

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-200KB, 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-4096KB, 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-200KB, pdf Only).
- 4) Authentication copy of Trade License (Allowed Maximum file size-200KB, pdf Only).
- 5) Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner (Allowed Maximum file size-200KB, 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-200KB, pdf Only).
- 7) Flow Chart Of Manufacturing Processes (Allowed Maximum file size-200KB, pdf Only).
- 8) Forwarding Letter (Allowed Maximum file size-200KB, pdf Only).
- 9) Other documents (Allowed Maximum file size-200KB, pdf Only).
- 10) Site plan, Floor plan and Sectional elevation (Allowed Maximum file size-4096KB, pdf Only).

Auto renewal of 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 (Allowed Maximum file size-200KB, pdf Only).
- 2) Authenticated document regarding deposition of fees. (Allowed Maximum file size-200KB, 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

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

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

6) 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-200KB, pdf Only).

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

8) For Limited and Private Limited Company -Authenticated copy of Memoranddum and Article of Association/For Partnership Firm-Authenticated copy of Partnership Deed (Allowed Maximum file size-200KB, pdf Only).

9) Form No. 32 (Allowed Maximum file size-200KB, pdf Only).

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

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

12) Land Deed/Lease Deed/Rent Receipt (Allowed Maximum file size-200KB, pdf Only).

13) List of Directors / List of Partners (Allowed Maximum file size-200KB, pdf Only).

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

15) N. O. C. (West Bengal Pollution Control Board) (Allowed Maximum file size-200KB, pdf Only).

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

17) Ownership of the Factory / Company had been transferred to a new / current Occupier / Company (Allowed Maximum file size-200KB, pdf Only).

18) Previous Licence (Allowed Maximum file size-200KB, pdf Only).

19) Previous Registration Ceritificates (Allowed Maximum file size-200KB, pdf Only).

20) Proprietorship to Partnership / Proprietorship to Pvt. Ltd / Partnership to Pvt. Ltd / Pvt. Ltd. to Partnership / Partnership to Proprietorship (Allowed Maximum file size-200KB, pdf Only).

License under The Factories Act, 1948

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- 7) 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-200KB, pdf Only).
- 8) 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-200KB, pdf Only).
- 9) Electric Bill (Allowed Maximum file size-200KB, pdf Only).
- 10) E. S. I. (Allowed Maximum file size-200KB, pdf Only).
- 11) Flow chart of the manufacturing process alongwith brief description. (Allowed Maximum file size-200KB, pdf Only).
- 12) 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-4096KB, pdf Only).
- 13) Form No. 32 (Allowed Maximum file size-200KB, pdf Only).
- 14) Forwarding Letter (Allowed Maximum file size-200KB, pdf Only).
- 15) GRIPS BRN Receipt (Allowed Maximum file size-200KB, pdf Only).

- 16) Health and Safety Policy, in case a hazardous process. (Allowed Maximum file size-200KB, pdf Only).
- 17) Land Deed/Lease Deed/Rent Receipt (Allowed Maximum file size-4096KB, pdf Only).
- 18) List of Directors / List of Partners (Allowed Maximum file size-200KB, pdf Only).
- 19) List of machinery along with HP/KW duly signed by the occupier (Allowed Maximum file size-200KB, pdf Only).
- 20) N. O. C. (West Bengal Pollution Control Board) (Allowed Maximum file size-200KB, pdf Only).
- 21) Other Supporting Documents (Allowed Maximum file size-200KB, pdf Only).
- 22) Partnership Deed (Allowed Maximum file size-200KB, pdf Only).
- 23) Previous Licence (Allowed Maximum file size-200KB, pdf Only).
- 24) Trade Licence (Allowed Maximum file size-200KB, pdf Only).

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