

Check list for mfg.

(1) Application / Statement should be submitted in Form I along with following documents

Sr. No.	Description of Documents
1	S.S.I. Registration Certificate (True Copy)
2	Affidavit / Declaration to be given by the Director / Partner / Owner *
3	Partnership Deed / Memorandum Articles of Association (Signed)
4	Copy of receipt / challan as proof of payment of Registration fee
5	Lease Agreement and Leaser's ownership documents, if applicable **

- Applicable to units employing less than 10 person (Directly / Indirectly) with the aid of power or less than on any one day of the year. 20 persons without the aid of power. All other units have to apply for factory licence

\*\* ON COMPANY LETTER BY AUTHORISED SINGATORY FOR WHATEVER IS NOT APPLICABLE.

(2) The application shall be accompanied by treasury receipt showing payment of the fees

Sr. No.	Categories	Reg. Fees
1	Shop / Establishment employing no persons	Rs. 20/-
2	Shop / Establishment employing 5 or less than five persons	Rs. 40/-
3	Shop / Establishment employing more than five but less than 10 persons	Rs. 150/-
4	Shop / Establishment employing 10 and above but less than 20 persons	Rs. 300/-

Timeline for disposal of application

1 day