

Documents Required For Application for Conditional Factories Licence (Form No -4) under Maharashtra Factories Rule 1963

SN	Required Documents	Format	Current Status
1	Application form Factory License Renewal ( <b>Trimurti Format</b> )	Soft_Excel	Compulsory
2	Scan Photo of Occupier	Scan_JPG	Compulsory
3	Scan signature of Occupier	Scan_JPG	Compulsory
4	Pan Card/Adhar Card/Driving License/Passport/Voting ID of Occupier	PDF_Scan	Any Two document Compulsory
5	Copy of company pan Card	PDF_Scan	Compulsory
6	Scan copy of Form No 1 Duly Seal & signed by Occupier & Manager	PDF_Scan	Compulsory
7	In case of female worker - Internal complaint committee as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act 2013/POSH Letter ( <b>Trimurti Format</b> )	PDF_Scan	Compulsory
8	Private Limited company - List of directors with residential address <b>certified by the company secretary (CS)/List of Partners (Trimurti Format)</b>	PDF_Scan	Compulsory
9	MOA (Memorandum Of Association) <b>certified by the company secretary (CS)/Partnership Deed</b>	PDF_Scan	Compulsory
10	Form 32/DIR12 – As per MCA ( Ministry of company act) <b>certified by the company secretary (CS)</b>	PDF_Scan	Compulsory
11	Board resolution Nominating one of the Director as an Occupier <b>certified by the company secretary (CS)/NOC from Other Partners (Trimurti Format)</b>	PDF_Scan	compulsory
12	Acceptance letter as Occupier by the Nominated Director Certified by <b>Company Secretary (CS)/Acceptance letter from Partner (Trimurti Format)</b>	PDF_Scan	compulsory
13	List of Raw Materials, Finished goods and by products ( <b>Trimurti Format</b> )	PDF_Scan	Compulsory
14	Manufacturing Process Flow Chart	PDF_Scan	Compulsory
15	Ownership Documents : Leave and Licence agreement/MIDC allotment letter/ 7/12 Extract/Tax receipt	PDF_Scan	Any one document Compulsory
16	Sublet Order from MIDC if Plot is Rented/PMRDA Plan Sanctioned Letter	PDF_Scan	Compulsory
17	NOC of local Authority/NOC of Grampanchyat/NOC of Corporation /NOC of MIDC	PDF_Scan	Any one document Compulsory
18	Consent of MPCB (Maharashtra Pollution Control Board)	PDF_Scan	Compulsory
19	Sketch of factory (not necessary to scale showing clearly all the emergency exits with dimensions and a self-declaration stating that conditions mentioned in the licence will be complied within stipulated period)	PDF_Scan	Compulsory
20	Electricity Bill/Load sanction letter	PDF_Scan	Any one document Compulsory
21	Self-Declaration ( <b>Trimurti Format</b> )	PDF_Scan	Compulsory
22	Materials safety Analysis Data Sheet ( Raw Materials & Finished Materials)	PDF_Scan	Optional

**Note - All above Documents Should be self Attested by Occupier only**

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