## **Directorate name: Directorate of Factories**

## Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

1) Authenticated copy of Consent to establish from WBPCB (Allowed Maximum file size-200 KB, pdf Only).

2) Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory (<u>Allowed Maximum</u> <u>file size-4096 KB, pdf Only</u>).

3) Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board (Allowed Maximum file size-200 KB, pdf Only).

4) Authentication copy of Trade License (Allowed Maximum file size-200 KB, pdf Only).

5) Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner (Allowed Maximum file size-200 KB, pdf Only).

6) Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule I of the Factories Act,1948 as amended (Allowed Maximum file size-200 KB, pdf Only).

7) Flow Chart Of Manufacturing Processes (<u>Allowed Maximum file size-200 KB, pdf Only</u>).

8) Forwarding Letter (Allowed Maximum file size-200 KB, pdf Only).

9) Other documents (<u>Allowed Maximum file size-200 KB, pdf Only</u>).

10) Site plan, Floor plan and Sectional elevation (Allowed Maximum file size-4096 KB, pdf Only).

## Auto renewal of license under The Factories Act, 1948

1) Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board (Allowed Maximum file size-200 KB, pdf Only).

2) Authentication copy of Trade Licence (<u>Allowed Maximum file size-200 KB, pdf Only</u>).

3) Declaration, duly signed by the Occuiper, showing the date starting of manufacturing process (exact date) along with number of workers engaged there

in on the date installed power, as applicable. (Allowed Maximum file size-200 KB, pdf Only).

4) E. S. I. (Allowed Maximum file size-200 KB, pdf Only).

- 5) Form No. 32 (Allowed Maximum file size-200 KB, pdf Only).
- 6) Forwarding Letter (Allowed Maximum file size-200 KB, pdf Only).
- 7) Health and Safety Policy, in case a hazardous process. (Allowed Maximum file size-200 KB, pdf Only).

8) Memorandum and Article of Association (for Ltd. Co.) (Allowed Maximum file size-200 KB, pdf Only).

## License under The Factories Act, 1948

1) Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory (<u>Allowed Maximum</u> <u>file size-4096 KB, pdf Only</u>).

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6) Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule I of the Factories Act,1948 as amended. (Allowed Maximum file size-200 KB, pdf Only).

7) For Limited and Private Limited company-Authenticated copy of Memorandum of Article of Association. For Partnership Firm-Authenticated copy of Partnership Deed (<u>Allowed Maximum file size-4096 KB, pdf Only</u>).

8) Health and Safety Policy, in case a hazardous process. (Allowed Maximum file size-200 KB, pdf Only).

9) List of machinary along with HP/KW duly singed by the occupier (Allowed Maximum file size-200 KB, pdf Only).

10) Other Supporting Documents (<u>Allowed Maximum file size-200 KB, pdf Only</u>).

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