

Registration of License under Factories Act

Checklist for License of Factory

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	UK-DCL-254	Miscellaneous Document	Yes	Self	Covering letter	Yes		Whether covering letter is on letter head and is signed? It should convey the message for which it is being written
2	UK-DCL-19	Photo	Yes	Self	Photograph of Establishment	Yes		One photograph of front with name of establishment and another of interior (inside the establishment)
3	UK-DCL-57 / UK-DCL-124	(Company Incorporation Document/ Disclosure Document/ Financial Document)/ Agreement	Yes	(MoA/AoA/MoU) / Self	Registration details of company (Article of Association/ Registered Partnership deed/ Declaration from Proprietor)	Yes		Name of company same as applied Objective matches with the application details
4	UK-DCL-129	Identity proof	Yes	Income Tax Department	PAN Card – Firm/ Organization	Yes		Whether proof uploaded of correct organization
5	UK-DCL-79	State Government-	Yes	Self	Form 4 as per Factory Rules			Whether form duly filled, signed?

		Application					
6	UK-DCL-30	Miscellaneous Document	Yes	Directorate of Treasuries, Pension & Entitlements	Treasury Challan	Yes	Whether payment made in right head, challan is of current financial year and the amount is as per prescribed fee
7	UK-DCL-215	Undertaking - Without Prescribed Format	Yes	Self	Resolution for declaration of occupier with his photograph and permanent address proof	Yes	(Aadhar, Driving License, Passport of Occupier) Resolution letter on company letterhead (in case of partnership firm or if firm is limited)/ resolution letter from owner on company letter head (in case of proprietorship firm) / resolution letter from concerned department (in case of Government organization)
8	UK-DCL-323	Miscellaneous Document	Yes	Self	Form 32 as per Companies Act	Yes	Whether form duly filled, signed?

9	UK-DCL-84	Miscellaneous Document	Yes	Self	List of Directors (in case of limited company)/ list of partners (in case of partnership firm)	Yes		The details should be on the letter head of the company
10	UK-DCL-324	Miscellaneous Document	Yes	Self	Nomination letter for Manager with photograph and permanent address proof as per Factory Act	Yes		Nomination letter should be on company letter head
11	UK-DCL-325	State Government-Approval	Yes	Uttarakhand Power Corporation Limited	Sanction letter of Power load	Yes		Sanction letter should be from the concerned department
12	UK-DCL-322	Miscellaneous Document	Yes	Self	List of chemicals with quantity as per petroleum rules and as per "Control of Industrial Major Accident Hazards Rules 1996" and as per Explosives Rules	Yes		The details should be on the letter head of the company
13	UK-DCL-288	Drawing / Maps	Yes	Self	Manufacturing process as per Section 2 (cb) of Factories Act 1948	Yes		Drawing/ Map of manufacturing process should be as per Section 2 (cb) of

								Factories Act
14	UK-DCL-288	Central Government - Certificate	Yes	MoCI-DIPP-Petroleum & Explosives Safety Organisation	NOC from Explosives Department (if required)	Yes		No objection certificate from Explosives Department

Remarks: The applicant must submit the following documents within 6 months of getting Factory license (registration):

1. Safety audit done by approved third party agency
2. Onsite emergency plan and health & safety policy signed by occupier if factory under 2CB or Major Accident Hazard (MAH) category
3. Pressure vessel, lifting machine, lifting tackle testing certificate issued by Competent Person under the Factories Act 1948