

The documents to be enclosed with CAF for the purpose of registration and grant of licence under the Factories Act, 1948 read with West Bengal Factories Rules, 1958 -

Instruction of Procedure

Procedure to be followed for registration & grant of Licence in respect of premises to be taken into use as a factory-

- 1) First of all to submit plan and site plan in duplicate (made in accordance with the guideline showing in Form No. 1), Form No. 1, flow chart of manufacturing process and copy of consent to establish issued by WBPC Board.

After scrutiny the plans and site plan will be finally approved by the Chief Inspector of Factories and one set of approved plan will be handed over to the respective occupier of the factory. Then the approval No. and date should be recorded in CAF.

The documents to be enclosed with CAF for the purpose of registration and grant of licence are recorded below-

- 1) CAF in duplicate
- 2) Original TR 7 showing deposition of licence fees under appropriate Head of Account (see below) in accordance with schedule "A", "B", "C" laid down under Rule 4 of the W.B. Factory Rules, 1958.

- 3) Copy of Trade Licence.
- 4) Supporting document in favour of owner of the premises to be taken into use as factory.
- 5) Copy of ESI coverage letter, if available.
- 6) Copy of consent to operate issued by WBPC Board
- 7) Board resolution to declare one Director out of all as Occupier under Section 2(n) of the factories Act, 1948 in case of "Ltd" or "Pvt. Ltd" company.

Partner in case of Partnership or in case of factory owned or controlled by the Central Govt. or any State Govt. or any local Authority, the person or persons appointed to manage the affairs of the factory by Central Govt., State Govt. or any local Authority as the case may be.

- 8) List of Directors with their residential address with P.S
- 9) Copy of Memorandum of article of Association and Form No. 32 in case of change of Directors (Both outgoing and incoming)

Or

Copy of Partnership in case of factory run by Partners.

- 10) Signature of Occupier declared under Section 2(n) of the Factories Act. 1948 and signature of Manager.

All the aforesaid documents as are applicable, along with CAF in duplicate to be submitted at least 15 days before Occupier being to occupy or use the premises as a factory.

Head of Account:

0230 Labour & Employment – 00 – 104 – “Fees realized under the Factories Act” 001 – Collection under the Factories Act

Account Code : 02300010400116