

*Processing fee will be levied based on power and workers to be utilized in the factory.*

**FORM NO. 1**

(PRESCRIBED UNDER RULE 4)

APPLICATION FOR PERMISSION TO CONSTRUCT/EXTEND OR TAKE INTO USE  
AS A FACTORY

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1. (a)	Applicant's name (In block letter)	:	
(b)	Applicant's address	:	
(c)	Name of Assembly Constituency		
2. (a)	Full Name of the factory	: M/S	
(b)	Postal address of the factory		
(c)	Name of Assembly Constituency		
(d)	State	:	
(e)	District	:	
(f)	Urban Area/Rural Area/Small Town Committee Area with Ward No.	:	
(g)	Name of Sub- Division	:	
(h)	Nearest Police Station	:	
(i)	Nearest Railway Station	:	
3.	Particulars of plan to be installed	:	

**Signature of the applicant**

**Note: The application shall be accompanied by the following documents.**

1. Flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.
2. Plan in ammonia/blue print drawn to proper scale showing
  - (i) The site of the factory and immediate surroundings including adjacent building and other structures.
  - (ii) The plan elevation and necessary cross section of the various buildings indicating all relevant details escape in case of fire. The plans shall also clearly indicate the position of the plan and machinery and passageway and it should be signed by an Assistant Engineer or an Assistant Architect.
3.
  - (i) Land ownership certificate from S.D.C
  - (ii) Non-encumbrance certificate of the land issued by Sub-Register.
  - (iii) Special power of attorney if the land is not standing in the name of the applicant.
4.
  - (i) No objection certificate from local authority viz: Gram Panchayat, Municipality, Town Committee etc.
  - (ii) No objection certificate from immediate neighbours certified by local authority.
  - (iii) No objection certificate from the Manipur Pollution Control Board.
5.
  - (i) List of raw materials with their physical and chemical properties and dangerous limits.
  - (ii) List of products (including by products) with their physical and chemical properties and dangerous limits.
6. List of machinery with their H.P. and other capacity and detailed No. of employees.
7. Chemical data sheet and safety manual in case of chemical factories.
8. Copy of approval from explosive Department in case of factories using/manufacturing explosive substances.
9. Copy of approval from water/air pollution control board in case of factories polluting water/air.
10. Copy of approval from prohibition Department in case of factories using/manufacturing prohibited substances.
11. Details of safety fitting, equipment, device and measures to be adopted with list of protective wears and fire protection to be provided.
12. Declaration by the applicant the genuineness of the documents submitted by him/her.
13. Scheme copy/project report of the factory.
14. Soil Test Certificate from P.W.D. in respect of Brick Field.
15. Udyog Aadhaar Regd. Copy.

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- N.B.
1. Incomplete documents/false documents will not be considered.
  2. A forwarding letter mentioning which items from the above 1 to 13 are submitted herewith.
  3. All attachment should be in duplicate signed and stamped by the occupier of the factory and in order.
  4. **Processing fee as per fee schedule is payable through Treasury Challan countersigned by Chief Inspector of Factories or Deputy Chief Inspector of Factories or Inspector of Factories in the Head of Account : 0851 – Village & Small Industries; 102 – Small Scale Industries**
  5. ***Content of the page 2 may be printed on the overleaf of the first page.***