

Comprehensive Check List for grant of Licences and Registration for establishment of Business/Industry

I. FACTORY PERMIT

Sl. No	Particulars	Action required/Concerned Agency
1.	Application to be submitted in Form I (Details of the documents required to be submitted with the application are indicated in Form I)	
2.	Processing fee to be remitted through Treasury Challan.	
3.	Consent Certificate from the Manipur Pollution Control Board	Type of factories requiring Consent Certificate is as at
4.	Soil test certificate from P.W.D.	In case of brick field.
5.	Consent to operate from Manipur Pollution Control Board	In case of factories requiring consent to operate

II. FACTORY LICENCE

Sl. No	Particulars	Action required/Concerned Agency
1.	Application to be submitted in Form II	
2.	Licence fee to be remitted through Treasury Challan. Payable licence fee is indicated in the Factory Permit	
3.	Stability certificate	

III. RENEWAL OF FACTORY LICENCE

Sl. No	Particulars	Action required/Concerned Agency
1.	Application for renewal of factory licence is to be submitted along with the requisite licence fee 30 (thirty) days before the expiry of the factory licence. Failure to do so would invite a 25% late fine over and above the payable licence renewal fee.	
2.	Application for renewal of licence is to be submitted in Form 2&3	
3.	Factories requiring to remit Professional Tax should do the same through Treasury Challan.	
3.	Type of factories requiring Consent Certificate from the Manipur Pollution Control Board would require to submit renewed Consent Certificate.	

IV. FIRM REGISTRATION (Requisite documents)

Sl. No	Particulars	Action required/Concerned Agency
1.	Cost of Form - Rs. 300/- payable by cash against proper receipt	
2.	Partnership Deed (To be drawn on non-judicial stamp paper not less than worth Rs. 40/- and to be submitted in duplicate. The partners are to sign on each page of the deed and signatures be authenticated)	
3.	Recent passport sized photograph of each partner (to be affixed with gum to a sheet & attested)	
4.	Personal Identification Document (duly attested PAN Card/EPIC/Driving Licence/Aadhaar Card etc)	
5.	Deed of Lease (if rented building)/Jamabandi/Spl. Power of Attorney (if own premises)	
6.	Filing fee Rs. 3/- (Rupees three) only (through Challan)	