

# Registration and Grant of Licence under Factories Act 1948

## How to Register a Factory - (Hazardous category)

Application shall be made to the Chief inspector of Factories.  
Every such application shall be accompanied by relevant physical documents as listed below.

Sr. No.	Title	Download
1	Application for Grant of License (Form no. 4)	<a href="http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=6">http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=6</a>
2	Fees chart	
3	Cess Self Assessment Form -1	<a href="http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=25%20&amp;Mode=Forms">http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=25%20&amp;Mode=Forms</a>
4	Form no. 1 A	<a href="http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=27%20&amp;Mode=Forms">http://labour.mp.gov.in/KnowledgeSharing/public/View_Form.aspx?id=27%20&amp;Mode=Forms</a>

### Mandatory – Items

1. Application in duplicate in Form 4 for registration of the Factory and Grant of License.
2. Original copy of Challan of fees paid under head “0230 – Labour & Employment , 104 – fees realised under the Factories act 1948 ”
3. Proof for Ownership of Premises (Owned/Rented/Leased etc.)  
(In case of **private land** - copy of Registry with copy of diversion order for industrial purpose , In case of factory located at **DIC/AKVN industrial area** .- Lease deed from DIC/AKVN ., In case of Rented/Leased- a lease deed copy with diversion order for industrial purpose):
4. Proof of being occupier

#### In Case of Public Limited Company-

- (a) Copy of Memorandum of Association and Articles of Association, with a copy of List of Directors certified by company secretary, .
- (b) Certified copy of Resolution of Board of Directors to appoint any one Director as a Occupier.

#### In case of Partnership Firm-

Partnership Deed duly registered at the office of the Registrar of Firms.

#### In case Central/State Government Organization,

Order issued by the Govt. to declare the person of being Occupier

#### In case proprietorship firm ,

Proof of being proprietor such as a copy of DIC registration certificate/Acknowledgement .

5. copy of Self cess assessment form -1 under BOCW ACT 1996 received in the office of cess assessing officer
6. NOC from local bodies.
7. Stability certificate form no.-2 issued by competent person
8. Form no. 1 A along with plan in triplicate ,drawn to scale , showing -
  - o The site of the factory and immediate surrounding including adjacent building and other structure ,road, drains,etc.drawn to scale not less than 1 cm equal to 500 cm
  - o The plan ,elevation and necessary cross sectionals of the various buildings and structures including all relevant detail relating to natural lighting , ventilation and means of escape in case of emergency and machine layout ect. as per rule 3-A and shall be drawn to scale not less than 1cm equal to 100 cm
9. On site emergency plan in three copies
10. Pressure vessel and lifting machine test report issued by competent person, if installed any.
11. Copy of DIC registration.
12. Consent letter from Madhya Pradesh Pollution Control Board.
13. In case of solvent plant, copy of plant fitness certificate issued by competent person.
14. List raw materials.
15. Brief description of manufacturing process.
16. Flow chart of manufacturing process
17. Electricity Bill as a proof for installed H.P.

Application shall be processed as per the provisions of the Rule 6 of the Madhya Pradesh Factories Rules 1962.