

**DIRECTORATE OF FACTORIES
EASE OF DOING BUSSINESS**

COMPREHENSIVE CHECKLIST FOR REGISTRATION AND GRANT OF LICENCE OF FACTORY UNDER FACTORIES ACT 1948

Application through Common Application form (CAF) From 01-01-2016 Onwards

Sl. No.	Types of Services	Checklist
1	Approval of Factory Plan	1) Duly filled in Common Application Form (Part A & Part B). 2) Flow chart of the manufacturing process alongwith brief description. 3) Authenticated copy of Consent to establish from WBPCB. 4) Factory plan. 5) Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule 1 of the Factories Act. 1948 as amended.
2	Registration & Licencing of Factories	1) Duly filled in Common Application Form (Part A & Part C). 2) Authenticated documents regarding deposition of fees. 3) Authenticated copy of Consent to operate issued by West Bengal pollution control Board or a Declaration for Exempted Category industries as notified by West Bengal pollution control Board. 4) Authenticated Copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory. 5) Authenticated Copy of Trade Licence. 6) For Limited and Private Limited Company-Authenticated copy of Memorandum of Article of Association. 7) Declaration. Duly signed by the occupier. Showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable. 8) List of machineries along with HP/KW duly signed by the occupier. 9) Health and Safety policy, in case a hazardous process 10) Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule 1 of the Factories Act.1948 as amended. 11) Authenticated copy of Consent to establish from WBPCB. 12) Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner 13) List of Directors / List of Partners