

“FORM No. 1
(See Rule3A)

Application for permission to construct, extend or take into use any building or premises as a factory

1. Details of Occupier

- (a) Name: _____
- (b) Address (office): _____
- (c) Address (residential): _____
- (d) Contact number, if any: _____

2. Details of factory

- (a) Full name: _____
- (b) Address with pin code: _____
- (c) District: _____
- (d) Town or village: _____
- (e) Nearest railway station: _____
- (f) Nearest Police Station: _____
- (g) Phone number, if any: _____

3. Particulars of plant to be installed & Manufacturing process

4. Maximum number of Workers

(To be employed)

	Male	Female

5. Details of

- (a) Raw material
- (b) Intermediate product/by product
- (c) Final Product

6. Use of Chemicals in the manufacturing process, if any

S. No.	Trade name:	Chemical name:	Maximum storage at any time:

7. NOTE

- a. In case of any change in the above information, Department shall be informed in writing within 30 days.
- b. Seal bearing “ authorized signatory “ shall not be used on any document

Place: _____

Date: _____

Signature of occupier with seal: _____

(Name)

~~~~~

### CHECKLIST

**NOTE:**This application shall be accompanied by the following documents:-

1. A flow chart of the manufacturing process supplemented by a brief description of the process in its various stage.
2. Plans, in triplicate, drawn to scale as per rule 3A, showing:
  - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and
  - (ii) the building & machinery layout plan, elevation and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation, means of escape in case of fire (see rule 63)and any other provisions as mentioned inChapter III “Health”, Chapter IV “Safety” and Chapter V “Welfare” of the Factories Act, 1948 and rules made there under. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage-ways.
3. Documents related to the ownership of the land:
  - (i) RIICO lease deed / Land use conversion document (in case land is not in RIICOindustrial area); and
  - (ii) Rent deed / lease deed
4. Safety & Health Policy:
  - (i) in case of factory covered under clause (cb) of section 2 of the Factories Act, 1948; or
  - (ii) in case of factories covered under Rajasthan Control of Industrial Major Accident Hazards Rules, 1991 (RCIMAH), Submission of additional information / documents required under rule 7 of these rules.
5. Photo ID and address proof of the Occupier.
6. Such other particulars as the Chief Inspector may require.
7. Every page of the Documents submitted along with the Form should be self attested by the Occupier along with date.
8. Any correction made in the Form should be duly signed by the Occupier.”