

### Name of Service

Registration of Factories under The Factories Act, 1948.

### Name of Department

Department of Labour and Employment, GoJK

### Policy/Government Order

The Factories Act, 1948

### Documents Checklist

#	Document name	Type	Mandatory
1	Certificate of consent to establish/operate from J&K State Pollution Control Board	PDF	Yes
2	NOC/License from the concerned department/ authority in case of sawmills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crushers.	Pdf	Yes
3	Authorization letter of manager from the occupier.	PDF	Yes
4	Copy of power sanction certificate from Power Development Department.	PDF	Yes
5	Copy of safety certificate in duplicate indicating the safety measures adopted in the factory.	PDF	Yes
6	Passport size photograph of the Manager or Occupier.	JPEG	Yes
7	ID proof of the applicant (Aadhaar Card/ Ration card/Driving License).	PDF/JPEG	Yes
8	Any Other supporting documents, if any	PDF	No
9	Application on prescribed form no 1.	PDF	Yes
10	Form 2 & 3 (combined) 1 copy every year	PDF	Yes
11	Copy of Jamabandhi/ Missal Haquiyat/Tatima of the site on which the factory is situated. If the factory is situated in rented premises, copy of rent deed may be submitted. In case of factory situated in industrial area, copy of allotment letter regarding plot may be submitted. If the factory is situated in leased premises, copy of leased deed may be submitted.	PDF	Yes
12	Copy of approval from department of industries. (DIC Registration)	PDF	Yes

#	Document name	Type	Mandatory
13	List of machineries along with size (L'*B') ft	PDF	Yes
14	Flow chart of manufacturing of process	PDF	Yes
15	Project report of the factory	PDF	Yes
16	Site plan of the factory, building including elevations, plan and cross sections and all the drawings are required to signed by the occupier in triplicate as per sub rule 3 (b)	PDF	Yes
17	Resolution passed by board of directors in which one of the directors has been declared as occupier or resolution passed by partners in case of firms in which one of the partners have been declared as occupier or declaration of proprietor in case of proprietorship concerns on affidavit duly attested either by magistrate or notary	PDF	Yes
18	List of directors /partners (parentage and completely registration addresses /partners may be clearly mentioned if applicable	PDF	No
19	Memorandum of articles of association in case of company. If applicable	PDF	No
20	Legible copy of partnership deeds duly attested either by magistrate or by notary in case of partnership concern.	PDF	Yes
21	Copy of excise department from excise department in case of alcohols units, if applicable.	PDF	Yes
22	Pan card of occupier.	PDF	Yes