

Documents Required For Application for Changed Occupier 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 New Occupier	PDF Scan	Compulsory
3	Scan Photo of New Occupier	JPG Scan	Compulsory
4	Scan signature of New Occupier	JPG Scan	Compulsory
5	Xerox copy of company pan Card	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 New Occupier	PDF Scan	Any Two document Compulsory
9	Private Limited company - Updated New Occupier DIR-12 – As per MCA (Ministry of company act) certified by the company secretary (CS)	PDF_Scan	Compulsory
10	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
11	List of Directors with residential address (certified by the company secretary (CS)/List Of Partners (Trimurti Format)	PDF_Scan	Compulsory
12	Updated MOA/AOA (Memorandum Of Association) certified by the company secretary (CS)/Partnership Deed	PDF_Scan	Compulsory
13	Acceptance letter as Occupier by the New Director Certified by Company Secretary (CS)/Acceptance Letter from Partner (Trimurti Format)	PDF_Scan	Compulsory
14	Request Letter for Changed the Occupier on Company Letter head (Trimurti Format)	PDF_Scan	Compulsory
15	Any other documents may be required	PDF Scan	Compulsory

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

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