COMPOSITE APPLICATION FOR LICENCES/CLEARANCES

PART I

I. GENERAL INFORMATION

1	Name of the applicant	
2.	Full Postal Address Office …… …… …… …… …… …… …… Pin…… Tel No…….. Fax…… Telex……..	Factory [existing/proposed …… …… …… …… …… …… …… Pin…… Tel.No. …… Fax…… Telex……
3	Category	SSSBE/SSI/SMALL/MEDIUM/LARGE
4.	Type of Legal Organisation	Proprietory/partnership/partnership joint family/private limited company/public limited company/co-operative society/charitable society/public corporation/organizations set up under special act of parliament or state legislature/others (please specify)
5.	Whether Ancillary or not	Yes/No If yes, name and address of parent unit …… …… ……
6.	Location	Indl. Estate/indl. Devpt. Area/Devpt. Plot/Growth Centre/Export Processing Zone/any other Indul. Area approved by Govt. /other locations.
7	Is there NRI participation	Yes/No. If yes, give details …… …… …… ……
8.	Name and designation of the Chief Executive	…… ……
9	Name and designation of the occupier (as under Factories Act)	…… ……

10	Is the proposal for ---- establishment of new undertaking/Expansion/modernization/ diversification	
11	In case of existing undertaking (please specify) (a) Industrial Licence No. (b) DGTD Regn. No. (c) SSI Regn No.	 ……. ……. …….
	II DETAILS REGARDING LAND	
12	Whether the land is owned by the applicant or held on lease rent	Owned/Held on lease/Rent/otherwise (specify) ……. ……. …….
13	If not owned, name and address of the title holder	……. …….
14	No. and date of title deed/lease deed/rent deed	…….
15.	Name of Sub Registry Office	…….
16	Name of Panchayath/Municipality/ Corporation Ward/Division No.	……. ……. …….
17	Name of Development Authority (if applicable)	…….
18.	Village…… District……	Taluk…….
19	Survey Nos. with Sub Division Nos.	…….
20	Extent of land	…….
21	Area available for disposal of effluent (if applicable)	…….
22	Boundaries : East…….. West …….	North …….. South……
23	Other information from in---- (a) Nearest Police Station and distance from it (b) Nearest Railway Station and	 ……Km ……K m

	distance from it (c) Nearest Community water supply/Canal/ River/Well/Pond/Backwaters and distance (d) Nearest House No. and distance from site (e) Nearest Educational Institution/Religious Worship Centre (f) Distance from other buildings	……K m …… Km …… Km ……Km ……
	III. DETAILS OF FACTORY BUILDINGS	
24	Building No.(if existing)……	Ward…… Grama Panchayath/
	Municipality/Corporation …….	
25	Name of Road/Street	……
26	Regn. No. and Full Address of Architect/Engineer/Supervisor/	Regn. No.…… …… ……
27	Reg. No. & Address of Electrical Contractor	Regn. No. …… …… ……
29	If for expansion of Existing Factory Building please specify (a) Year of Establishment (b) Building Permit No. and date of issued by Local Body	 …… ……
30	Purpose of Construction	……
		Existing Proposed
31	Plinth Area (Floor wise)	……..Sq. Mtr. ……..Sq. Mtr.
32	Carpet Area (Floor wise)	……... …….
33	Height of the Building	…….. ……..
34	Set back from boundaries (for proposed construction only)	…….. …….. …….. ……..
35	Details of Open Spaces	…….. ……..
36	Estimated cost of Proposed construction	…….. ……..

IV. MACHINERY AND POWER

37. Details of Plant & Machinery

Sl No.	Item	Number	Price	Name of supplier
Total				

38. Details of Power Requirement

Bulb/Tube	Fans	Plugs, Heaters etc.	Motors	Total Demand
No. Wattage of Each	No. Wattage of each	No. wattage of each	KW/KVA	

39	Actual requirement of of Electric Connection (Whether Power Requisition is for :- New Service/reconnection/an alteration to existing installation/Temporary service)	
40	Installed capacity for 8 hours	…….. ……..
41	Proposal for augmentation, if any	…….. …….. ……..

V CAPITAL INVESTMENT		
42	Total estimated cost of the project (if the proposal is for expansion or far diversification, information only about the additional investment required may be indicated here (in Rupees) (a) Land (b) Building (c) Plant & Machinery (i) Imported (ii) Indigenous (d) Miscellaneous assets (e) Contingencies (f) Preliminary/pre-operative expenses (g) Margin money for working capital Total	 Rs……. Rs……. Rs……. Rs……. Rs……. Rs……. Rs……. Rs……. Rs…….
43	Working Capital (total requirement at 100% capacity utilization)	Rs…….
44	In the case of existing units please indicate the total investment in fixed assets (the information should pertain to all the existing units/factories belonging to the same undertaking)	Rs…….

VI RAW MATERIALS					
45	A. Annual requirement of main raw materials, consumables etc. (at 100% capacity utilization, 8 hours single shift)				
Sl No.	Name of the Item	Quantity (Pl. specify unit)	Cost per Unit	Total Cost	Source
Total					

	B.Details of Imported Raw materials				
Sl No.	Name of the Item	Quantity (Pl. specify unit)	Cost per Unit	Total Cost	Source
Total					
Grand Total[A+B]					

A. No. of Shifts Proposed: …….

VII CAPITAL INVESTMENT			
48. Using Fuels			
Sl No.	Item	Quantity consumed per day (8 hours)	Fuel analysis report if available attach copy

VIII FINISHED PRODUCTS					
47	Details of Products				
Sl No.	Item (include bye-products & Intermediary products also)	Total product	Unit price (Ex-factory)	Total value	Use

IX MANPOWER REQUIREMENT	
48	Details of Employment

Sl No.	Description	Existing	Proposed	Total
[[a]	Managerial			
[b]	Supervisory Technical Non-technical			
[c]	Skilled Labourer Unskilled Labourer			
[d]	Semi-skilled Labourer			
[e]	Others			

X MISCELLANEOUS DETAILS		
49	Working Time	…… …… …… ……
50	Scope for future expansion, if any,	…… …… …… Signature…….
XI POLLUTION CONTROL (To be filled up only by units which require permission from Pollution Control Board)		
51	Investment proposed on (a) Effluent Treatment and disposal (b) Mission Control (c) Solid Waste Processing and Disposal (d) Sound Pollution Control Total	 …… …… …… …… ……

52	Water consumption per day [a] Boiler [b] Cooling (1) Contact (2) Non-contact (c) Domestic purpose (d) Process/Production (e) To other purpose Total	…… …… …… …… …… …… …… ……
53	Source of Water	……
54	Trade effluent and Sewage Effluent	

(a)

Ref. No. of Outlet in the Plan	Unit Source of Effluent	Effluent Quantity m^3/Day	Quality		
			Characteristic	Unit	Concentration

(b)

Ref. No. of Outlet in the Plan	Outlet Location Possession/access	Effluent Discharged into Stream/Well, Sewer/Land for Irrigation and for percolation (identify)	Effluent Treatment

55	Solid wastes				
Unit source	Quantity (per day in tonne)	Quality			Mode of treatment disposal
		Characteristic	Unit	Concentration	

56	Emission			
(a)				
Stack No.	Emission Sources*	Height M	Inside dimension M	
			Top	Bottom
* State type and quantity per hour of fuel in case of boiler stacks				
(b)				

Stack No.	Velocity of flow	Emission Quality			Control means
		Characteristics	Rate	Concentration	
57	Sound Pollution Significant Sources and Control Measures				
			Signature Name:		

Form B

(See Rule 7(1)]

Register Regarding application submitted to the Industrial Area Board/District Board/State Board

S No.	Name and address of the applicant	Licence applied for (specify)	No.& Date of Acknowdgement receipt	Date of presenting in the Board	Decision of the Board	Signature of Chairman	Date on which the application sent to the licencing authority	No. and date of licence given	Date of clearance final decision of the Board	Remarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]

FORM C
[See Rule 9(2)]

GOVERNMENT OF KERALA
Certificate issued from Industrial Area Board/State Board

CERTIFICATE

Certified that necessary clearance/ No objection Certificate/Licence in respect of M/s. …… ……. (Name and address of the Industrial Undertaking) in Survey Nos. ……. Of Village of …….. Taluk ……District ……. In …….. Industrial Area/Plot/Estate/Growth Centres/Park/Industrial Township Authority is deemed to have issued as per the Resolution No……. dated …….. of the meeting of the Industrial Area Board/…… Industrial Township Authority for conducting the activity of …….. in exercise of the powers conferred on this Board by Section 26 and 27 of Kerala Industrial Single Window Clearance Boards and Industrial Township Development Area Act, 1999 under Section 10 of the said Act.

This certificate is issued today the ……th day of …….. month …… year under the seal of undersigned.

Name
Designation

(Seal) …… Industrial Area Board/Distrct Board/ State Board/ Industrial Township Authority
(Delete which are not applicable.

FORM D

[Sea Rule 11)

Appeal submitted to the State Board

1. Name of the applicant :
2. Address :

3. Details of the Industrial Unit

4. Details of the application rejected and from which Single Window Board :

5. Date on which intimation regarding rejection of application is received and reasons if any with details thereof. :

6. Details of the records enclosed herewith :

Place
Date: Name and Signature of the applicant.

FORM E
(See Rule 1)
Appeal submitted to the Government

1. Name of the Applicant
2. Address

3. Details of the Industrial Unit

4. Date on which the notice of rejection
Received from the State Board and the
Reason specified if any with details.

5. Details of the records presented herewith:

Place
Date

Name and Signature of the applicant.

FORM F

Appeal to the District Board from the Small Scale Industrial Entrepreneurs which has an investment not less than 2 lakhs.

1. Name of the applicant

2. Address

3. Details of Small Industrial Unit:

4. Details of the authority which has Rejected the clearance of Licence Or Certificate of recommended with Modification.

5. Date on which the notice of rejection Received and reason with details.

6. Details of records presented herewith.

Place:
Date: Name and Signature of the applicant.

FORM G

(See Rule 11(4)]

Register regarding the Appeal Application.

S.No.	Name and address of the applicant	No.& date of acknowledgement receipt	Nature subject of appeal	Appeal from which Board	No. & date of licence issued	Remarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]

FORM H

[See Rule 17]

Receipt regarding Fees, Service charge remitted in the Board, name and Place of the Board.

1. Name and address of the applicant : remitting the amount

2. To which Industrial Unit the amount is remitted:

3. Service charge :

4. Details of Fees:

Name of the Authority		Amount remitted
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total amount remitted above 3&4	

Place:
Date:

Name, Designation and Signature of the Officer who received the amount

Seal of the Board.