

## Procedure for Renewal of Licence under The Factories Act, 1950

### Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form “Renewal of Licence under Factories Act, 1950 and applicant has to start filling form and provide:-
  - a) Name and Address of Factory
  - b) Total number of workers
  - c) Total Power installed
  - d) Brief of manufacturing process
  - e) Land Details
  - f) Details of Factory Manager/CEO
  - g) Occupier Details: Name, Address, Email Id, Phone Number
  - h) Land/Building Owner details
- Online Registration form is submitted by the Applicant

### Step 2:

- Submit required fee online

### Step 3:

- Scrutiny by Desk Officer of Industries Department and forward to Labour Department.

### Step 4:

- Review by the Inspector of Labour Department.

### Step 5:

- Licence Renewed by Assistant Labour Commissioner.

- Online application process requires no physical touch point.
- Licence will be renewed within 15 days
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

## **Documents Required for Registration and Grant of Licence**

- Land paper.
- ID proof of occupier
- In case of Public Ltd. Company: List of Board of Directors.
- In case of Partnership Firm: Partnership deed with list of partners.
- Other papers as required by Inspector.

**Application for Registration/Renewal of Licence and Notice of Occupation in Section 6 and 7 of the Factories Act, 1948**

**FORM-2**  
(Rule 7)

Licence Year\*

1. Name of the factory with licence number if already registered\*
- (a) Address of the factory\*
- (b) Correspondence Address\*
2. Nature of manufacturing process/processes\*
- (a) Existing process during last one year\*
- (b) Process to be carried on during operations\*
3. Name and value of principal products manufactured during the last one year\*
4. (a) Maximum number of workers proposed to be employed on any one day during the year
- (b) Maximum number of workers employed on any one day during the last one year\*
- (c) Number of workers to be ordinarily employed in the factory\*
5. (a) Nature and Total amount of Power (H.P./KVA/KW) installed or proposed to be installed\*
- (b) Maximum amount of power (H.P./KVA/KW) proposed to be used\*
6. (a) Name and residential address of the Manager of the factory for the purpose of the Act\*
- (b) Name and residential address of the applicant-proprietor/director/MD/CEO\*
7. (a) Building plan approval of the factory (original/revised)—add Attachment\*
- (b) Consent to establish/operate—Approval of Chandigarh Pollution Control Committee(CPCC)\*

Date:

Signature of the Applicant

