

Documents Required For Application for Amendment of Factory License & Change Name of Factory under Maharashtra Factories Rule Rule 1963

SN	Required Documents	Format	Current Status
1	Online Application form (Trimurti Format)	Soft Excel	Compulsory
2	Online Download Form No 1 Duly Signed & Seal by Occupier	PDF_Scan	Compulsory
3	Scan Photo of Occupier	JPG_Scan	Compulsory
4	Scan signature of Occupier	JPG_Scan	Compulsory
5	Xerox copy of company Pan, (Updated Company Pan Card Required if Name of Factory Changed)	PDF_Scan	Compulsory
6	Previous Factory License	PDF_Scan	Compulsory
7	Previous Factory Plan Sanctioned Letter	PDF_Scan	Compulsory
8	Pan Card/Adhar Card/Driving License/Passport of Occupier	PDF_Scan	Any Two document Compulsory
9	Updated name Certificate of Incorporation (if Name of Company Name changed)	PDF_Scan	Compulsory
10	Private Limited company - Occupier DIR-12 – As per MCA (Ministry of company act) certified by the company secretary (CS)	PDF_Scan	Compulsory
11	Board resolution Nominating one of the Director as an Occupier certified by the company secretary (CS)/NOC From Other Partners (Trimurti Format)	PDF_Scan	Compulsory
12	List of Directors with residential address (certified by the company secretary (CS)/List Of Partners (Trimurti Format))	PDF_Scan	Compulsory
13	Updated MOA/AOA (Memorandum Of Association) certified by the company secretary (CS)/Partnership Deed	PDF_Scan	Compulsory
14	Acceptance letter as Occupier by the Director Certified by Company Secretary (CS)/Acceptance Letter from Partner (Trimurti Format)	PDF_Scan	Compulsory
15	Request Letter on Letter head if Changed Manpower/HP/Name of on Company (Trimurti Format)	PDF_Scan	Compulsory
16	Required Muster Roll Details with Month-wise Headcount of Manpower, if Manpower change	PDF_Scan	Compulsory
17	MSEB Old Month & New Month Electricity Bill	PDF_Scan	Compulsory
18	Any other documents may be required	PDF_Scan	Compulsory
19	Factory Plan Sanctioned Letter with Updated New Name	PDF_Scan	Compulsory
20	Fresh Certificate of Stability with New Name of Factory with Approved factory Plan	PDF_Scan	Compulsory
21	Address proof of the Factory (Index 2 or Leave & License Agreement)	PDF_Scan	Compulsory

Note - All above Documents Should be self Attested by Occupier with company seal

Adv. Aadi Hande Patil

BSL,LLB, MBA(HR), DLL & LW

Prepared by @ Adv. Aadi Hande Patil

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[For Further Information – adihande@trimurtigroup.co.in](mailto:adihande@trimurtigroup.co.in)

Web Site – www.trimurtigroup.co.in & www.careerbook.co.in

Cell Number - +91 9423387048

Landline – 020 27149672