

paid by cash
against receipt

Rs.5/-

FORM No. 2
(See rules 6 and 15)

Application for Registration and Grant or Amendment of Licence and Notice of Occupation

1. Application for (*Tick one or more, as applicable*)
 - (a) Registration, Grant of Licence and / or Notice of Occupation :
(Indicate last plan approval No. and date granted by Chief Inspector) :
AND / OR
 - (b) Amendment of license for
 - (i) change of Occupier :
 - (ii) Change in name of the factory due to acquisition or merger or any other reasons to be specified :
 - (iii) Addition / Deletion of the Manufacturing process / Product :
 - (iv) Increase / Decrease in maximum number of workers on any day :
 - (v) Increase / Decrease in installed power :

 2. (a) Name and complete residential address of the occupier, that is - :
 - (a) the proprietor; OR
 - (b) one of the partners of the firm appointed by resolution; OR
 - (c) a director of the company appointed by resolution; OR
 - (d) the person appointed to manage the affairs of the factory owned or controlled by Central Government or State Government or local authority; OR
 - (e) any other (specify)

 - (b) (i) Full name and postal address of the factory with Pin Code :
:
:
:
 - (ii) Telephone No. :
 - (iii) e-mail id :
-
- (c) (i) Whether factory already registered : Yes/No
(ii) If yes, registration No. :
(iii) Licence No. : GOA/.....
(IV) If no, date from which amenable under the Factories Act, 1948 (Central Act 63 of 1948) :

3. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93. :
4. Full name and residential address of the person who shall be the manager of the factory for the purposes of the Act :
5. (a) Nature of manufacturing process(es) carried out in the factory : Enclose list of processes
- (b) In case of application for amendment i.e. addition or deletion, indicate: -
- (i) manufacturing process(es) to be carried out in the factory after addition or deletion : Enclose list of processes
- (ii) Name and quantities of raw materials to be used, intermediate products and principal finished products to be produced after addition or deletion : Enclose list of each separately
6. Number of workers employed in the factory - Employed in Proposed to be the last 12 employed in next 12 months months
- (a) Maximum number :
- (b) Number ordinarily employed* :
7. Total amount of power in HP -
- (a) Installed :
- (b) Proposed to be installed :
8. Fees paid (details)
Rs...../(Rupees.....
.....only)
Paid vide treasury challan No..... dated..... or Book Adjustment vide order No..... Dated.....

Signature of the Occupier :

Full Name (in block : letters)

Telephone No.:..... Mobile No.:..... e-mail id:.....

No.:..... No.:.....

:

Signature of the Manager :

Full Name (in block : letters)

Telephone No.:..... Mobile No.:..... e-mail id:.....

Dated:.....

NOTE:

- (1) This form should be completed in block letters.
- (2) 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.
- (3) The term 'ordinarily employed' would mean the total number of workers working in all the shifts which should be over 50% of the working days in the factory.

Form fee Rs.20/-
to be paid by cash

Affix Court Fee
Stamp of Rs.5/-