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**GOVERNMENT OF ANDHRA PRADESH
FACTORIES DEPARTMENT**

Sub: Factories Act, 1948 and A.P.Factories Rules, 1950 – Registration of factories and grant of licence - Certain guidelines – Issued.

I. Important information on registration of factories and grant of licence

1. The applicant shall send an application through AP Single Desk Portal for Registration of a factory and Grant of Licence, 15 days before commencement of manufacturing process.
2. The factory shall be deemed to be fully licensed from the date of intimation of commencement of manufacturing process.
3. Every licence granted shall be valid till it has been duly cancelled.
4. No manufacturing process shall be carried on in any factory unless a licence is valid for the time being
5. The occupier or the owner of a factory shall, within thirty days of the occurrence of any change of name, or in the particulars of the maximum horse power installed or maximum number of persons employed, send to the Inspector an application for the amendment of the original licence stating the nature of the amendment to be made and the reasons therefore together with the fee prescribed.
6. Every licensee shall, before the commencement of any calendar year, pay the annual licence fee for each calendar year or three times the Annual Licence Fee.

II. Important Documents / information to be sent along with licence application

1. Common Application Form 2 duly filled and signed by the Occupier
2. Original Challan / e. payment of annual licence fees (As per the schedule notified vide G.O.Ms.No.83, LET&F(Lab II), dated : 21.09.2007)
3. List of board of Directors
4. Nomination of occupier under section 2(n)of the Factories Act, 1948 i.e.:-
 - a. In the case of a firm or other association of individuals, any one of the individual partners or members thereof shall be deemed to be the occupier;
 - b. In the case of a company, any one of the directors shall be deemed to be the occupier;
 - c. In the case of a factory owned or controlled by the Central Government or any State Government, or any local authority, the person or persons or persons appointed to manage the affairs of the factory by the

Central Government, the State Government or the local authority, as the case may be, shall be deemed to be the occupier.

5. **Stability Certificate signed by a) A Member of the Institution of Engineers (India) or any other Institution of Civil / Structural / Chemical/Architectural Engineers. b).Civil Engineering of Public work, Electricity of Highways Department, including retired Engineers not below the rank of Executive / Division Engineer.**

Note : Application for Registration of a factory and Grant of Licence shall be submitted through AP Single Desk Portal

www.apindustries.gov.in

For any further information refer The Factories Act, 1948 and A.P Factories Rules, 1950.

Director of Factories