factory -   | Employed<br>in the last 12<br>months            | Proposed to be<br>employed in<br>next 12months |
|     | a. Maximum number   |   |  |
|     | b. Number ordinarily employed   |   |  |
| 12. | nature and total amount of power (in H.P.)  |   |  |
|     | a. Installed  |   |  |
|     | b. Proposed to be installed.  |   |  |

13. Fees paid (Details):

Rs. .... in figures  
..... in words  
vide Treasury challan No .....  
date..... drawn on .....

Date :

1. Signature of Manager

Date :

2. Signature of the Occupier

Notes :-

1. This form should be completed in ink in block letters or typed.
2. Strike off whichever is not applicable.
3. If power is not used at the time of filling up this form, but introduced later, the fact should be communicated to the Chief Inspector of Factories immediately.
4. The term 'Ordinarily employed' would mean the total number of workers working in all the shifts which shall be over 50% of the working days in the factory.