

Procedure for New Registration and Licence under Factories Act, 1948

Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form "Registration and Licence under Factories Act, 1950 and applicant has to start filling form and provide:-
 - a) Name and Address of Factory
 - b) Total number of workers
 - c) Total Power installed
 - d) Brief of manufacturing process
 - e) Land Details
 - f) Details of Factory Manager/CEO
 - g) Occupier Details: Name, Address, Email Id, Phone Number
 - h) Land/Building Owner details
- Online Registration form is submitted by the Applicant

Step 2:

- Submit required fee online

Step 3:

- Scrutiny by Desk Officer of Industries Department and forward to Labour Department.

Step 4:

- Site visit by Concerned Inspector of Labour Department.

Step 5:

- Forwards recommendations to Assistant Labour Commissioner(ALC) for allotment of registration

Step 6:

- Allotment of Registration number and Issuance of license.

- Online application process requires no physical touch point.
- Registration and licence will be granted within 15 days
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

Documents Required for Registration and Grant of Licence

- Land paper.
- ID proof of occupier
- In case of Public Ltd. Company: List of Board of Directors.
- In case of Partnership Firm: Partnership deed with list of partners.
- Other papers as required by Inspector.

Application for Registration/Renewal of Licence and Notice of Occupation in Section 6 and 7 of the Factories Act, 1948

FORM-2
(Rule 7)

Licence Year*

- | | | |
|----|--|--|
| 1. | Name of the factory with licence number if already registered* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (a) Address of the factory* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Correspondence Address* | <input style="width: 95%; height: 25px;" type="text"/> |
| 2. | Nature of manufacturing process/processes* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (a) Existing process during last one year* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Process to be carried on during operations* | <input style="width: 95%; height: 25px;" type="text"/> |
| 3. | Name and value of principal products manufactured during the last one year* | <input style="width: 95%; height: 25px;" type="text"/> |
| 4. | (a) Maximum number of workers proposed to be employed on any one day during the year | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Maximum number of workers employed on any one day during the last one year* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (c) Number of workers to be ordinarily employed in the factory* | <input style="width: 95%; height: 25px;" type="text"/> |
| 5. | (a) Nature and Total amount of Power (H.P./KVA/KW) installed or proposed to be installed* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Maximum amount of power (H.P./KVA/KW) proposed to be used* | <input style="width: 95%; height: 25px;" type="text"/> |
| 6. | (a) Name and residential address of the Manager of the factory for the purpose of the Act* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Name and residential address of the applicant-proprietor/director/MD/CEO* | <input style="width: 95%; height: 25px;" type="text"/> |
| 7. | (a) Building plan approval of the factory (original/revised)—add Attachment* | <input style="width: 95%; height: 25px;" type="text"/> |
| | (b) Consent to establish/operate—Approval of Chandigarh Pollution Control Committee(CPCC)* | <input style="width: 95%; height: 25px;" type="text"/> |

Date:

Signature of the Applicant