

# OFFICE OF THE DIRECTOR OF FACTORIES::TELANGANA:: HYDERABAD

Circular Memo No. A1/6798/2015

Dated:28-05-2016

**Sub:** Factories Act 1948 – Establishment- Make in India–DIPP–Ease of Doing Business– Certain instructions issued from time to time in respect of Grant of licence/registration/amendment/transfer of licences through on line– Regarding.

**Ref:-** This office Circular Memo.No.A1/6798/2015, Dtd; 11-12-2015

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In partial modification to the instructions issued in the reference, all the sub-ordinate officers are informed that registration/grant of licence under TS-iPASS Act was made online from June, 2015. As per the Government instructions Grant of Licence/registration/amendment/transfer of licence shall be only through on-line. The subordinate officers are instructed to follow the following instructions scrupulously:

The documents required for/grant of licence have already been updated in the on-line system of TSIPASS. However, once again it is reiterated that the officers have to ensure the following documents while granting, amending or transferring the licence.

## **Grant of Licence:**

- a. Common application form as designed by the Industries Department/Form 2/Form 2A as applicable.
- b. Licence fee payment as per the licence fee schedule/amendment/transfer fee as applicable
- c. Inventories of hazardous chemicals in respect of Major Accident Hazardous (MAH) factories as per Manufacture Storage and Import of Hazardous Chemicals (MSIHC) Rules, 1989 and process flow chart.
- d. Latest list of Directors/Partners
- e. Partnership deed
- f. Registered land ownership documents
- g. Form No.32 as per the Companies Act, 2013 (in case of a Pvt /public ltd company)
- h. PAN Card/Aadhar Card details

**In case of Major Accident Hazardous factories, all applications pertaining to grant, amendment and transfer of licence shall be submitted to the Director of Factories**

In case of other hazardous and 2 (cb) factories, all applications pertaining to the grant, amendment and transfer of license shall be submitted to the Deputy Chief Inspector of Factories of the concerned regions.

**Registration and grant of licence shall be completed within the following time lines:**

- (a) Scrutiny of license application and communication of defects if any within **7 days**.

(b) Inspection of the factory within **7 days** of commencement of manufacturing activity or receiving the additional information (Whichever is earlier).

(c) Issue of license in form – 4 (uploading the same in online) within **48 Hrs** of inspection of factory by the concerned officer.

**Amendment of Licence:**

- a. Form No – 2
- b. Copy of Original Licence
- c. Reference of revised plan no. approved by Director of Factories /Deputy Chief Inspector of Factories.
- d. Amendment fee of Rs. 50/-

**Change in the name of factory:**

- a. Form 2
- b. Copy of Original Licence
- c. Certificate from Registrar of Companies affecting the change MoAA ( in case of a company), Partnership deed (in case of partnership firm), sale deed/ transfer deed (in case of proprietary firm)
- d. Amendment fee of Rs. 50/-

Amendment of licence shall be effected within 7 days from the date of receipt of application.

**Transfer of Licence (Change in the name of occupier/ Manager):**

- (a) Form No. 2A for transfer of licence in case of change in Occupier /Manager.
- (b) 'Occupier's Photograph'
- (c) Copy of Original License Form -4
- (d) Latest list of Partners/ Directors
- (e) Form 32 of Registration of Companies Act 2013 in case of company/partnership deed (in case of partnership deeds)/letter of authorisation in case of sole proprietorship firm.
- (f) Transfer fee of Rs.50/- for change in the name of the occupier

Transfer of licence shall be effected within 7 days from the date of receipt of application.

**The officers are instructed to inspect and issue the licence following the above time lines without seeking any further clarifications through online only. These instructions shall come into force with immediate effect.**

**The receipt of this memo shall be acknowledged.**

*[Signature]*  
28.5.16  
I/c. Director of Factories



To  
All Subordinate Officers  
Copy to  
Stock file / Spare