

FACTORIES AND MACHINERY ACT, 1967

FACTORIES AND MACHINERY (NOTIFICATION, CERTIFICATE OF FITNESS AND INSPECTION)  
REGULATIONS 1970 – REGULATION 3 (2)

NOTICE of first occupation of a machinery as required under section 34 (2) (a) of the Act (Factory as defined under section 2 of the Act).

I/We the undersigned hereby:

\*(a) give notice that I/We shall begin to occupy a factory, particulars and details of which are given below on a date not less than one month from the date of this notice, i.e., on or after

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\*(b) request your written permission to begin to occupy a factory, particulars and details of which are given below on a date less than one month from the date of this notice, i.e., on

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Date .....

.....

*Signature of intending occupier*

A. Name of proposed Factory	
B. Particular of intending occupier: 1. Name	
2. Postal address	
C. Particular of intended operation: 1. Date of intended operation	

2. Nature of work proposed to be carried out in the proposed factory.

Process (e.g. metal working, wood working, chemical works, food processing, etc.)	Product	NO. OF PERSON EMPLOYED			
		Male		Female	
		16 years and above	Under 16 years	16 years and above	Under 16 years
a.					
b.					
c.					
d.					
3. Total No. of person to be employed					

4. Is machinery to be used?	Yes/No
5. Main RAW MATERIALS to be used	
6. Nature of waste materials whether solid, liquid, gaseous or vaporous if any, expected to be discharged	
7. Proposed method of disposal of (6) if any (Attach plan of disposal system if any)	
<p><i>D. Particulars of premises</i>  <i>*(already existing/to be constructed):</i></p> <p>1. Name of owner (if not intending occupier)</p>	
2. Postal address of owner (if not intending occupier)	
3. Address and * location of premises/proposed location of premises (Attach sketch showing position relative to nearest main road and state milestone if not other landmark is available)	
<p>4. For existing premises</p> <p>(i) Name of architects consulted/to be consulted</p>	<p>* <u>Renovation are to be made</u>  Renovation have been made</p>
<p>(ii) If part or portion of premises or building is used as family dwelling, is there direct access from the family dwelling to the rest of the premises or building used as a factory?</p>	

\* Delete where not applicable

E. Particulars of authorities concerned with the project:			
1. Name of local or other authorities having statutory jurisdiction over the area where premises or proposed premises or proposed premises is to be situated			
		* <u>has been obtained on</u> Is to be obtained	Date
2. Approval from local authority in respect of			
a. Site		* <u>has been obtained on</u> Is to be obtained	
b. Building		* <u>has been obtained on</u> Is to be obtained	
c. Fire precautionary measures		* <u>has been obtained on</u> Is to be obtained	
d. Others		* <u>has been obtained on</u> Is to be obtained	
3. Approval from electrical inspectorate in respect of			
e. Electrical installation		* <u>has been obtained on</u> Is to be obtained	
4. Approval from other government authorities or departments in respect of operating permits, licences and registration certificate, etc.			
Name of authority or department	Particulars of licences, permits, etc.		Date
a.		* <u>has been obtained on</u> Is to be obtained	
b.		* <u>has been obtained on</u> Is to be obtained	
c.		* <u>has been obtained on</u> Is to be obtained	
d.		* <u>has been obtained on</u> Is to be obtained	
e.		* <u>has been obtained on</u> Is to be obtained	

\* Delete where not applicable

F. I/We submit herewith, dimensioned sketch layout plans of the intended factory as listed below:

1. ....

2. ....

3. ....

Note –

Sketch plans of the intended factory must include:

(i) Dimensioned layout of the whole factory including all premises, precincts, curtilages, yards, etc. and all installations in the open and clear indication of the boundaries within which the activities of the factory will be confined.

(ii) Dimensioned sketch plans of each of the premises clearly indicating:

- (a) Floor or floors in each premises
- (b) Purpose of each part of floor of each premises (e.g., storage, works, administration, etc.).
- (c) Position and number of washing and toilet facilities (in the factory layout plan if these are not in the premises.
- (d) Position of drinking water facilities.
- (e) Height of lowest part of ceiling or cross beam from floor level.
- (f) Places of discharge of any waste materials and composition of materials.
- (g) All major openings, pits, trenches and rails in floors, their dimensions and purposes.
- (h) Layout of all machinery on each floor.
- (i) Position of fire fighting appliances and fire exits.
- (j) Position of first aid boxes or rooms.
- (k) Any underground room where work is to be performed.

4. Complete list of machinery in the form attached.

G. "working floor area" – calculated from sketch/drawing submitted ..... square metre.

I/We declare to the best of my/our knowledge and belief that all particulars furnished in this application are true.

Date .....

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*Signature of intending occupier  
of factory*

To:

The Inspector of Factories and Machinery

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**LIST OF MACHINERY**

Item	Description of machinery	Manufacture	Serial No.	Year of manufacture	Horse power	R.P.M	Type of drive e.g., electric/ diesel/others	FOR BOILERS AND UNFIRED PRESSURE VESSELS			FOR HOISTING MACHINE	Permission to install obtained on
								*heating surface or capacity	Working pressure	Reg. No. or file ref. and date of approval of design	Safe working load	

\*Heating surface for boilers to be given in square metre; capacity for unfired pressure vessels to be given in cubic metre