FORM No. 2
(See rules 6 and 15)
Application for Registration and Grant or Amendment of Licence and Notice of Occupation

1. Application for (Tick one or more, as applicable)
   (a) Registration, Grant of Licence and / or Notice of Occupation
       (Indicate last plan approval No. and date granted by Chief Inspector)
       : ..................................................
       AND / OR
   (b) Amendment of license for
       (i) change of Occupier
           : ..................................................
       (ii) Change in name of the factory due to acquisition or merger or any other reasons to be specified
           : ..................................................
       (iii) Addition / Deletion of the Manufacturing process / Product
           : ..................................................
       (iv) Increase / Decrease in maximum number of workers on any day
           : ..................................................
       (v) Increase / Decrease in installed power
           : ..................................................

2. (a) Name and complete residential address of the occupier, that is -
       (a) the proprietor; OR
       (b) one of the partners of the firm appointed by resolution; OR
       (c) a director of the company appointed by resolution; OR
       (d) the person appointed to manage the affairs of the factory owned or controlled by Central Government or State Government or local authority; OR
       (e) any other (specify)
       : ..................................................
       (b) (i) Full name and postal address of the factory with Pin Code
           : ..................................................
           ..................................................
           ..................................................
           ..................................................
       (ii) Telephone No.
           : ..................................................
       (iii) e-mail id
           : ..................................................

(c) (i) Whether factory already registered
       : Yes/No
       (ii) If yes, registration No.
           : ..................................................
       (iii) Licence No.
           : GOA/.........................................
(IV) If no, date from which amenable under the Factories Act, 1948 (Central Act 63 of 1948): ..............................................

3. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93: ..........................................................

4. Full name and residential address of the person who shall be the manager of the factory for the purposes of the Act: ..........................................................

5. (a) Nature of manufacturing process(es) carried out in the factory: Enclose list of processes

(b) In case of application for amendment i.e. addition or deletion, indicate:

(i) manufacturing process(es) to be carried out in the factory after addition or deletion: Enclose list of processes

(ii) Name and quantities of raw materials to be used, intermediate products and principal finished products to be produced after addition or deletion: Enclose list of each separately

6. Number of workers employed in the factory - Employed in the last 12 months Proposed to be employed in next 12 months

(a) Maximum number: ............ .................

(b) Number ordinarily employed*: ............ .................

7. Total amount of power in HP -

(a) Installed: ............... .................

(b) Proposed to be installed: ............... .................

8. Fees paid (details)

Rs...........................(Rupees...............................................................

.................................................................................. ............... (only)

Paid vide treasury challan No........................ dated............ or Book Adjustment vide order No........................ Dated............

Signature of the Occupier: ..........................................................

Full Name (in block letters): ..........................................................

Telephone: Mobile: e-mail id: ..........................................................

No.: ................... No.: ...................

Signature of the Manager: ..........................................................

Full Name (in block letters): ..........................................................
Telephone No.:…………… Mobile No.:……………… e-mail id:……………………………

Dated:……………………

NOTE:
(1) This form should be completed in block letters.
(2) If power is not used at the time of filling up this Form but introduced later, the fact should be communicated to the Chief Inspector of Factories.
(3) The term ‘ordinarily employed’ would mean the total number of workers working in all the shifts which should be over 50% of the working days in the factory.