

# Registration and Grant of License

## How to Register a Factory - (Non 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 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** - Registry copy 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 -

- 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
- 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

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