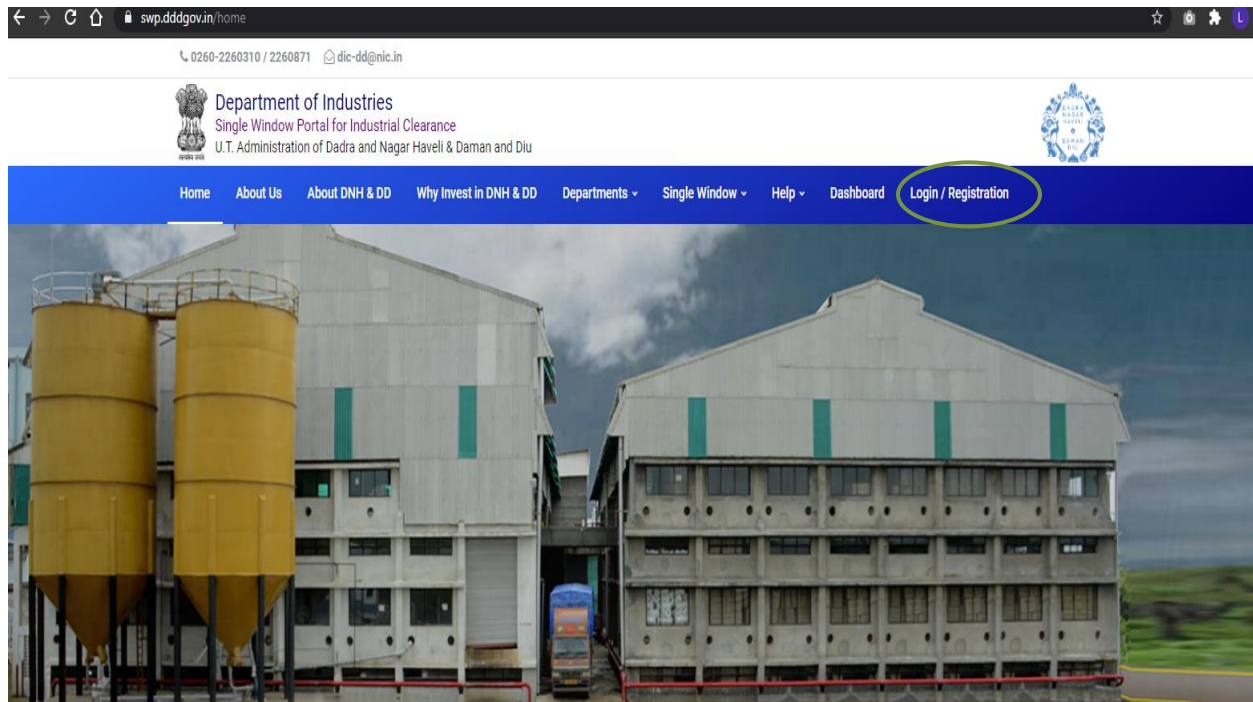


User Guide for online filing of Registration and renewal of license under The Factories Act, 1948

1. Open the website: <https://swp.dddgov.in/> and click on Login/Registration menu.



2. Enter your mobile number and the pin which was generated on your mobile number to login. If you are new here, then click on Registration button.



Login into your account!

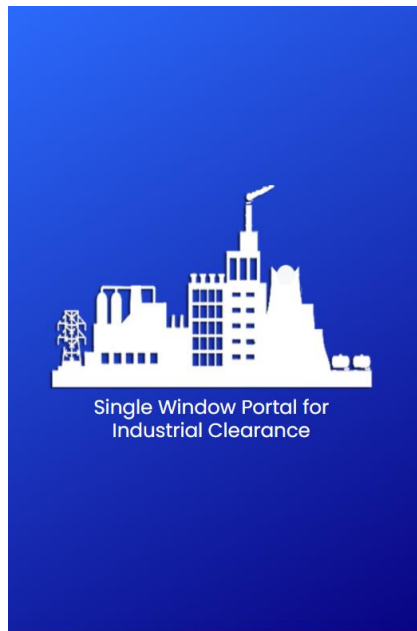
Mobile Number

Pin [Forgot Pin ? Click Here.](#)

[Login](#) [Back to Home](#)

[Don't have an account? Registration](#)

3. Enter your Name, Address, Mobile Number, Email and Captcha then click on Register.




Register your account!

Applicant Name

Applicant Address

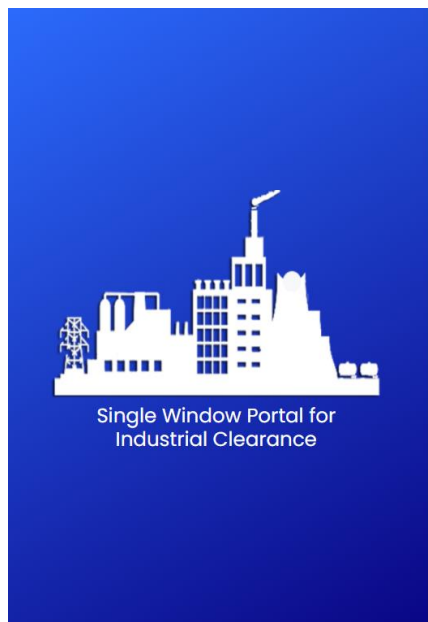
Mobile Number

Email



[Already have an account ? Login](#)

4. Once the Registration process is completed a verification link will be sent to your registered email id.



Registration Details Submitted Successfully

You have successfully submitted your registration details.

We have sent you an email verification link on your email address lelidaman@gmail.com

Kindly verify your email address using verification link.

Note: If Mail is Not Received Your Inbox. Please Check the Spam.

5. Link will look something like the image given below. Click on that link and enter the PIN number which was sent on your registered mobile number. Then Click on login.

<https://swp.dddgov.in/confirmation?q=q3yLEYyCDYwUBK4Xf2T5BLegNsAjqTugdBU56mHy9qGYPzms5u>

6. Enter your Mobile Number and the PIN which was sent on your registered mobile number.



Login into your account!

Mobile Number

8866993957

Pin

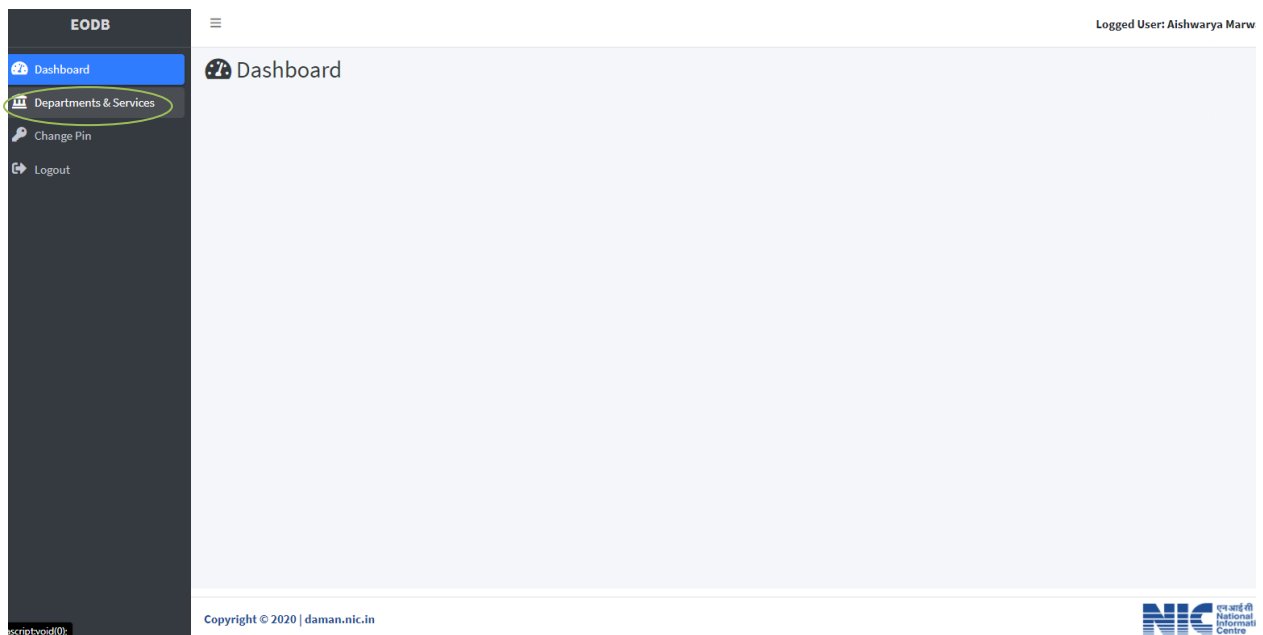
[Forgot Pin ? Click Here.](#)

Login

Back to Home

Don't have an account? [Registration](#)

7. After login, you can see the dashboard. Click on Department & Services.



8. Click on Factory License for Registration of Factories under The Factories Act, 1948 under the Factories Section.

EODB

Dashboard

Departments & Services

Change Pin

Logout

2. Occupancy Certificate / Part Occupancy Certificate

[Click Here](#)

3. Application for Inspection at Plinth level

[Click Here](#)

4. Site Elevation

[Click Here](#)

5. Zone Information

[Click Here](#)

Labour

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Under Shop & Establishment Act.				Click Here
2.	Under Contract Labour Act				Click Here
3.	Under BOCW Act				Click Here
4.	Under I.S.M.W. Act				Click Here
5.	Single Annual Return form				Click Here

Under Factory & Boiler Act

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Factories License				Click Here
2.	Factories Bldg. Plan Approval				Click Here
3.	Regis. Under Boiler Act				Click Here
4.	Boiler Manufactures				Click Here

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9. Fill the entire form and then click on submit button.

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Logout

Factories License

Home / Factories License

FORM- 2

Prescribed under rules 6 and 15

Application for registration and notice of occupation

Specified in section 6 and 7

1. Full name of factory*

Enter Full name of factory !

2. Full factory address to situation of factory

Enter Full factory address to situation of factory !

3. Full postal address to which communications Relating to factory should be sent *

Enter Full postal address to which communications Relating to factory should be sent !

4. Nature of manufacturing process carried on in the factory during the next twelve months *

Enter Nature of manufacturing process Nature of manufacturing process to be carried on in the factory di

5. Maximum number of workers proposed to be employed on any one day during the year*

Enter Maximum number of workers proposed to be employed on any one day during the year !

6. Factory Already exists ? ☐

7. Number of worker to be ordinarily employed in the factory*

Enter Number of worker to be ordinarily employed in the factory !

8. Nature and total amount of power to be Installed*

Enter Nature and total amount of power to be Installed !

9. Nature and total amount of power Proposed to be installed *

Enter Nature and total amount of power Proposed to be installed !

10. Maximum amount of power (H.P.) proposed to be used*

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Logged User: Aishwarya Marwal

11. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act

Enter Full name and residential address of manager!

12. Full name and residential address of the Occupier *

Enter Full name and residential address of the Occupier !

13. The proprietor of the factory in case of a private firm or Proprietary concern.*

Enter The proprietor of the factory in case of a private firm or Proprietary concern. !

14. The share holders in case of a private company where no managing agent is employed *

Enter the share holders in case of a private company where no managing agent is employed !

15. The directors in case of a public limited liability company or firm

Sr.No.	Director Name
1	<div></div>

Add Director

16. The managing agent is employed

Sr.No.	the managing agent in case where a managing agent is employed	the directors of the above managing agent
1	<div></div>	<div></div>

Add Managing Agent

17. The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body*

Enter the chief administrative head !

18. Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93*

Enter Full name and address of the owner !

19. Is factory constructed or extended after the commencement of these rules ? ☐

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Logged User: Aishwarya Marwal

Enter The proprietor of the factory in case of a private firm or Proprietary concern. !

Enter the share holders in case of a private company where no managing agent is employed !

15. The directors in case of a public limited liability company or firm

Sr.No.	Director Name
1	<div></div>

Add Director

16. The managing agent is employed

Sr.No.	the managing agent in case where a managing agent is employed	the directors of the above managing agent
1	<div></div>	<div></div>

Add Managing Agent

17. The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body*

Enter the chief administrative head !

18. Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93*

Enter Full name and address of the owner !

19. Is factory constructed or extended after the commencement of these rules ? ☐

20. Signature of Occupier*

(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File

No file chosen

Save as a Draft

Submit Application

Close

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10. after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

EODB

Dashboard

Departments & Services

Change Pin

Logout

Factories License

Home / Factories Licens

Apply for New Factories License

Show 10 entries

Search:

No.	Application Number	Factory Name	Factory License No	Factory Address	Submitted On	Status	Query Status	Action
1	FL00001	test	test	test	22-12-2020	Application Submitted	-	<div>ViewForm-2</div>

Showing 1 to 1 of 1 entries

Previous1Next

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11. Click on Form 2 to download Final Factory License certificate.

FORM 2

Prescribed under rules 6 and 15

Application for registration and notice of occupation

Specified in section 6 and 7

1	(a) Full name of factory:			
	(b) Factory Licence number if already registered before:			
2	(a) Full factory address to situation of factory:			
	(b) Full postal address to which communications Relating to factory should be sent:			
3	Nature of manufacturing process or processes			
4	Name and values of principle products manufactured during the last twelve months (in the case of factories already in existence):	Sr No.	Name	Values
	(a) Carried on in the factory in the last twelve months (in the case of factories already existence) :			
	(b) to be carried on in the factory during the next twelve months (in the case of all factories) :			
5	(a) Maximum number of workers proposed to be employed on any one day during the year:			
	(b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence):			
	(c) Number of worker to be ordinarily employed in the factory:			
6	(a) Nature and total amount of power (H.P.):			
	(i) Installed:			


	(ii) Proposed to be installed:									
7	Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act:									
8	Full name and residential address of the Occupier:									
	(a) The proprietor of the factory in case of a private or Proprietary concern:									
	(b) The directors in case of a public limited liability company or firm:	<table border="1"> <tr> <td>Sr No.</td> <td colspan="2">Director Name</td> </tr> <tr> <td></td> <td colspan="2"></td> </tr> </table>			Sr No.	Director Name				
Sr No.	Director Name									
	(C) (i) the managing agent in case where a managing agent is employed (ii) the directors of the above managing agent:	<table border="1"> <tr> <td>Sr No.</td> <td>Managing Agent</td> <td>Director Of Managing Agent</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Sr No.	Managing Agent	Director Of Managing Agent			
Sr No.	Managing Agent	Director Of Managing Agent								
	(d) The share holders in case of a private company where no managing agent is employed:									
	(e) The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body:									
9	Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93:									
10	In the case of a factory constructed or extended after the commencement of these rules:									
	(a) Reference number and date of approval of the arrangements, if any, made for the disposal of trade waste and effluent and the name of the authority granting such approval:	-----								

Signature of Occupier

Notes :-

12. Payment of Application:

Challan Print Report							
Challan No. : 368							
Challan of money paid into _____ (branch) _____ STATE BANK OF INDIA _____ (bank), _____ MOTI DAMAN							
To be filled in by the remitter				To be filled in by the Departmental Officer or at his instance			
Name (& or designation) and address of the party (i.e. Tax payer etc.) crediting money	Challan Branch Name	Department/ Office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Accounts Officer by whom adjustable	Order to the bank
MS NS ROLLING STEEL PVT LTD BHIMPORE DAMAN RENEWAL FEES FOR THE YEAR 2021 FOR 120 WORKERS AND 750 KVA	MOTI DAMAN	THE CHIEF INSPECTOR OF FACTORIES & BOILER Nani Daman [209713]	FEES REALISED UNDER THE FACTORY ACT [0230001040000]	12000	FEES REALISED UNDER THE FACTORY ACT [0230001040000]	Pay and Accounts Office Daman [008998]	
Total :				12000			
(In words) Rupees: Twelve Thousand only							
Received payment(in words) Rupees							
Date: 15-12-2020							
(REVERSE)							
Particulars to be filled in by remitter				Amount			
				Rs.	P.		
Cash				12000.000	0		
Bank drafts(with details)							
Cheques(with details)							
PO(with details)							
Total Rs.				12000.00			


 मुख् निरीक्षक
 कारखानों और बॉयलर-दमण
 Chief Inspector
 of Factories & Boiler-Daman

Renewal of license under The Factories Act, 1948

13. Click on Factory License for Registration of Factories under The Factories Act, 1948 under the Factories Section.

EODB

Dashboard

Departments & Services

Change Pin

Logout

Logged User: Alshwarya Marwal

2. Occupancy Certificate / Part Occupancy Certificate

Click Here

3. Application for Inspection at Plinth level

Click Here

4. Site Elevation

Click Here

5. Zone Information

Click Here

Labour

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Under Shop & Establishment Act.				Click Here
1.	Under Shop & Establishment Act. - Renewal				Click Here
2.	Under Contract Labour Act				Click Here
3.	Under BOCW Act				Click Here
4.	Under I.S.M.W. Act				Click Here
5.	Single Annual Return form				Click Here
6.	License for Contracts Labour Act.				Click Here

Under Factory & Boiler Act

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Registration of license under The Factories Act, 1948				Click Here
2.	Renewal of license under The Factories Act, 1948				Click Here
3.	Factories Bldg. Plan Approval				Click Here
4.	Regis. Under Boiler Act				Click Here
5.	Regis. Under Boiler Act - Renewal				Click Here
6.	Boiler Manufactures				Click Here

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केन्द्र

14. Fill the entire form and then click on submit button.

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Dashboard

Departments & Services

Change Pin

Logout

Logged User: Alshwarya Marwal

Home / Factories License

Factories License - Renewal

FORM (See

1. Factory License Number*

Enter Factory License Number !

2. Full name of factory*

Enter Full name of factory !

4. Full postal address to which communications should be carried (where the factory address serve the purpose of communication also this information need not be given).*

Enter Full postal address to which communications Relating to factory should be sent !

6. Installed (H.P.)*

Enter Installed (H.P.) !

7 (a). Amount of Fee paid Rs.*

Enter Amount. of Fee paid Rs. !

7 (b). Treasury receipt Number.*

Enter Treasury receipt Number !

8. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act

Enter Full name and residential address of manager!

9. Full name and residential address of the Occupier*

10. Signature of Occupier of the factory*
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File

No file chosen

11. Signature of Manager of the factory*

Factory address to situation of factory:

year*

year !

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सूचना
केन्द्र

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Change Pin
Logout

Enter Full name of factory !

Enter Full factory address to situation of factory !

4. Full postal address to which communications should be carried (where the factory address serve the purpose of communication also this information need not be given).*

Enter Full postal address to which communications Relating to factory should be sent !

5. Maximum number of workers proposed to be employed on any one day during the year*

Enter Maximum number of workers proposed to be employed on any one day during the year !

6. Installed (H.P.)*

Enter Installed (H.P.) !

7 (a). Amount of Fee paid Rs.*

Enter Amount. of Fee paid Rs. !

7 (b). Treasury receipt Number.*

Enter Treasury receipt Number !

7 (c). Treasury receipt Date.*

dd-mm-yyyy

8. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act

Enter Full name and residential address of manager!

9. Full name and residential address of the Occupier *

Enter Full name and residential address of the Occupier !

10. Signature of Occupier of the factory*

(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File No file chosen

11. Signature of Manager of the factory*

(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)


Choose File No file chosen

Save as a Draft

Submit Application

Close

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15. After clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

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Dashboard
Departments & Services
Change Pin
Logout

Factories License - Renewal

Home / Factories Licens

Apply for Factories License - Renewal

Show 10 entries

Search:

No.	Application Number	Factory Name	Install H.P.	Factory Address	Submitted On	Status	Query Status	Action
1	FLR00001	test	1	test	30-12-2020	Application Submitted	-	<div>View</div> <div>Form-2</div>


Showing 1 to 1 of 1 entries

Previous

1

Next

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16. Download the Final Signed Certificate.

FORM 3

(See Rule 6)

1	Full name of factory:	
2	Full postal address and situation of factory:	
3	Full postal address to which communications should be carried (where the factory address serve the purpose of communication also this information need not be given):	
4	Maximum number of workers proposed to be employed on any one day during the year:	
5	Installed (H.P.):	
6	(a) Amount of Fee paid Rs.:	
	(b) Treasury receipt Number and Date:	
7	Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act:	
8	Full name and residential address of the Occupier:	

Signature of Manager

Signature of Occupier

LICENCE TO WORK A FACTORY

Registration number :

Fee paid Rs. _____

Licence number :

Excess/Due Rs. _____

Licence is hereby granted to _____
 valid only for the premises described below for use as a factory employing not more than
 _____ persons on any one day during the year and using motive power not exceeding
 _____ H. P., subject to the provisions of the Factories Act, 1948, and the Rules made
 under.

This Licence shall remain in force till the 31st day of December, 20.....

DESCRIPTION OF THE LICENCED PREMISES

The Licenced premises on plan number _____ dated _____ are situated
 in _____

and consist of _____

Date :

Place :

Chief Inspector of Factories

RENEWALS

See rule 9

Date of renewal	For workers	For H. P.	Fees Excess / Due	Date of expiry 31st December	Signature of renewing authority
1	2	3	4	5	6
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		

NE — Not exceeding
 e — excess paid

E — Exceeding
 d — due to be paid

1	2	3	4	5	6
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		
	NE/E	NE/E	e/d		

AMENDMENT

Year when amended	Amended		Date of payment of amendment fee	Additional fee	Date of payment	Signature of the issuing authority
	Workers	Installed power capacity in II.P.				

TRANSFERS

To whom transferred	Year of transfer	Date of payment of transfer fee	Signature of the issuing authority