

PROCEDURE FOR ONLINE RENEWAL OF LICENCE UNDER THE FACTORIES ACT, 1948

Q1. Is it mandatory to get licence renewed under the said Act?

Ans. Yes. A licence granted under the provisions of Rule 5 of the Delhi Factories Rules, 1950 is required to be renewed as per Rule 7 of the said Rules.

Q2. How to apply for renewal of licence already granted through online e-district portal?

Ans. Occupier shall login through his/her login ID already created in the e-District Delhi portal and mention FD No. of **already granted online licence** and pay online auto-calculated renewal fee by the system.

Q3. What are the changes allowed while applying for renewal of licence granted online?

Ans. Only details of Manager (if any) can be allowed to be entered.

Q 4. How to apply for renewal of manually granted licence earlier?

Ans. If the licence has been granted **manually**, the occupier is required to get himself registered through “Citizen Registration Form” available at **e-District Delhi portal**.

Then, he has to login e-District Delhi portal and select the service of “Renewal of Licence under the Factories Act, 1948” and fill up “Service Specification Details” and upload necessary documents and pay online auto calculated renewal fee by the system.

Q5. What are the documents to be uploaded for renewal of licence granted manually?

Ans. The following documents are required to be uploaded:-

1. Fill up on line “Service Specification Form”.
2. Online fees.
3. ID proof of Occupier and Manager.
4. List of Partners/Directors with their residential address.
5. NOC from other partners or Board Resolution by Directors for nomination of occupier as per sections 2(n) and 7 of the Factories Act, 1948.
6. Proof/supporting documents of Occupier as Director/ Partner/ Proprietor of the factory.
7. Existing building plan in PDF format as per Rule 3A of the Delhi Factories Rules, 1950.
8. Latest electricity bill as a proof of sanctioned load of electricity.

9. Proof of occupancy (copy of rent agreement/ownership proof i.e. conveyance deed).
10. Flow chart of manufacturing process.
11. List of raw materials used in manufacturing process.
12. List of machineries installed in the premises.
13. Such other particulars or documents as communicated through online platform by the department, i.e. by the concerned district Dy. Director(ISH).

Q6. Can a licence be renewed for more than one year at a time?

Ans. Yes, a factory occupier may get the licence renewed either for one, five or ten years at a time. In case application for renewal has been made for five or ten years, the renewal fee shall be five or ten times the fee payable specified in the Fee Schedule as the case may be. System will auto-calculated the renewal fee which has to be paid online. Please also refer **FEE SCHEDULE**.

Q7. When an application is to be submitted for renewal?

Ans. 1.For manually granted licence:-

Occupier has to login through e-district portal and select service of “Renewal of Licence under the Factories Act, 1948” only before **60 days before the due date of expiry of the licence, i.e. 31st December of the calendar year upto which the licence has been granted/renewed.**

2.For licence granted through online (e-district portal):

Occupier has to login through e-district portal and select service of “Renewal of Licence under the Factories Act, 1948” only before 60 days before the expiry of date of the licence.

Q8. Whether any late fee is payable, in case application for renewal is not submitted in time?

Ans. Yes, a late fee @25% of the fee payable for a calendar year is charged wherein the application for renewal has been submitted in office after expiry of the time limit; i.e., after 30th November of the calendar year in which the licence expires **(for manually granted Licence)** or 30 days before the expiry of Licence **(for Licences granted online)**. System will auto-calculate total fee including late fee which has to be deposited online.

Q9. How to obtain renewed licence?

Ans. If online application is complete in all respects, Licence shall be renewed within a month which can be downloaded from the dashboard of applicant.

Q10. Can the licence be amended along with the renewal?

Ans. No. At present, this service is not available on the e-district portal. Applicant has to apply manually, if there is any amendment in the licence. As and when amendment of licence service is launched online, the same shall be communicated through e-district portal, Labour Department website etc.

Q10. What has to be done in case of any difficulty arises in the process of online renewal of licence?

Ans. Applicant may send mail to salab.delhi@nic.in with difficulties faced during the process including uploading of documents.

Q10. What has to be done in case of any doubt regarding the required documents and information has to be uploaded regarding online renewal of licence?

Ans. Applicant may contact the following Dy. Directors:-

S. No.	Districts	Name of Officer	Mobile No.
1.	East, North-East	Sh. J.N. Jain	<u>9868614966</u>
2.	West, South-West, Central	Sh. S.P. Rana	<u>9717295551</u>
3.	South, New Delhi	Sh. P.K. Goswami	<u>9717295552</u>
4.	North, North-West	Sh. Pinkesh Kumar	<u>9868321010</u>