

**FORM No. 2**

(See Rule 4, 5, 6, 7, 8)

**Application for registration / renewal /amendment/transfer of licence and notice of occupation as specified in section 6 and 7**

(To be submitted in triplicate)

**1. Period of licence:**

1.	YEAR (s) for which licence is applied for	From	To
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**2. General Information:**

2a.	Full name of the factory	
2b.	Factory registration number (if already registered )	RJ -

**3. Address and contact information:**

3a.	Full postal address along with pin code and telephone Number of the factory	
3b.	Full postal address along with pin code for communications (if differ from above)	

**4. Nature of manufacturing processes:**

4a.	Date of start of production (for registration)	
4b.	Manufacturing process carried on in the factory in the last twelve months	
4c.	Manufacturing process to be carried on in the factory during the next twelve months	
4d.	Details of product (s) manufactured during the last twelve months	

**5. Workers employed:**

5a.	Maximum number of workers proposed to be employed during the year	Male	Female	Total
5b.	Maximum number of workers employed during the last twelve months on any day			
5c.	Number of workers ordinarily employed in the factory			

**6. Power installed:**

6a.	Total rated horse power ( installed or to be installed) (attach sanction load and first electricity bill)	
6b.	Maximum amount of Power (H.P) proposed to be used	

**7. Particulars of Factory Manager:**

7.	Name and address of the person who shall be the Factory Manager (if appointed) of the factory for the purposes of the Act	Name	
		Residential address	
		Contact No. (if any)	

**8. Particulars of Occupier:**

8a.	Name and address of the occupier ( <i>in case of a private firm.</i> ) <i>Attach list of partners with complete details, (in case of partnership firm)</i>	Name	
		Residential Address	
		Contact No. (if any)	
8b.	Name and address of the Director in case of a private/ public limited company ( <i>attach list of Director with details</i> )	Name	
		Residential Address	
		Contact No. (if any)	
8c.	Full name and residential address of the Managing Agent in case where a managing agent is appointed by the Central Government / State Government / Local authority as Occupier	Name	
		Address	
		Contact No. (if any)	

**9. Land & Building:**

9a.	Full name and address of the owner of the premises or building (including the precincts thereof) ( <i>referred to in section 93 of the Act</i> )	Name	
		Address	
		Contact No. (if any)	
9b.	Reference number and date of approval of the plans for site, whether for old or new building and for construction or extension of factory by the State Government / Chief Inspector		

**10. Disposal of wastes and effluents:**

10.	Reference number and date of approval of the arrangements, if any made for the disposal of trade waste and effluents and the name of the authority granting such approval.	
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**11. Fees Details:**

11.	Total amount of fees paid	Rs.	
11a.	In case of payment in treasury ( <i>Original Challan to be enclosed</i> )	Name of Bank & Branch	
		Challan number	

		Date	
11b.	In case of payment by Demand Draft (Demand Draft shall be <i>in favour of the Chief Inspector of Factories &amp; Boilers, payable at Jaipur</i> )	Name of Bank	
		Demand Draft number	
		Date of Demand Draft	
11c.	In case of online payment, details thereof		

**12. NOTE**

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

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Factory Manager with seal: \_\_\_\_\_**  
( Name )

**Signature of occupier with seal: \_\_\_\_\_**  
( Name )

**VERIFICATION**

I the above named Occupier do hereby further solemnly affirm that the contents given above are true to the best of my knowledge.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Occupier .....**

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**CHECKLIST**

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

1. This form should be completed in block letters or typed.
2. Every page of the form should be signed by the Occupier.
3. If power proposed is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories and Boilers immediately.
4. If any of the persons named against items 7(a) and 7(b) is minor, the fact should be clearly stated along with documents.

5. Any correction made in the Form should be duly signed by the Occupier or the Factory Manager.
6. List of documents to be enclosed :
  - (i) Latest List of partners / Latest List of Directors.
  - (ii) In case of change of Directors submit Form No. 32 of the Companies Act, 1956.
  - (iii) Partnership deed / Memorandum of Articles of Association.
  - (iv) Land ownership documents.
  - (v) RIICO lease deed .
  - (vi) Land use conversion document (in case land is not in RIICO industrial area).
  - (vii) Rent deed / lease deed.
  - (viii) Load sanction copy & First electricity bill for registration.
  - (ix) latest electricity bill for renewal.
  - (x) Photo ID and address proof of the Occupier and the Factory Manager.
7. Every page of the Documents submitted along with the Form should be self attested by the Occupier or the Factory Manager along with date."