

“FORM No. 1

(See rule 3A)

Application for permission to construct, extend or take into use any building or premises as a factory

1. Details of Occupier

- (a) Name: _____
(b) Address of office with pin code: _____
(c) Address of residence with pin code: _____
(d) Contact number and email id: _____

2. Details of factory

- (a) Full name: _____
(b) Address with pin code: _____
(c) District: _____
(d) Town or village: _____
(e) Nearest Police Station _____
(f) Contact number and email id: _____

3. Name of Manufacturing Process and particulars of plant to be installed

4. Maximum number of Workers

(To be employed)

Male	Female	Transgender	Total

5. Details of,-

- (a) Raw material used
(b) Intermediate product/by product

6. Use of Chemicals in the manufacturing process, if any

S. No.	Trade name:	Chemical name:	Maximum storage at any time:

7. NOTE:

- (a) In case of any change in the above information, Department shall be informed in

writing within 30 days.

(b) Seal bearing "authorized signatory" shall not be used on any document.

Place: _____

Date: _____

Signature of occupier with seal: _____
(Name)

CHECKLIST

NOTE: This application shall be accompanied by the following documents:-

1. A flow chart of the manufacturing process supplemented by a brief description of the process in its various stage.
2. Plans drawn to scale as per rule 3A, showing:
 - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and
 - (ii) the building & machinery layout plan, elevation and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation, means of escape in case of fire (see rule 63) and any other provisions as mentioned in Chapter III "Health", Chapter IV "Safety" and Chapter V "Welfare" of the Factories Act, 1948 and rules made there under. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage-ways.
3. Documents related to the ownership of the land:
 - (i) RIICO lease deed / Land use conversion document (in case land is not in RIICO industrial area); and
 - (ii) Rent deed / lease deed
4. Safety & Health Policy:
 - (i) in case of factory covered under clause (cb) of section 2 of the Factories Act, 1948; or
 - (ii) in case of factories covered under Rajasthan Control of Industrial Major Accident Hazards Rules, 1991 (RCIMAH), Submission of additional information / documents required under rule 7 of these rules.
5. Photo ID and address proof of the Occupier and Factory Manager.
6. Such other particulars as the Chief Inspector may require.
7. Any correction made in the Form should be duly signed by the Occupier.