

**Registration and grant of license under The Factories Act, 1948**

1	Name of Approval / NOC/ License/ Registration	Registration and grant of license under The Factories Act, 1948
2	Competent Authority	Assistant Director/ Deputy Director/ Director of the Factories
3	Applicability Criteria	Applies to factory having 40 or more workers without power Factory having 20 or more workers with power.
4	Stage	The occupier shall, at least fifteen days before he begins to occupy or use any premises as a factory, apply to the Chief Inspector for such approvals.
5	SLA/ Number of Days	(i) 15 working days for non-hazardous factories; and (ii) 30 working days for hazardous and MAH factories;
6	Documents Required	(i) Memorandum and Article of Association / Partnership Deed; (ii) List of Directors / List of Partners; (iii) Resolution for declaration of occupier; (iv) Health and Safety Policy.
7	Procedure for getting license	<p><b>Step-1</b> a) The applicant shall open the Online Single Window Portal using the address (<a href="http://www.niveshmitra.up.nic.in">www.niveshmitra.up.nic.in</a>) b) Register in Online portal using their personal Details and Contact Details and login into the portal.</p> <p><b>Step-2</b> After logging into the web portal, the applicant shall fill the common application form and add a unit and then shall need to click on apply for Permissions/ NOC's/ License option and select the unit and select Registration and grant of license under The Factories Act, 1948</p> <p><b>Step-3</b> Then click on fill form for Registration and grant of license under The Factories Act, 1948 After completing all entries of the application, click on calculate fee and submit the form. And then click on pay consolidated fee and proceed for payment.</p> <p><b>Step-4</b> Once the application is submitted and payment is made successfully, the certificate gets generated.</p>
8	Fee & Mode of Payment	As per the Fee slab according to number of power being used in the factory and number of workers.
9	Process with stage wise Detail for Approval	<p><b>Category</b> - Non Hazardous, Hazardous, Major Hazardous  <b>Size of Firm</b> - 20 or more Workers  <b>Business Location</b> - Area of UP  <b>Investor Type</b> - Foreign/Domestic</p>

	<p><b>Note</b> - Time for completion of procedure as per service guarantee act is as per nature of factory.</p> <p><b>(a)</b> For non hazardous factory 15 days</p> <p><b>(b)</b> For hazardous and major hazardous factory 30 days</p>
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1. Go to [www.niveshmitra.up.nic.in](http://www.niveshmitra.up.nic.in) and Click on “Register here”.
2. Fill up the sign-up form and verify mobile number and email-ID.
3. Now login with the credentials which are received in e-mail.
4. Create new password.
5. Now login with the new password.
6. Fill common application form and update personal details and entrepreneur details.
7. Then click on “New Unit Details” and fill all required information and verify your mobile number and email ID.
8. Now click on Apply for Permission/NOC/License and select the unit.
9. Now click on check box given beside Department of Labour and select Registration and grant of license under The Factories Act, 1948
10. Now click on Fill/view form.
11. Now fill the form and click on calculate fee button and submit it.
12. Then click on “Pay consolidated fee” option given on left panel and proceed for payment.
13. Once the application is submitted and payment is made successfully, application shows on department panel.
14. Departmental officer conducts an enquiry about the application and issues the license.