

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

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1		Full name of the factory	Alpha/numeric	Yes
2	Full Postal Address of the Factory	Address 1	Alpha/numeric	Yes
3		Address 2	Alpha/numeric	Yes
4		City	Alpha	Yes
5		District	Alpha/Dropdown	Yes
6		Circle*	Alpha/numeric	Yes
7		Pincode: *	Numeric	Yes
8		Location of the factory	Province	Alpha/numeric
9	District		Alpha/Dropdown	Yes
10	Town or Village		Alpha/numeric	Yes
11	Nearest Railway Station		Alpha/numeric	Yes
12	Nearest Steamer Ghat, if any		Alpha/numeric	Yes
13	Postal address for communication	Address 1	Alpha/numeric	Yes
14		Address 2	Alpha/numeric	Yes
15		City	Alpha	Yes
16		District	Alpha/Dropdown	Yes
17		Pincode	Numeric	Yes
18	Nature of manufacturing processes	Manufacturing process carried on in the factory in the last twelve months	Alpha/Numeric	Yes
19		Manufacturing process to be carried on in the factory during the next twelve months	Alpha/Numeric	
20		Names and value of principal products to be manufactured during the next 12 months	Upload Option	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
21	Workers employed	Maximum number of workers proposed to be employed during the year	Numeric	Yes
22		Maximum number of workers employed during the last twelve months on any day	Numeric	Yes
23		Number of workers ordinarily employed in the Factory	Numeric	Yes
24	Power installed	Total rated horsepower (installed or to be installed)	Alpha/Numeric/U pload Option	Yes
25		Maximum amount of power (H.P.) Proposed to be used*	Alpha/numeric	Yes
26	Particulars of the Factory Manager	Full name of the person	Alpha	Yes
27		Address	Alpha/Numeric	
28		City	Alpha	Yes
29		District	Dropdown	Yes
30		Pincode	Numeric	Yes
31		Contact Number	Numeric	Yes
32	Particulars of Occupier	Full Name	Alpha	Yes
33		Residential Address	Alpha/Numeric	Yes
34	Land & Building	In the case of a factory constructed or extended after the date of the commencement of the Rules	Select Unit	Yes
35		Reference number of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector	Numeric/Alpha	Yes
36		Date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector	Calendar	Yes
37		Reference number of approvals of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Numeric/Alpha	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
38		Date of approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Calendar	Yes
39		Name of the authority granting approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Alpha	Yes
40	Industry Category	Choose Category based on your Industry	Select Option	Yes
41	Type of Industry	Type of Industry	Select Option	Yes
42	Documents	Certificate of consent to establish/operate from J&K State Pollution Control Board	Upload Option	Yes
43		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*	Upload Option	Yes
44		Authorization letter of manager from the occupier	Upload Option	Yes
45		Copy of power sanction certificate from Power Development Department	Upload Option	Yes
46		Copy of safety certificate in duplicate indicating the safety measures adopted in the factory	Upload Option	Yes
47		Passport size photographs of the Manager or Occupier	Upload Option	Yes
48		Other Supporting document, if any	Upload Option	Yes
49		Application on prescribed form no 1.	Upload Option	Yes
50		Form 2 & 3 (combined) 1 copy every year	Upload Option	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
51		Copy of Jamabandhi/ Missal Haquiyat/Tafima 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.	Upload Option	Yes
52		Copy of approval from department of industries. (DIC Registration)	Upload Option	Yes
53		List of machineries along with size (L'*B') ft	Upload Option	Yes
54		Flow chart of manufacturing of process	Upload Option	Yes
55		Project report of the factory	Upload Option	Yes
56		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)	Upload Option	Yes
57		Resolution passed by board of directors in which one of the director has been declared as occupier or resolution passed by partners incase 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	Upload Option	Yes
58		List of directors /partners (parentage and completely registration addresses /partners may be clearly mentioned if applicable	Upload Option	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
59		Memorandum of articles of association in case of company. If applicable	Upload Option	No
60		Legible copy of partnership deeds duly attested either by magistrate or by notary in case of partnership concern.	Upload Option	Yes
61		Copy of excise department from excise department in case of alcohols units, if applicable.	Upload Option	Yes
62		Pan card of occupier.	Upload Option	Yes

Appendix

Form 2&3 (Combined)

(See Rules 4 & 12)

Application for registration and grant or renewal of Licence for the year _____ and notice of occupation specified in sections 6&7 (to be submitted in triplicate)

1. Full name of the factory with licence number if already registered from before.
2. (a) Full postal address and situation of the Factory
(b) Full address to which communication Relating to the factory should be sent.
3. (a) Carried on the factory during the last twelve months in case of factories already in existence).
(b) To be carried on in the factory during the next twelve months (in case of all factories).
4. Names and value of principal products manufactured During the last 12 months.
5. (i) Maximum number of workers proposed to be employed on any one day during the year.
(ii) Maximum number of workers employed on Any day during the last 12 months
(iii) Number of workers to be ordinarily employed in the factory.
6. (i) Nature and total amount of power (H.P.) installed of proposed to be in employed.
(iii) Maximum amount of power (H.P.) Proposed to be used.
7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.
8. Full name and residential address of the occupier.
 - (i) The proprietor of the factory case of private from Proprietary concern.
 - (ii) Directors, in case of public limited liability company/firm.
 - (iii) Where a Managing Agents has been appointed the name of managing Agents and Directors thereof.
 - (iv) Shareholders in case of Private Company where no managing agent have been appointed.
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 the commencement of the Rules.
 - (i) Reference number and date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector.
 - (ii) Reference number and date of approval of the arrangement if any made for the disposal of trade waste and effluents and the name of the authority granting such approval.
11. Amount fee Rs. _____ (Rupees _____)
 - (i) Paid in _____ Treasury on _____ vide Challan No _____
 - (ii) Dated _____ (Enclosed)

Signature of the Occupier

Signature of the Manager.

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Note:-

1. This form should be completed in ink in block letters or Type.
2. If power is not used at the time of filling up this form but is introduced later, the fact should be communicated to the Chief Inspector immediately.
3. If any of the persons named against item 8 is minor, the factory should be clearly stated.
4. In the case of factory, where under the proviso to sub-section (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of factory where a managing agent or agents have been appointed as occupiers the Indian Companies Act.1923 (VII of 1923) information required in item 8 should be supplied only in respect of that person or persons.