

**FORM NO-2**  
**prescribed under Rules 4 (1),8**  
**Application for Registration and Grant/Transfer of**  
**Licence and Notice of Occupation**

**This form is to be sent to the Inspector of Factories with the relevant particulars filled in:**

1. At least one month before any manufacturing process is commenced in a factory for the first time; or
2. By transferee of the factory in case of an application for transfer of licence, or
3. By a seasonal factory working for less than 180 days in a year at least 30 days before resumption of work.

<p>Part A (To be completed in all cases)</p> <ol style="list-style-type: none"> <li>1. Full name of the factory</li> <li>2. Full address and location of the site / factory</li> <li>3. Full postal address for communications relating to the factory</li> </ol>					
<p>Part B (To be completed for registration and grant of licence for the first time).</p> <p>4. Nature of Manufacturing Process (a) Main</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Male</td> <td style="width: 50%; text-align: center;">Female</td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> </tr> </table>	Male	Female	Total	
Male	Female				
Total					

<p>(b) Secondary</p> <p>5. Maximum amount of horse power to be installed (regular/standby).</p> <p>6. Maximum number of workers to be employed</p> <p>(a) adults</p> <p>(b) adolescents</p> <p>(c) Children (above 14 years)</p> <p style="text-align: center;"><b>Grand Total</b></p> <p>7. Reference by which plans approved by the Chief Inspector (if applicable)</p>	
<p>Part C (To be completed in case of registration and grant of licence for the first time and for transfer of licence)-A list of Directors/partners with their residential addresses must be attached to the Form</p> <p>8. Full name and residential address of person who shall be the manager of the factory for the purposes of the Act.</p> <p>9. Date of occupation of the factory by the occupier,</p> <p>10. Full name and residential address of the occupier</p>	

<p>and his position in the Company / Firm/Govt. factory of Local Fund factory</p> <p>11. Full name and residential address of the owner of te building referred to in section 93 of the Act,"Where separate bulidings in the same premises are leased to different occupiers of which the applicant is one".</p> <p>12. Particulars of amount and mode: of payment of licence fee.</p>	
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I certify that Ihave followed the provisions of te factories Act. 1948 and Rules made there under while establishing the factory.

**Date**

**Signature of Manager**

**Signature of Occupier**

**CERTIFICATE OF STABILITY**

1. To be completed only in case of registration or grant of licence for the first time
2. To be signed by a (a) member of the Institution of Engineers(India) or any other Institution of Civil/ Structural /Chemical/Architectural Engineers, or (b) Civil Engineers of the Public works, Electricity or Highways Departments Including retired Engineers not below the rank of exective divisional Engineers. I certify that Ihave inspected the building (s) referred to above and exam ined the various parts including the foundations with special reference with the machinery, plant, etc.,that have been installed. I am of the opinon that the building (s)are in accordance with the plans approved by the Chief Inspector (if any) and that they

are structurally sound and their stability will not be endangered by their use as a factory in which the manufacturing processes stated above are intended to be carried on.

**Date**

**Signature**  
**(Name & Designation)**