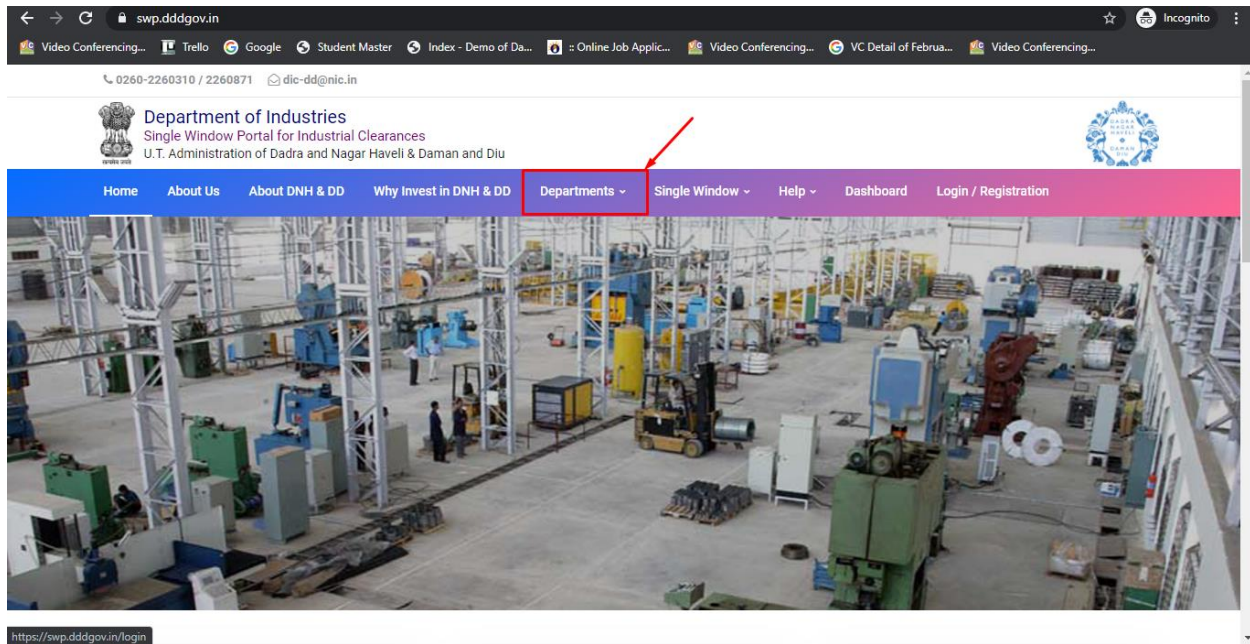
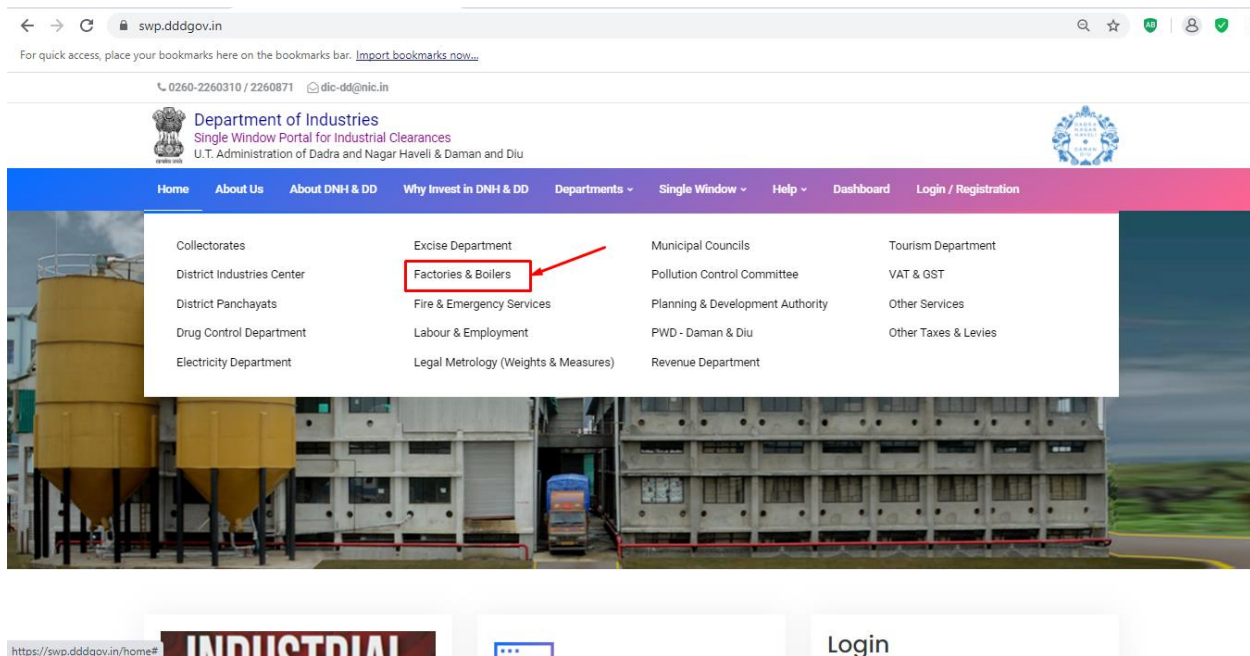


# User Guide for online filing of Registration of license under The Factories Act, 1948

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



2. Click on Factories & Boiler Department from the menu.



3. From the Department's page, click on **"Click here"** for the Registration of license under The Factories Act, 1948.

swp.dddgov.in

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0260-2260310 / 2260871 | [dic-dd@nic.in](mailto:dic-dd@nic.in)

**Department of Industries**  
Single Window Portal for Industrial Clearances  
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu

Home About Us About DNH & DD Why Invest in DNH & DD Departments Single Window Help Dashboard Login / Registration

Home • Departments • Factories & Boilers

## Department of Factories & Boilers

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

| Sr. No. | Name of Service  | Apply Link                 | Department Name    | Timeline (Working Days) | Fees / Procedure / Checklist | Designation of the Authority Responsible to Deliver the Services | 1st Appellate Authority for Grievance Redressal | 2nd Appellate Authority for Grievance Redressal |
|---------|--|----------------------------|--------------------|-------------------------|------------------------------|--|---|---|
| 1       | Registration of license under The Factories Act, 1948                | <a href="#">Click Here</a> | Factories & Boiler | 20 Days                 | <a href="#">View</a>         | Labour Enforcement Officer,                                      | Asst Labour Commissioner                        | Secretary                                       |
| 2       | Renewal of license under The Factories Act, 1948                     | <a href="#">Click Here</a> | Factories & Boiler | 60 Days                 | <a href="#">View</a>         | Labour Enforcement Officer,                                      | Asst Labour Commissioner                        | Secretary                                       |
| 3       | Approval of plan and permission to construct/extend/or take into use | <a href="#">Click Here</a> | Factories & Boiler | 15 Days                 | <a href="#">View</a>         | Labour Enforcement Officer,                                      | Asst Labour Commissioner                        | Secretary                                       |

4. Enter your mobile number and the pin which was generated on your mobile number to login.

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## Login into your account!

Mobile Number  
8347435433

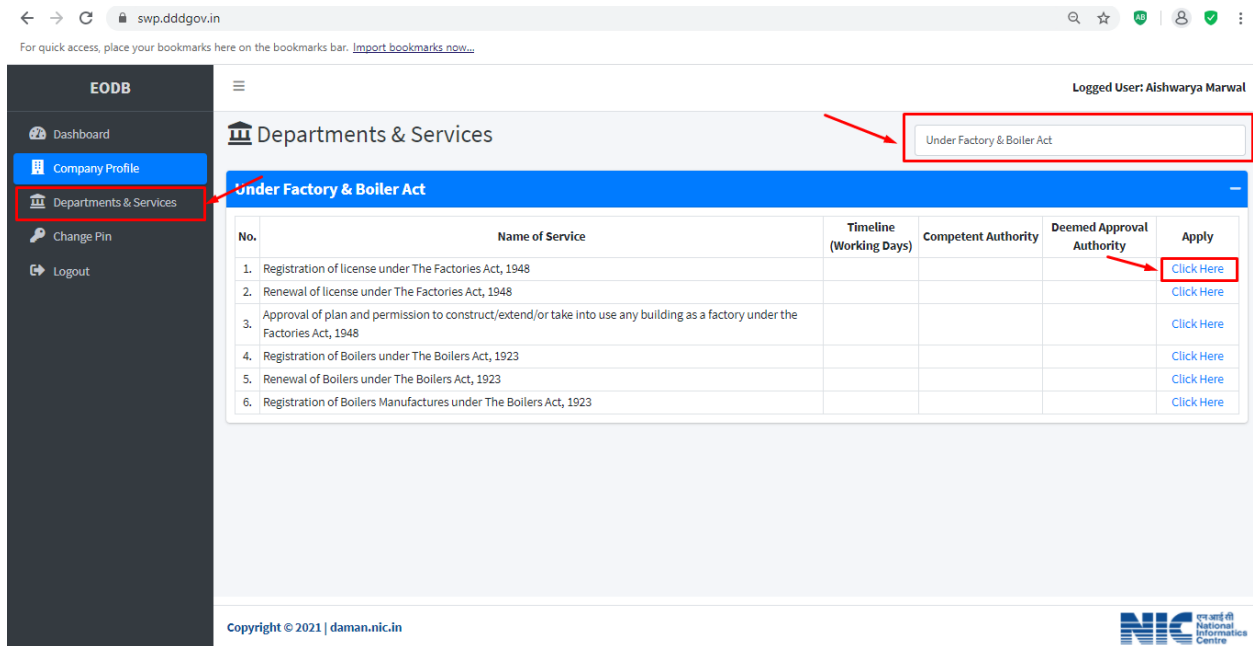
Pin  
.....

Forgot Pin ? Click Here.

Login Back to Home

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

5. After login, click on Department & Services and on the search bar type “Under Factory & Boiler Act”. For the “Registration of license under The Factories Act, 1948” click on “click here”.



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- Company Profile
- Departments & Services**
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**Departments & Services**

**Under Factory & Boiler Act**

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  |                         |                     |                           | <a href="#">Click Here</a> |
| 2.  | Renewal of license under The Factories Act, 1948   |                         |                     |                           | <a href="#">Click Here</a> |
| 3.  | Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 |                         |                     |                           | <a href="#">Click Here</a> |
| 4.  | Registration of Boilers under The Boilers Act, 1923  |                         |                     |                           | <a href="#">Click Here</a> |
| 5.  | Renewal of Boilers under The Boilers Act, 1923   |                         |                     |                           | <a href="#">Click Here</a> |
| 6.  | Registration of Boilers Manufactures under The Boilers Act, 1923   |                         |                     |                           | <a href="#">Click Here</a> |

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6. Click on “apply for Registration of license under The Factories Act, 1948”.



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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 | -            | <a href="#">+</a> |

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

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**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 fa

**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\***  
Enter Maximum amount of power (H.P.) proposed to be used !

**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      | <input type="text"/> |

Add Director

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

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

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

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

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

12. Full name and residential address of the Occupier \*

13. 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 \*

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

| Sr.No. | Director Name        |
|--------|----------------------|
| 1      | <input type="text"/> |

Add Director

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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      |   |   |

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. Form II along with the paid challans.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

21. Occupancy Certificate.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

22. Certificate regarding stability of the structure form a qualified structural engineer.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

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25. A copy of the approved plan.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

26. Provisions of Health, Safety and Welfare under the Factory Act, 1948.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

27. A copy of ON SITE/OFF SITE PLANS if applicable/ signed statement on company's letterhead that it is not applicable.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

28. Approval of the plans from the Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable /signed statement on company's letterhead that it is not applicable.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

29. Self Certification by the Management whether the premises is Owned/Leased.\*  
(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

30. Project Report (including flow chart) (Signed).\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

31. Copy of land document (Form I & XIV).\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

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30. Project Report (including flow chart) (Signed).\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

31. Copy of land document (Form I & XIV).\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

32. A Copy of SSI Registration/Industrial Licence /In principle clearance in case of MSI/LSL.\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

33. Details of ETP, if any, (On company letterhead and signed).\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

34. A copy of Questionnaire duly filled and signed by the Manager and the Occupier.\*

(Maximum File Size: 2MB)(Upload pdf Only)

Choose File No file chosen

35. 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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7. 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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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 | -            | <a href="#">View</a> <a href="#">Form-2</a> |

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8. Click on Form 2 to view your application.

←→↻📄File | C:/Users/HELPDESK/Downloads/FORM-I%20(5).pdf🔍☆🌐👤🛡️⋮

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Form-21 / 3🔄⬇️🖨️

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:  | test   |      |        |
|   | (b) Factory Licence number if already registered before:   | test   |      |        |
| 2 | (a) Full factory address in situation of factory:  | test   |      |        |
|   | (b) Full postal address to which communications relating to factory should be sent:  | test   |      |        |
| 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 |
|   |  | 1      | test | 20     |
|   | (a) Carried on in the factory in the last twelve months (in the case of factories already in existence) :                            | 5      |      |        |
|   | (b) to be carried on in the factory during the next twelve months (in the case of all factories) :                                   | test   |      |        |
| 5 | (a) Maximum number of workers proposed to be employed on any one day during the year:  | 2      |      |        |
|   | (b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence): | 1      |      |        |
|   | (c) Number of <del>worker</del> to be ordinarily employed in the   | 1      |      |        |
| 6 | (a) Nature and total amount of power (H.P.):   | 12     |      |        |

⏏️+⊕⊖

←→↻📄File | C:/Users/HELPDESK/Downloads/FORM-I%20(5).pdf🔍☆🌐👤🛡️⋮

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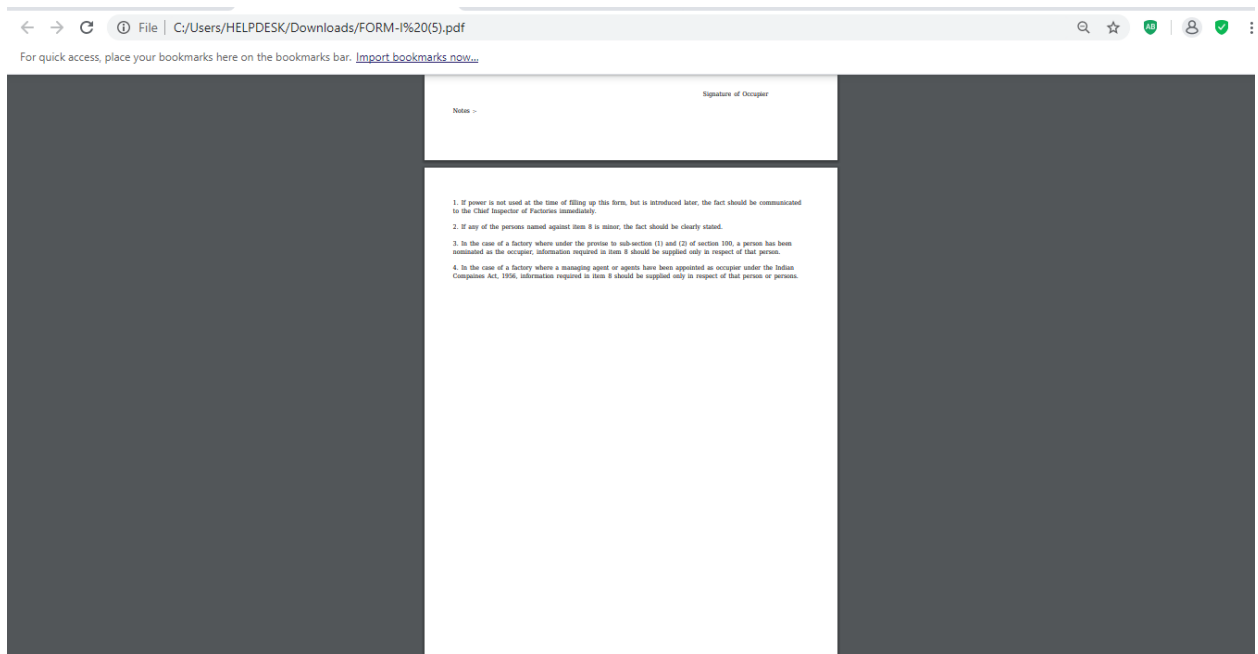
Form-22 / 3🔄⬇️🖨️

|    |   |                        |                |                            |
|----|---|------------------------|----------------|----------------------------|
|    | (i) Proposed to be installed:   | 12                     |                |                            |
| 7  | Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act:   | test                   |                |                            |
| 8  | Full name and residential address of the Occupier:  | test                   |                |                            |
|    | (a) The proprietor of the factory in case of a private firm or Proprietary concern:   | test                   |                |                            |
|    | (b) The directors in case of a public limited liability company or firm:  | Sr No.                 | Director Name  |                            |
|    |   | 1                      | test           |                            |
|    | (c) (i) the managing agent in case where a managing agent is employed<br>(ii) the directors of the above managing agent:  | Sr No.                 | Managing Agent | Director Of Managing Agent |
|    |   | 1                      | test           | test                       |
|    | (d) The share holders in case of a private company where no managing agent is employed:   | test                   |                |                            |
|    | (e) The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body:  | test                   |                |                            |
| 9  | Full name and address of the owner of the premises or building (including the prints therefrom) referred to in section 5b:  | test                   |                |                            |
| 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: | 20<br>2020-12-22<br>23 | test           |                            |

Signature of Occupier

Note ->

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9. For the payment of application fees, you have to pay the challan which will be send from the admin side after the approval of application. You can check that by clicking on the **“action”** button and click on **“Pay Your Fees”**.

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| No. | Application Number | Factory Name | Factory License No | Factory Address | Submitted On | Status       | Query Status | Action  |
|-----|--------------------|--------------|--------------------|-----------------|--------------|--------------|--------------|---|
| 1   | FL00001            | test         | test               | test            | 22-12-2020   | Fees Pending | -            | <a href="#">View</a> <a href="#">Form-2</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> |

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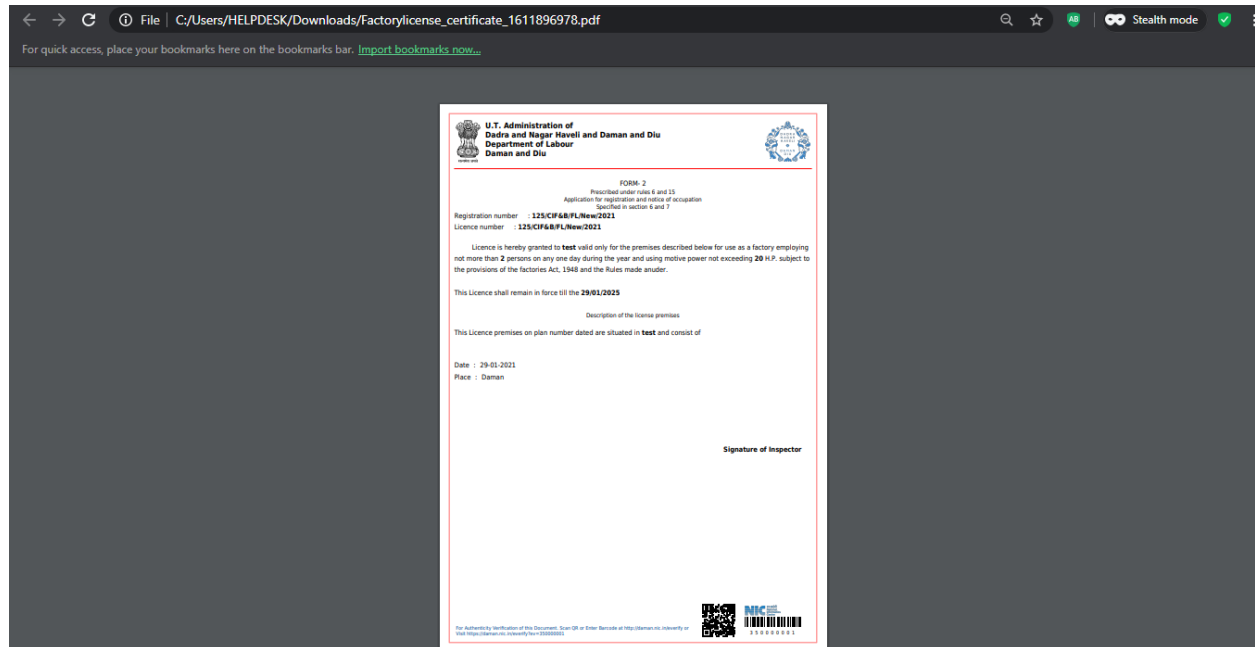
10. After that, click on “**pay your fees**” option and popup box will open where you can upload your paid challan fees and then Click on “**Upload Fees Paid Challan Copy**”.



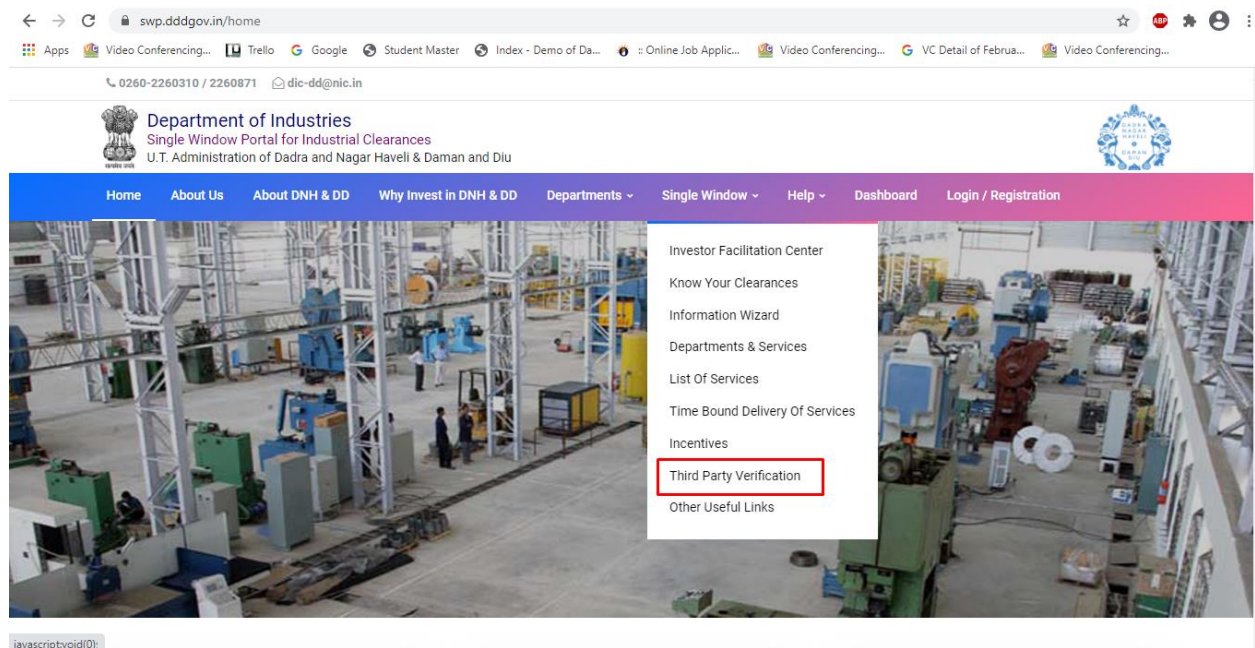
11. After uploading the paid challan copy, you can download the final certificate after getting approval from the Department .



12. Then Download your final signed certificate for the “Registration of license under The Factories Act, 1948”.



13. For the Third Party Verification, Go to home page and click on Single Window menu and select Third Party Verification.





14. Enter the Barcode Number which is on the bottom of your certificate.

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### Certificate Verification

Barcode / Certificate Number (9 Digit) ⓘ

330230143

Verify