

Sheet 1

Sr. No.	Checklist
1	License Fee/ Late Fee/ Additional Fee/ Medical Examination Fee Received
2	Is copy of duly signed form-2 uploaded ?
3	Are factory building plans approved ?
4	Is occupier one of the Director/Partner ?
5	Is list of Directors/Partners submitted ?
6	Is resolution to declare Occupier under section 2(n) of the Factories Act received and
7	Is there an increase/decrease in H.P., if so a copy of the current sanctioned load from HVPNL submitted ?
8	Column No(s) point 10 left blank
9	Is Amendment Fee Rs. 30 for the change in the Name of Factory/ Occupier/ Location/ Increase in No. of workers/ Amount of Power submitted ?
10	Whether the name of the Factory has been changed. If so, certificate of incorporation submitted ?
11	The name of the Occupier has been changed
12	Has number of worker increased
13	Has number of worker decreased
14	Has amount of power increased
15	Has amount of power decreased
16	Name or Address of the factory has been changed

Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No
Yes/No