

*Notice of occupation for Registration and grant or Renewal of Licence*

Written notice prescribed under Sections 6 and 7(i) of the Factories Act, 1948.

(1) Full name of the factory and its licence number, if already registered

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(2) (a) Postal address and situation of the factory including police station, tahsil and district

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(b) Address to which communication relating to the factory should be sent

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(3) Nature of manufacturing process/ processes

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(a) carried on in the factory during the next twelve months (in case of factories already in existence)

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(b) to be carried on in the factory during the next twelve months (in case of all factories)

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(4) Names and values of the principal products manufactured during the last twelve months

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(5)(a) Maximum number of workers proposed to be employed on any one day during the year

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(b) Maximum number of workers employed in any day during the last twelve months

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(c) Number of workers to be employed in the factory

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(6)(a) Nature and total amount of power (H.P.) installed or proposed to be installed

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(b) Maximum amount of power (H.P.) proposed to be used

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NOTE.—If power is not proposed to be used originally but is introduced later, the fact should be immediately communicated to the Chief Inspector of Factories

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(7) In the case of a factory constructed or extended after the date of the commencement of the rule—

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(i) Reference number and date of approval of the plans for site, whether for old or new building and for construction or extension of factory, by the State Government/ Chief Inspector

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(ii) Reference number and date of approval of the arrangements, if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval

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(8) Full name, father's name and residential address of :	_____
(i) the person who shall be Manager of the factory for the purposes of the Act	_____
(ii) the occupier of the factory—	_____
(a) the Proprietor of the factory if it is a private firm or proprietary concern	_____
(b) the Directors of the factory if it is a limited company of firm	_____
(c) where Managing Agents have been appointed, the name of Managing Agents and their Directors	_____
(d) share-holders in case of a private company where no Managing Agents have been appointed	_____
(e) the Chief Administrative Head of the factory if it is owned by Government or a public authority	_____
(9) If the factory is covered by the provisions of Section 93 of the Factories Act (Act LXIII of 1948), full name, father's name, and address of the owner of the premises or buildings in which the factory is situated	_____
(10) Date on which the Manager assumed charge	_____
(11) Date on which the occupier occupied the premises or will occupy the premises	_____
(12) Amount of fee Rs.)	_____
(Rs. _____ paid on Treasury on <i>vide</i> chalan No. (enclosed)	

Full signature of occupier\_\_\_\_\_

Full signature of manager\_\_\_\_\_

Full signature of owner, if any\_\_\_\_\_

*Date*\_\_\_\_\_

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**Notes.**—(1) This form should be completed in ink in block letters or typed.

(2) If any of the persons named against item (8) is minor the fact should be clearly stated.

(3) In the case of a factory where a Managing Agent or Agents have been appointed as occupiers under the Indian Companies Act, 1913 (VII of 1913), information required in item (8) should be supplied in respect of that person or persons.