

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

SN	Required Documents	Format	Current Status
A	Required Documents for 1st Stage		
1	Application form Factory License Renewal (Trimurti Format)	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	Previous Factory License	PDF Scan	Compulsory
6	Factory Plan Approval Letter	PDF Scan	Compulsory
B.	Required Documents for 2nd Stage		
7	Copy of company pan Card	PDF Scan	Compulsory
8	Scan copy of Form No 1 Duly Seal & signed by Occupier & Manager	PDF Scan	Compulsory
9	Sexual Harassment committee Draft Letter/POSH Letter (Trimurti Format)	PDF_Scan	Compulsory
10	Private Limited company - List of directors with residential address certified by the company secretary (CS)/List of Partners (Trimurti Format)	PDF_Scan	Compulsory
11	MOA (Memorandum Of Association) certified by the company secretary (CS)/Partnership Deed	PDF_Scan	Compulsory
12	Form 32/DIR12 – As per MCA (Ministry of company act) certified by the company secretary (CS)	PDF_Scan	Compulsory
13	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
14	Acceptance letter as Occupier by the Nominated Director Certified by Company Secretary (CS)/Acceptance letter from Partner (Trimurti Format)	PDF_Scan	compulsory
15	List of Raw Materials, Finished goods and by products (Trimurti Format)	PDF_Scan	Compulsory
16	Manufacturing Process Flow Chart	PDF_Scan	Compulsory
17	Ownership Documents : Leave and Licence agreement/MIDC allotment letter/ 7/12 Extract/Tax receipt	PDF_Scan	Any one document Compulsory
18	Sublet Order from MIDC if Plot is Rented/PMRDA Plan Sanctioned Letter	PDF_Scan	Compulsory
19	NOC of local Authority/NOC of Grampanchayat/NOC of Corporation /NOC of MIDC	PDF_Scan	Any one document Compulsory
20	Consent of MPCB (Maharashtra Pollution Control Board)	PDF_Scan	Compulsory
21	Electricity Bill/Load sanction letter	PDF_Scan	Any one document Compulsory
22	Materials safety Analysis Date Sheet (Raw Materials & Finished Materials)	PDF_Scan	Optional

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

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