

**DIRECTORATE OF FACTORIES
EASE OF DOING BUSSINESS**

COMPREHENSIVE CHECKLIST FOR REGISTRATION AND GRANT OF LICENCE OF FACTORY UNDER FACTORIES

ACT.1948

SI No	Types of Services	Checklist
1.	Approval of Factory Plan	1.FORM NO.1 DULY FILLED IN 2.PLANS OF THE FACTORY PREMISES IN TRIPLICATE SIGNED BY THE OCCUPIER 3.COPY OF CONSENT TO ESTABLISH FROM W.B.P.C.B. 4.PROCESS FLOW CHART AS STIPULATED UNDER RULE 3 UNDER WEST BENGAL FACTORIES RULE 1958. 5.PARTICULARS SUCH AS MSDS, INVENTORY OF HAZARDOUS CHEMICALS WHEREVER REQUIRED TO ASSES THE EFFICACY OF THE PLANT SYSTEM IN REGARD TO OCCUPATIONAL HEALTH AND SAFETY.
2.	Registration & Licencing of Factories	1.FORM NO. 2 IN DUPLICATE. 2.T.R. FORM NO. 7 SHOWING REQUISITE FEES (PRESENTLY THE FEES MAY BE PAID ONLINE THROUGH <u>GRIPS</u> PORTAL OF FINANCE DEPARTMENT, GOVERNMENT OF WEST BENGAL. 3.CONSENT TO OPERATEISSUED BY WEST BENGAL POLLUTION CONTROL BOARD. 4.PURCHASE DEED/LEASE DEED/ RENT RECEIPT AS THE CASE MAY BE IN RESPECT OF THE PREMISES TO BE USED AS A FACTORY. 5.TRADE LICENCE (FROM LOCAL AUTHORITY, (PANCHAYET/MUNICIPALITY/CORPORATION AS THE CASE MAY BE) 5.(I) FOR LIMITED AND PRIVATE LIMITED COMPANY:-COPY OF MEMORANDUM &ARTICLE OF ASSOCIATION. (II) FOR PARTNERSHIP FIRM:-COPY OF PARTNERSHIP DEED. 6.DECLARATION REGARDING DATE OF START OF MANUFACTURING ACTIVITIES BY THE OCCUPIER. 7.LIST OF MACHINERIES WITH H.P.(A LIST OF ALL INSTALLED PLANT &MACHINERY SHOWING H.P./K.W. OF EACH MACHINERY).
3.	Renewal of Factory Licence	1. FORM NO. 2 IN DUPLICATE. 2. T.R. FORM NO. 7 SHOWING REQUISITE FEES (PRESENTLY THE FEES MAY BE PAID ONLINE THROUGH <u>GRIPS</u> PORTAL OF FINANCE DEPARTMENT, GOVERNMENT OF WEST BENGAL. 3. CONSENT TO OPERATE ISSUED BY WEST BENGAL POLLUTION CONTROL BOARD. 4. COPY OF THE FORM NO 32 SUBMITTED TO REGISTRAR OF COMPANIES(IN CASE OF ANY CHANGE OF DIRECTORS OF LIMITED OR PRIVATE LIMITED COMPANIES)
4.	Transfer of licence (Change of ownership)	1. FORM NO. 2 IN DUPLICATE. 2. T.R. FORM NO. 7 SHOWING REQUISITE FEES (PRESENTLY THE FEES MAY BE PAID ONLINE THROUGH <u>GRIPS</u> PORTAL OF FINANCE DEPARTMENT, GOVERNMENT OF WEST BENGAL ANDRs. 50/-(fifty only) FOR TRANSFER 3. DOCUMENTS RELATING TO TRANSFER OF OWNERSHIP.
5.	Amendment of Licence (if the capacity of manpower and HP indicated in the existing licence changes during the same year other than 1st January)	1. FORM NO. 2 IN DUPLICATE. 2. T.R. FORM NO. 7 SHOWING BALANCEFEES ALONG WITH ADDITIONAL RS.50/-(RS. FIFTY ONLY) AS AMENDMENT FEE.