

USER MANUAL
for
Renewal for factory owners

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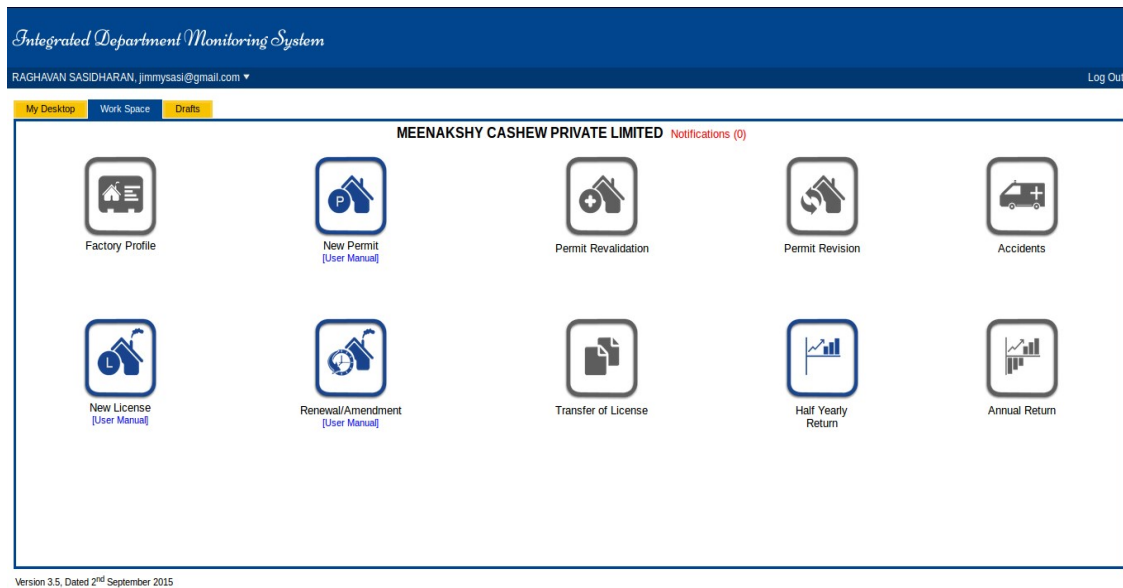
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Factory Renewal

1. Factory Renewal

1.1 Renewal

For renewal of license click on Renewal/Amend button.



Renewal for factory owners

1.2 Factory Details

On clicking the Renewal/Amend the following page will be displayed. This page facilitates the factory owners to Renew their License. Select the checkbox **Renewal**. It automatically take the registration number, Now click on **Continue** to proceed.

Integrated Department Monitoring System

Vivek Venugopal, ravindran@karan-carpets.com Log Out

My Desktop Work Space Drafts

Renewal/Amendment/Transfer

Registration No *	APY0103/1988		
Request Type *	<input type="checkbox"/> Transfer <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> Renewal		
Occupier Name	M/S WILLIAM GOODACRE & SONS (INDIA) PVT. LTD.	Occupier Address	SARAS A.S. ROAD ALAPPUZHA Pin-688007
Email	ravindran@karan-carpets.com	Mobile	9447143001
Factory Name	WILLIAM GOODACRE & SONS (INDIA) PVT. LTD.	Factory Address	P.B. No.4606 Alappuzha
Region	Kollam	Division	Alappuzha
District	Alappuzha	Taluk	Ambalappuzha
Village	Alappuzha West	Panchayat/Municipality/Corporation	Alappuzha municipality
Survey Number	796/25/1, 25/2, 25/3, 26/1, 26/2, 24, 29/2, 19 A, 19B, 29/1, 28/3		
Manufacturing Process	Manufacturing of Coir Mats and Mattings,	NIC Code	13935,
Power	183.712 KW	Stand By	0 KVA
Male Worker	125	Female Worker	25
Factory Type	Section 2m	MAH:N, 2(cb):N, sec.87:N, cashew:N, Hazardous:N, Others:Y	
Sector	Pvt. Ltd		

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1.3 Renewal Details

The Renewal details needs to be entered here such as Renewal year, Number of Years etc. After entering the details click on **Continue** to proceed.

The screenshot shows a web application interface for the 'Integrated Department Monitoring System'. At the top, there is a blue header with the system name and a user profile for 'Vivek Venugopal, ravindran@karan-carpets.com'. Below the header is a navigation bar with tabs for 'My Desktop', 'Work Space', and 'Drafts'. The main content area contains a breadcrumb trail: 'Factory Details > Form 2 > Documents Enclosed > Renewal Details > Payment Details'. The 'Renewal Details' form is displayed with two input fields: 'Renewal Year *' with the value '2017' and a note '(Factory renewed upto 31st Day of December 2016)', and 'Renewal for *' with a dropdown menu set to '1 Year'. A 'Continue' button is located at the bottom right of the form.

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1.4 Form 2

Fill the details in the given form. Mandatory fields are marked using *. Click on **Continue** to proceed.

The user can take the print out of the form.

FORM 2 (Prescribed under Rule 24(2))													
1. Application for	Application for Renewal/Extension/Transfer of Licence												
2. (a) Applicant's name	M/S WILLIAM GODDARD & SONS (INDIA) PVT. LTD.												
(b) Licence No.	APF0000008												
3. Full name and postal address of the factory	(a) Name: WILLIAM GODDARD & SONS (INDIA) PVT. LTD. (b) Address: P.O. No. 400, Rajapet (c) Distance from Nearest Public Station: <input type="text"/> (d) Distance from Nearest Railway Station: <input type="text"/> (e) Distance from Nearest Public Hospital: <input type="text"/>												
4. Please indicate following details also:-													
5. Full name and residential address of the persons who shall be the Manager of the factory for the purpose of the Act. *													
6. Full name and residential address of the occupier and his designation (e.g. Director, Partner, Proprietor)	M/S WILLIAM GODDARD & SONS (INDIA) PVT. LTD. P.O. NO. 400, RAJAPET, CHENNAI												
7. Full name and address of the owner of the premises of building (including the premises thereof) referred to in Section 55.													
8. Please furnish reference number(s) of all order(s) of approval(s) of the plans of the site and building and for disposal of trade wastes and effluents by the concerned authorities	<table border="1"><thead><tr><th>Authority</th><th>Date</th></tr></thead><tbody><tr><td>(i) State Govt.</td><td><input type="text"/></td></tr><tr><td>(ii) Local Authority</td><td><input type="text"/></td></tr><tr><td>(iii) Chief Inspector</td><td><input type="text"/></td></tr><tr><td>(iv) Pollution Control Board</td><td><input type="text"/></td></tr><tr><td>(v) Other concerned authority (Specify)</td><td><input type="text"/></td></tr></tbody></table>	Authority	Date	(i) State Govt.	<input type="text"/>	(ii) Local Authority	<input type="text"/>	(iii) Chief Inspector	<input type="text"/>	(iv) Pollution Control Board	<input type="text"/>	(v) Other concerned authority (Specify)	<input type="text"/>
Authority	Date												
(i) State Govt.	<input type="text"/>												
(ii) Local Authority	<input type="text"/>												
(iii) Chief Inspector	<input type="text"/>												
(iv) Pollution Control Board	<input type="text"/>												
(v) Other concerned authority (Specify)	<input type="text"/>												
9. (a) Nature of manufacturing processes to be carried out in the factory	Manufacturing of Car Tires and Motors.												
(b) In case of application for amendment, indicate manufacturing processes carried out previously													
10. Name and quantities of raw materials used, intermediate products and principal finished products during the last twelve months (in case of factories already in existence)													
11. Number of workers employed in the factory	Employed in the last 12 months: <input type="text"/> Proposed to be employed in next 12 months: <input type="text"/>												
(a) Maximum Number	<input type="text"/>												
(b) Number actually employed	<input type="text"/>												
12. Nature & total amount of power (in Kilowatts): (a) Installed	<input type="text"/>												
(b) Available	<input type="text"/>												
(c) Proposed to be installed	<input type="text"/>												

1.5 Documents Enclosed

Here you need to attach the Documents in the given drop down list **Documents to be Attached**. The documents can be browsed and attached by clicking **Upload File** button. Mandatory fields are marked using *. The attached documents can be viewed in the below **Document View** list. After attaching the documents click on **Continue** to proceed.

The screenshot shows a web application interface for document upload. At the top, there is a blue header with the text "Integrated Department Monitoring System" and a user profile "Vivek Venugopal, ravindran@karan-carpets.com" with a "Log Out" link. Below the header is a navigation bar with tabs for "My Desktop", "Work Space", and "Drafts". The main content area has a breadcrumb trail: "Factory Details" > "Form 2" > "Documents Enclosed" > "Renewal Details" > "Payment Details". The current page is titled "Renewal/Amendment/Transfer Request Documents Enclosed". It contains several form fields: "Documents to be attached" (a dropdown menu with "-----please select-----" selected), "Any Other Specify" (a text input field), and "Date & No of Approval" (a date picker and a text input field). Below these fields are "Browse..." and "Upload File" buttons. A "Document View" table is present, with columns for "Sl. No", "Attachment Name", and "File". A "Continue" button is located at the bottom right of the table area.

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1.6 Payment Details

In **Payment Details** page you can see that Previous Balance, Renewal Fees, Renewal Additional Fees, Total amount to be paid, and Excess fee. Click on **Proceed with E-payment** button to pay the fee online.

The screenshot displays the 'Integrated Department Monitoring System' interface. At the top, there is a blue header with the system name and user information: 'Vivek Venugopal, ravindran@karan-carpets.com'. Below the header, there are navigation tabs: 'My Desktop', 'Work Space', and 'Drafts'. The main content area shows a breadcrumb trail: 'Factory Details > Form 2 > Documents Enclosed > Renewal Details > Payment Details'. The 'Payment Details' section contains a table with the following data:

Payment Details			
Previous Balance	500.00	(Please contact the administrator if previous balance is not correct)	
Renewal Fees	44850.00	Renewal Additional Fees	0
Total amount to be paid	44350.00	Excess Fees	

Below the table, there is a button labeled 'Proceed With E-Payment'.

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