

**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 ([Allowed Maximum file size-4096 KB, pdf Only](#)).
- 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 ([Allowed Maximum file size-200 KB, pdf Only](#)).
- 8) Forwarding Letter ([Allowed Maximum file size-200 KB, pdf Only](#)).
- 9) Other documents ([Allowed Maximum file size-200 KB, pdf Only](#)).
- 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 ([Allowed Maximum file size-200 KB, pdf Only](#)).
- 3) Declaration,duly signed by the Occupier , 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**

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

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

9) List of machinery along with HP/KW duly signed by the occupier ([Allowed Maximum file size-200 KB, pdf Only](#)).

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

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