GOSAI & ASSOCIATES
HR STATUTORY & PAYROLL COMPLIANCES

+91 98100 90402
admin@kkgosai.in

Factory Registration Documents

Note — All documents should be duly attested with the company stamp.

Factory Act Registration Documents Required	
1	Board of Resolution (on Company Letter Head) Template available on the website
2	Memorandum of Article if applicable (Not Applicable for Partner & Proprietor)
3	Electricity Bill / Sanction Load (Latest)
4	Occupation Certificate
5	List of Director / Partners
6	Allotment Letter / Rent Agreement / Registry Copy
7	Flow Chart Template available on the website
8	Machinery Safety & Hazards Template available on the website
9	Aadhar Card & PAN Card (Director / Proprietor / Partner)
10	Company's PAN Card
11	Email ID & Mobile No.
12	Passport Size Photo
13	Partnership Deed
14	Brief Description Template available on the website
15	Cess NOC or Certificate
16	Nature of Work