

FORM NO.3

*(Prescribed under rule 4)*

**APPLICATION FOR **REGISTRATION** AND GRANT OF **RENEWAL** OF LICENSE  
FOR THE YEAR..... AND NOTICE OF OCCUPATION  
SPECIFIED IN SECTIONS 6 AND 7**

*(To be submitted in Triplicate)*

1. Full name of the factory with factory licence number if already registered.
2. (a) Full postal address and situation of the factory  
(b) Full address on which communication relating to the factory should be sent.
3. Nature of manufacturing process/processes:-
  - (a) Carried on in the factory during the last twelve months (in the case of the factory already in existence)
  - (b) To be carried on in the factory during the next twelve months (in case of all registered factories)
4. Names and value of principal products manufactured during the last twelve months.
5. (1) Maximum number of workers proposed to be employed on any one day during the year  
(2) Maximum number of workers employed on any one day during the last twelve months.  
(3) Number of workers to be ordinarily employed in the factory
6. (1) Nature and total amount of power (H.P.) installed or proposed to be installed
7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.
8. (1) The Proprietor of the factory in case of a private firm/proprietary concern.  
(2) Directors in case of public limited liability company/firm  
(3) Where the Managing Agent has been appointed the name of Managing Agents and Directors thereof.  
(4) Share-holders in case of a private company where no Managing Agents have been appointed.  
(5) The Chief Administrator Head in case of a Government or local fund factory.

9. Full Name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93.

10. In the case of a factory constructed or extended after the date of the commencement of the rules-

- (a) Reference number and date of approval of the plan for site whether for old or new building and for construction or extension of factory by the State Government/Chief Inspector.
- (b) Reference number and date of approval of the arrangement if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval.

11. Amount of fee  
Rs.....(Rupees.....)paid  
in.....Treasury.....vide Challan  
No.....(Enclosed in original).

Date.....

Signature of Occupier

Date.....

Signature of Manager

**Note:**

1. This application should be completed in ink in block letters or typed.
2. If power is not used at the time of filling up this form, but is introduced latter, this fact should be communicated to the Chief Inspector of Factories immediately.
3. If any of the persons named against item 8 is minor, the fact should be clearly stated.
4. In the case of a factory, where under the proviso to sub-sections (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of a factory where a managing agent or agents have been appointed as occupiers under the Indian Companies Act,1913 (VIII of 1913), be supplied only in respect of that person.