

Amendment of License under Factories Act, 1948

Checklist for Amendment (Change of Manpower)

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	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

Checklist for Amendment (Change in Power Load (Increase or Decrease))

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	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
2	UK-DCL-344	Miscellaneous Document	Yes	Self/ Competent Person	Electricity proof of reduce load/ Competent Authority approved certificate (mandatory in case of increase)	Yes		Document(s) to prove change in load

Checklist for Amendment (Change of Occupier)

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	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
2	UK-DCL-1/ UK-DCL-3	Address Proof / Identity proof	Yes	Unique Identification Authority of India/ Election Commission of India	Documents (ID proof and address proof like Aadhar Card, Election Voter ID Card) of Occupier	No		Whether proof uploaded of correct person?
3	UK-DCL-118	Miscellaneous Document	Yes	Self	Certified Copy of Board Resolution	Yes		Whether board resolution is certified and conveys the message the message for which it is being uploaded

Checklist for Amendment (Change of Manager)

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	UK-DCL-1/ UK-DCL-3	Address Proof / Identity proof	Yes	Unique Identification Authority of India/ Election Commission of India	Documents (ID proof and address proof like Aadhar Card, Election Voter ID Card) of Manager	No		Whether proof uploaded of correct person?

Checklist for Amendment (Land Addition)

S. N.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Comment	Check points
1	UK-DCL-130	Drawing / Maps	Yes	Self	Site Map (Plan)	Yes		Should contain elevation and cross section of factory building
2	UK-DCL-81	Competent Authority - Certificate	Yes	Recognized by GoUK	Certificate of Stability (Form 2) duly issued by Competent Person	Yes		Whether Form 2 completely filled and signed and having seals of Competent Person and Chartered Engineer
3	UK-DCL-257	Report (DPR, Technical, Financial)	Yes	Self	Process Flow Diagram as per Factory Act rule 3 (1) A	Yes		Whether process flow diagram of factory attached

4	UK-DCL-309	State Government-Application	Yes	Self	Questionnaire to Form 1 as per Factory Rules	Yes		Whether Questionnaire to Form 1 filled
5	UK-DCL-87	State Government-Certificate	Yes	Uttarakhand Fire and Emergency Services	NOC from FIRE	Yes		No objection certificate from concerned department
6	UK-DCL-88	State Government-Certificate	Yes	Uttarakhand Environment Protection and Pollution Control Board	NOC from Pollution	Yes		No objection certificate from concerned department
7	UK-DCL-178	State Government-Certificate	Yes	Urban Local Bodies	NOC from Local Development Authority, such as, Nagar Palika, Nagar Nigam, Notified areas, etc (as per Factory Act rule 3 (1) D	Yes		No objection certificate from concerned department
8	UK-DCL-321	Central Government - Certificate	Yes	MoCI-DIPP-Petroleum & Explosives Safety Organisation	NOC as per Petroleum Rules	No		No objection certificate from concerned department
9	UK-DCL-288	Central Government - Certificate	Yes	MoCI-DIPP-Petroleum & Explosives Safety Organisation	NOC from Explosives Department (if required)	Yes		No objection certificate from concerned department

10	UK-DCL-209/ UK-DCL-120/ UK-DCL-100	Property document	Yes	Department of Revenue/ Department of Stamps & Registration/ SIIDCUL	Proof of ownership of Factory Building premises	Yes		Land papers (of Factory Building premises) i.e Land Registry/ Lease Deed/ Land Allotment certificate of SIIDCUL
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