

**Department of Industries and Commerce, Punjab
Composite Application Form**

**GUIDELINES FOR REGISTRATION AND GRANT / RENEWAL OF LICENCE AND NOTICE OF OCCUPATION
SPECIFIED IN SECTIONS 6 AND 7 BY DIRECTOR OF FACTORIES**

1) Competent Authority

- i) Director of Factories

2) Application Forms Required

- i) Application form for Registration and Grant of / Renewal of Licence for the Year..... and Notice of Occupation Specified in Sections 6 And 7 by Director Factories.

3) Enclosures/Documents Required

NILL

4) Departmental Instructions

4.1 The employer has to:-

- Get approved the building plans of the factory from the Directorate of Factories in accordance with the provisions of Section 6 of the Act and rule 3A and 4. If the premises is extended including plant and machinery, the proposed building plans of the extension will be got approved prior to construction.
- Obtain licence to run the factory as required under Section 6 of the Act and also will get it renewed for One year or Five years (Rule 7,8,10 and 14) .

Rule 7: [Framed U/S 6(c) of the Act] Application for registration and grant of licenses

- (i) The occupier of every factory shall submit to the Chief Inspector an application in Form No. 2 in triplicate for the registration of the factory and for the grant of license.
- (ii) The responsibility under this rule shall entirely lie with the occupier himself of the factory.

Rule 8:[Framed U/S 6(c) of the Act] Grant of licence

- (i) A licence for a factory shall be granted by the Chief Inspector or any other officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government in Form No. 4 prescribed for the purpose for a period of one year or five years as may be requested in the application for registration and grant of licence and on payment of the fees specified in sub-rule (2).
- (ii) The fees for grant of licence for one year shall be as specified in the Schedule given below. In case an application for licence has been made for a period of five years, the licence fees shall be five times the fees payable for grant of licence for one year, as specified in the said Schedule

SCHEDULE

Quantity for Horse-power installed	Number of persons to be employed on any one day during the year						
	Up to 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	Above 1000
Not exceeding 20	150	250	500	1000	1500	2500	3500
Exceeding 20 but not exceeding 50	225	500	750	1500	2500	3500	5000
Exceeding 50 but not exceeding 100	500	750	1000	2500	3500	5000	6000
Exceeding 100 but not exceeding 250	750	1000	2000	3500	5000	6000	7000
Exceeding 250 but not exceeding 500	1000	1500	2500	4000	6000	7500	10000
Exceeding 500 but not exceeding 1000	1500	2000	3500	5000	7500	10000	12500
Exceeding 1000	2000	3500	5000	7500	10000	12500	15000

- (iii) A licence granted under this rule may be at the request of licensee, be renewed for one year or five years, as the case may be, in accordance with the provisions of rule 10.
- (iv) Every licence granted or renewed shall remain in force upto the 31st December of the year for which the licence is granted or upto the period for which it is renewed.

Rule 9: [Framed U/S 6(d) of the Act] Amendment of Licence

1. A licence granted under rule 8 may be amended by the Chief Inspector or any other officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government,
2. No licensee shall, -
 - (i) Change the name of his factory ; or
 - (ii) Employ persons in excess of the number as specified in the licence ; or
 - (iii) Use motive power in excess of the limits of horse power specified in the licence; without getting his licence amended.
3. A licensee who desires to have his licence amended, shall submit it to the Chief Inspector or any other officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government, an application stating the nature of the amendment and reasons therefore.
4. The fee for the amendment of a licence shall be twenty five rupees plus the amount, if any, by which the fee which would have been payable for issuing the licence in amended form originally.

Rule 10: [Framed U/S 6(d) of the Act] Renewal of licence

- 1) A licence shall be renewed by the Chief Inspector or any other officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government,
- 2) Every application for the renewal of the licence shall be made in triplicate, in Form No. 2 together with the receipt of the payment of fees for a period of one year or five years as the case may be, and shall be submitted not less than thirty days before the date on which the licence expires. If the application, complete in all respects, is so made, the premises shall be held to be duly licensed until such date as the Chief Inspector or as the case may be the officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government, renews the licence.
- 3) The fees for renewal of licence for one year shall be the same as for the grant thereof. In case an application for renewal has been made for a period of five years, the renewal fees shall be five times the fees payable for renewal of licence for one year, as specified in the Schedule given below sub-rule (2) of rule 8:

Provided that if the application for renewal, complete in all respects, is not received within the time specified in sub-rule (2), the licence shall be renewed only on payment of a fee twenty five percent in excess of the fees ordinarily payable for the renewal of a licence for one year or five year, for which the application has been received late.

Rule 11: [Framed U/S 6(d) of the Act] Transfer of licence

- 1) The holder of a licence may, at any time before the expiry of the licence, apply for permission to transfer his licence to another person.
- 2) Such application shall be made to the Chief Inspector or any other officer appointed under sub section (2-A) of Section 8 of the Act and specially empowered in this behalf by the State Government, who shall, if he approves of the transfer, enter upon the licence under his signature, and endorsement to the effect that the licence has been transferred to the person named in the application.
- 3) A fee of twenty five rupee shall be charged on each such application.