APPENDIX.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 34 of the Tamil Nadu Business Facilitation Act 2018 (Tamil Nadu Act 7 of 2018), the Governor of Tamil Nadu hereby makes the following Rules :-

CHAPTER - I.

1. **Short title.-** These rules may be called the Tamil Nadu Business Facilitation Rules, 2017.

2. **Definitions.-** In these rules, unless the context otherwise requires, (1) 'Act' means the Tamil Nadu Business Facilitation Act, 2018 (Tamil Nadu Act 7 of 2018);
   (1)'Acknowledgement' means the acknowledgement issued under these rules.
   (2) 'Checklist' means the list of documents to be furnished by the applicant along with Combined Application Form;
   (3) 'Form' means Form annexed with these rules;
   (4) 'Clearance-specific application Form' means the Form prescribed by the concerned department delivering a notified service under the Act, from time to time;
   (5) 'MSME' means Micro, Small and Medium Enterprises;
   (6) 'section' means section of the Act;
   (7) words and expressions used herein but not defined in these rules shall have the same meanings assigned to them in the Act.

CHAPTER – II.

NODAL AGENCY AT STATE AND DISTRICT LEVEL AND BUSINESS FACILITATAION PROCEDURES.

3. **State level Nodal Agency. -** The Tamil Nadu Industrial Guidance and Export Promotion Bureau shall be the Nodal Agency at the State level.
4. **District-level Nodal Agency.-** The Office of the Regional Joint Director of Industries and Commerce in respect of Chennai District and the District Industries Centre (DIC) in respect of other Districts, shall be the Nodal Agency at the district-level.
5. **Powers and functions of Nodal Agency.-** (1) The Nodal Agency at the State and District-level shall act as the secretariat to the Respective Committees at the State and District-level, respectively, constituted under the Act. It shall identify individual officials for supporting the Respective Committees and also arranging for collecting and processing applications for clearances under the directions of the Respective Committees.
   (2) The Nodal Agency at the State and District-level shall ensure adequate support to all applicants for submitting applications for clearances through single window portal, including making available information related to all application Form including the

Combined Application Form, list of enclosures, requisite fee and mode of payment. This would include the applicable fee and the mode of payment, namely, online or pay orders or demand drafts or challans, payable to the Nodal Agency or Competent Authorities.

(3) Before submission of the application for service through single window portal, the applicant can approach the Nodal Agency with the filled-in application along with enclosures to ensure the correctness and completeness of the same. The Nodal Agency shall direct the designated official identified by the Competent Authority to meet as and when required to verify and check the following as part of the pre-scrutiny process for the purposes of assessing the completeness of the submitted application, namely:-

(i) Whether the application is complete in all respects, including the application forms and enclosures as per rule 9;

(ii) Whether self-certification as per rule 10 has been submitted;

(iii) Whether check-list, as specified in Annexure 1, filled correctly has been submitted;

(iv) Confirm the fee payable towards the Nodal Agency and Competent Authorities as per rule 7.

(4) The Nodal Agency at the State and District level shall be the first point of contact for investors and applicants for resolution of any queries at any stage of application, related to application filing, submission and processing. The Nodal Agency shall record and address such queries or grievance through online mechanism. The applicable time limit for the relevant Competent Authority or Nodal Agency, as the case may be, for the disposal of queries shall be 15 days from the date of receipt of queries.

(5) The Nodal Agency at the State level shall also be responsible for improving the investment climate in the State by suggesting regulatory, institutional, and process reforms. This includes reducing the regulatory compliance burden, simplifying regulatory procedures and digitizing compliance procedures.

(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)

6. **<u>Services covered under the Act.-</u>** The following services would be offered through the single window portal, namely:-

(1) **Pre-establishment clearances** which are required prior to establishment of an enterprise as given in Annexure 2.1.

(2) **Pre-operation clearances** which are required prior to, or on commencement of, operation of an enterprise as given in Annexure 2.2.

(3) **Renewal of clearances** provided at either pre-establishment or pre-operation stage, which are required for continuing operations of an enterprise as given in Annexure 2.3.

(4) **Incentives for** eligible enterprises which shall be offered as given in Annexure 2.4.

(5) **Other clearances** covered under this Act, as well as their renewal, which are currently not provided through the single window portal but shall be provided through the single window portal in a phased manner as given in Annexure 2.5.

7. **Application fees for service through single window portal.-** The fees payable under section 7 of the Act would be as follows:-

(1) Fees payable to the individual Competent Authorities in respect of their clearances, as stipulated in their respective Acts or Rules or Regulations or Notifications.

(2) ~~Processing fees as may be notified payable to the State Level Nodal Agency under the Act.~~ Fees payable to the State Level Nodal Agency towards processing of application in respect of investment limits specified in column (2) of the Table below shall be as specified in the corresponding entries in columns (3), (4) and (5) thereof.

The Table

Sl. No.	Investment limits of enterprises	Fee payable to the State Level Nodal Agency		
		Lump Sum Fee for all Single Window clearances/ services (in Rupees)	Fee for each clearance/ service offered through Single Window Portal	
			Pre-establishment or Pre-Operation Stage clearance/ service and Incentives - upto 5 clearances/ services (in Rupees)	Renewal Stage clearance / service or any other Post-Operation clearance/service (in Rupees)
(1)	(2)	(3)	(4)	(5)
1	Expansion of an enterprise (other than MSME) with additional investment up to Rs.10 crores	NIL	NIL	NIL
2	Expansion of an enterprise (other than MSME) with additional investment of more than 10 crores up to Rs.50 crores	2,50,000	40,000	7,000
3	Establishment or Expansion of an enterprise with investment of more than Rs.50 crores and upto Rs.100 crores	5,00,000	80,000	12,000
4	Establishment or Expansion of an enterprise with investment of more than	10,00,000	1,60,000	22,000

Sl. No.	Investment limits of enterprises	Fee payable to the State Level Nodal Agency		
		Lump Sum Fee for all Single Window clearances/ services (in Rupees)	Fee for each clearance/ service offered through Single Window Portal	
			Pre-establishment or Pre-Operation Stage clearance/ service and Incentives - upto 5 clearances/ services (in Rupees)	Renewal Stage clearance / service or any other Post-Operation clearance/service (in Rupees)
	Rs.100 crores and upto Rs.300 crores			
5	Establishment or Expansion of an enterprise with investment of more than Rs.300 crores and upto Rs.1000 crores	15,00,000	2,40,000	32,000
6	Establishment or Expansion of an enterprise with investment above Rs.1000 crores	20,00,000	3,20,000	42,000

Explanation:- (i) For the purpose of this sub-rule, "Investment" includes the eligible Fixed Assets as defined in the Tamil Nadu Industrial Policy for the time being in force. (ii) No fee is payable to the District Level Nodal Agency towards processing of applications received from Micro, Small and Medium Enterprises. *(As per amendments of G.O.Ms.No.39, Dt. 14.03.2022)*

(3) The fees payable shall be paid only through the online payment facility in the single window portal or Competent Authorities' online payment system. ~~The fees payable above shall be paid either through pay order or demand draft or challan in favour of the respective Competent Authority or Nodal Agency or through the online payment facility made available at single window portal or Competent Authorities online system. However, the details of offline payment made shall be entered in the single window portal for the purposes of acceptance of application.~~ *(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)*

8. **Request for additional information or clarifications.-** The applicable time limit under sub-section (1) of section 8 and sub-section (1) of section 11 of the Act, within which the Competent Authority concerned need to ask for any additional information or clarification from the applicant, shall be within 3 working days for those departments with processing time limit is less than 10 days and within 7 working days for those departments with time limit beyond 10 days as specified in rule 12, from the date of receipt of the application. In case, additional information or clarification is not sought for by the Competent Authority within the number of days as specified above, it will be construed that no additional information or clarification is required for processing the application. The Competent Authority shall ask for clarification or additional information from the applicant only once within the number of days as specified above, from the date of receipt of application.

9. **Application Forms and enclosures.-** (1) The Combined Application Form shall be as specified in Annexure 3 (at the pre-establishment stage) and Annexure 4 (at the pre-operation stage) to these rules. The Form will include select sections which may be specific to select clearances and would need to be submitted in the single window portal only if applicable.

(2) The list of enclosures for all categories of clearances under the Act shall be as specified in Annexure 1. *(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)*

(3) The above Forms, together with list of required enclosures, shall be made available by the Nodal Agency in hardcopy to the applicant on request in accordance with sub-rule (2) of rule 5.

10. **Self-certification.-** Every applicant shall submit with the application a self-certification through the single window portal as required under sub-section (1) section 10 of the Act in the template specified in Annexure 5 to these rules.

11. **Procedure for applying for clearances and incentives.-** All applications for securing clearances and incentives shall be received and processed through the single window portal. The said portal shall accept and electronically transfer the applications to the respective Competent Authority. Wherever applicable, the single window portal shall be integrated with the online system of the individual Competent Authorities to enable seamless exchange of information. The portal shall have provision to track and monitor the status of processing of applications.

(1) The applicant shall register through single window portal by entering the requisite details and by uploading requisite supporting documents required for registration.

(2) On completion of the registration, a unique ID and password shall be auto-generated by the portal and communicated to the applicant through e-mail or SMS for future reference.

(3) The applicant shall login to the single window portal using the unique ID and password.

(4) On logging in, the applicant shall respond to a set of objective questions related to the nature of the proposed enterprise and its operations.

(5) Based on the responses entered by the applicant, the portal shall indicate the list of pre-establishment and pre-operational clearances which are required to be secured by the enterprise to establish or operate. The applicant can choose to apply for all the clearances at one time or to apply for specific clearances at multiple times.

(6) In order to apply for the clearances, the applicant shall initially fill in, submit the online Combined Application Form and respective supporting enclosures, and pay the requisite processing fee, with details of payment captured in the portal.

(7) On submission of the application form complete in all respects, an acknowledgement will be issued to the applicant through the portal which will be used for tracking and monitoring the status of the application. The single window portal will also automatically forward it to the respective Competent Authority. The Respective Competent Authorities shall process the applications forwarded to them, by ensuring scheduling of inspections to be communicated to the applicant through the single window portal.

~~(8) In cases where the supporting documents have been sent by the applicant through speed post or courier, the applicant shall enter the tracking number and date of dispatch in the~~

~~portal. The Respective Competent Authority shall update the date of receipt of such documents in the portal which shall be construed as reference date for applicable time limit for such clearance.~~

~~(9) In case the respective Competent Authority does not acknowledge the receipt of attachments within three working days of the dispatch as entered by the applicant in the portal, the fourth working day shall be construed as reference date for applicable time limit for such clearance.~~ *(As per amendments of G.O.Ms.No.196, Dt. 13.08.2021)*

(10) The applicable time limit under section 8 of the Act, within which the concerned Competent Authority needs to ask for any additional information or clarification from the applicant shall be as per rule 8. In cases where the application is not complete in all respects, list of additional information or clarification or documents required from the applicant will be specified by the Competent Authority and communicated to the enterprise through the single window portal within the time limits specified in rule 8.

(11) As part of processing of applications for clearance, no information or clarification or documents can be requested by the concerned Competent Authority over and above those specified in the enclosures specified in rule 9, with the exception of information or clarification or documents or installations or equipment which may be required to be checked at the time of physical inspections, if applicable.

(12) The Competent Authority shall process the application and communicate its decision through the portal either approving or rejecting along with necessary comments within the time limits specified under rule 12. The approval or rejection certificate shall be uploaded by the Competent Authority in the portal which will be routed to the applicant's login automatically.

(13) For all clearances applied through single window portal, there shall be a provision for the applicant to take a printout of the clearance issued by the Competent Authority with a unique identification number from the portal. This unique identification number serves to facilitate the verification of the clearance issued by the Competent Authority by any third party, if required.

(14) In cases where the Competent Authority has not processed the application within the stipulated time limits specified under rule 12, it shall be deemed to be approved in case of clearances specified under rule 13. For all other clearances, the application will be placed for consideration of the Respective Committee in the next meeting with a notice to the Competent Authority to explain the delay.

(15) For all applications relating to securing clearances and incentives the Competent Authorities shall not seek or accept any application or supporting documents from the applicant in hard copies nor shall they ask queries in any form outside the single window portal. *(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)*

12. <u>Time limits for processing.-</u> The time limits for deciding on applications for clearances and incentives under sub-section (2) section 11 of the Act shall be as specified in Annexure 2 to these rules. For the purpose of computation of time limit, the starting date shall be considered as the later of,-

(a) the date on which the completed application form together with appropriate Enclosures and processing fee was received by the Competent Authority; or

(b) the date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority.

13. **Deemed approvals.-** The provisions of approval under sub-section (1) of section 12 of the Act shall be applicable to the clearances specified in S.No.2.1.1 to 2.1.8 in Annexure 2.1, S.No. 2.2.1, S.No.2.2.2 and S.No.2.2.9 in Annexure 2.2 and S.No.2.5.1, S.No. 2.5.2, S.No.2.5.77, S.No.2.5.78 and S.No. 2.5.135 in Annexure 2.5 to these rules, in case the Competent Authority concerned fails to decide on the application within the time limit specified under rule 12. The deemed approval shall be issued to the applicant under the name and seal of the Competent Authority concerned, through single window portal with a copy to the respective Competent Authority, after obtaining concurrence of the Respective Committee *(As per amendments of G.O.Ms.No.196, Dt. 13.08.2021, As per amendments of G.O.Ms.No.215, Dt. 29.10.2022 and As per amendments of G.O.Ms.No.59, Dt.10.03.2023).*

14. **Inspection and delegations under sub-section (2) of section 14 of the Act.-** (1)The concerned Competent Authority shall delegate the powers of inspection to Private Technical Experts or experts in Academic Institutions wherever feasible such as:-

(i) Appointment of Third Party Agencies to carry out the inspection of boilers and its components during manufacturing and during the period within which the boilers are in use.

(ii) Appointment of Electrical Contractor as per Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 to carry out electrical installation, supervision work.

(2) To expedite the processing of clearances specified in rule 6, where the issue of approval by a Competent Authority is linked to issue of clearance from other Competent Authority, all the concerned Competent Authority shall process the applications simultaneously on receipt of application in line with their respective rules and regulations. In such instances of linked clearances, the Competent Authority shall not wait for receipt of clearance from other Competent Authority prior to processing of application. The concerned Competent Authority for giving the clearance shall provide the same on receipt of clearance from other Competent Authority.

(3) The State Level Nodal Agency shall inform the concerned Competent Authorities the specific date for inspection with a request to carryout joint inspections on that specific date. If for any reason, the Competent Authority is unable to inspect jointly, it shall complete the inspection within 7 days from the date proposed by the State Level Nodal Agency, and upload inspection report, if applicable, within 48 hours of completion of inspection on their respective online system or single window portal, as the case may be. *(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)*

CHAPTER – III.

INSTITUTIONAL STRUCTURE FOR ENABLING BUSINESS FACILITATION FOR APPLICATIONS MADE TO STATE LEVEL NODAL AGENCY.

15. **Composition and meetings of State Single Window Committee.-** (1) The composition of the State Single Window Committee under sub-section (1) of section 15 of the Act shall be as specified in Annexure 6 to these rules.

(2) The State Single Window Committee shall meet at least once in every two calendar weeks to process the applications and transact other business as required under sub-section (3) of section 15 of the Act.

16. Composition and meetings of State Single Window Monitoring Committee.- (1) The composition of the State Single Window Monitoring Committee under sub-section (1) of section 16 of the Act shall be as specified in Annexure 7 to these rules.

(2) The State Single Window Monitoring Committee shall meet once in every month to process the applications and transact other business under sub-section (3) of section 16 of the Act.

17. Composition and meetings of Investment Promotion and Monitoring Board.- (1) The composition of the Investment Promotion and Monitoring Board under sub-section (1) of section 17 of the Act shall be as specified in Annexure 8 to these rules.

(2) The Investment Promotion and Monitoring Board shall meet not less than twice a year to review and monitor the disposal of applications submitted through single window portal and transact other business under sub-section (2) of section 17 of the Act.

CHAPTER – IV.

INSTITUTIONAL STRUCTURE FOR ENABLING BUSINESS FACILITATION FOR APPLICATIONS MADE TO DISTRICT LEVEL NODAL AGENCY.

18. Composition and meetings of MSME District Single Window Committee.- (1) The composition of the MSME District Single Window Committee under sub-section (1) of section 21 of the Act shall be as specified in Annexure 9 to these rules.

(2) The MSME District Single Window Committee shall meet at least once in every two calendar weeks to process the applications and transact other business under sub-section (3) of section 21 of the Act.

19. Composition and meetings of MSME State Single Window Committee.- (1) The composition of the MSME State Single Window Committee under sub-section (1) of section 22 of the Act shall be as specified in Annexure 10 to these rules.

(2) The MSME State Single Window Committee shall meet once in every calendar month to process the applications and transact other business under sub-section (3) of section 22 of the Act.

20. Composition and meetings of MSME Investment Promotion and Monitoring Board.- (1) The composition of the MSME Investment Promotion and Monitoring Board under sub-section (1) of section 23 of the Act shall be as specified in Annexure 11 to these rules.

(2) The Investment Promotion and Monitoring Board shall meet once in every quarter of the year to review and monitor the disposal of applications submitted through single window portal, process the applications and transact other business under sub-section (2) of section 23 of the Act.

CHAPTER – V.

MISCELLANEOUS.

21. **Redressal of grievance.-** (1) The Grievance Redressal Authority for redressal of grievance under sub-section (1) of section 27 of the Act shall be the State Single Window Monitoring Committee for all applications submitted by enterprises with investment beyond the limits notified under sub-section (1) of section 5, to the Nodal Agency at the State level. For applications submitted by enterprises with investments up to the limits notified under sub-section (1) of section 5 to the Nodal Agency at the District-level, the Grievance Redressal Authority shall be the MSME State Single Window Committee.

(2) The applicable time limit for raising grievances to the Grievance Redressal Authority under sub-section (1) of section 27 of the Act shall be within 30 days of,-

(i) rejection of application as per sub-rule (12) of rule 11;

(ii) expiry of stipulated time limits under sub-rule (4) of rule 5, sub-rule (14) of rule 11 or sub-rule (3) of rule 14; *(As per amendments of G.O.Ms.No.196, Dt. 13.08.2021)*

(iii) receipt of request for additional information or clarifications or documents as per rule 8 either for the second time or pertaining to information or clarification not included in the enclosures specified in sub-rule (2) of rule 9.

(3) The applicable time limit for the Grievance Redressal Authority for the disposal of appeal under sub-section (2) of section 27 of the Act shall be within 30 days of receipt of the grievances.

(4) The Grievance Revisionary Authority for redressal of grievance under sub-section (3) of section 27 of the Act shall be the Investment Promotion and Monitoring Board in cases where the State Single Window Monitoring Committee is the Grievance Redressal Authority and the MSME Investment Promotion and Monitoring Board in cases where the MSME State Single Window Committee is the Grievance Redressal Authority.

(5) The applicable time limit for revision under sub-section (3) of section 27 of the Act to the Grievance Revisionary Authority shall be within 30 days of receipt of the orders issued by the Grievance Redressal Authority.

(6) All grievances or appeals under this Act shall be submitted online through single window portal. All such grievances shall be duly acknowledged and a system generated unique tracking ID shall be communicated to the applicant. The grievance can be tracked on the single window portal using the unique tracking ID: Provided that the Grievance Redressal Authority or Grievance Revisionary Authority may admit the appeal or revision as the case may be after the expiry of the period of 30 days if it is satisfied that the applicant was prevented by sufficient cause from filing an appeal or revision in time. After the acceptance of grievance through single window portal, a show-cause notice shall be issued to the designated official through the single window portal seeking reasons as to why fine shall not be imposed for non-provision or delay in services. The designated official shall furnish an explanation to the show-cause notice through the single window portal within 15 days from the receipt of the show-cause notice.

(7) Based on the explanation to the show cause notice, the Grievance Redressal Authority shall direct the designated official identified by the Competent Authority under sub-section (1) of section 29 of the Act to provide the service within the specified period or

may reject the grievance. Along with the order to provide service, the Grievance Redressal Authority may also impose a fine on the designated official under sub-section (1) of section 29 of the Act.

(8) In case of appeal, the Grievance Revisionary Authority, after consideration of the facts made out in the appeal, may direct the designated official identified by the Competent Authority under sub-section (1) of section 29 of the Act to provide the service within the specified period or may revise the order relating to the service and / or fine on designated official issued by Grievance Redressal Authority, appropriately. *(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)*

22. Fines under section 28 and 29.- (1) The State Single Window Monitoring Committee shall, after following due process, impose fine as specified under section (1) of section 28 of the Act on enterprises that exceed the notified investment limits and impose fine on Designated Official as specified under sub-section (2) of section 29 of the Act and communicate the same to the concerned Enterprise or Designated Official, as the case may be, as applicable with intimation to the State-level Nodal Agency. The concerned Enterprise or Designated Official shall deposit the amount of such fine imposed with the State-level Nodal Agency within thirty days of the receipt of the communication.

(2) The MSME State Single Window Committee shall, after following due process, impose fine as specified under sub-section (1) of section 28 of the Act on enterprises with investment up to notified limit and impose fine on Designated Official as specified under sub-section (2) of section 29 of the Act and communicate the same to the concerned enterprise or Designated Official, as the case may be, as applicable with intimation to the District level Nodal Agency. The concerned enterprise or Designated Official shall deposit the amount of such fine imposed with the District-level Nodal Agency within thirty days of the receipt of the communication.

ANNEXURE 1

[See rule 5 (3) (iii), 9 (2)]

(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)

Checklist of Enclosures to be submitted with Application in Single Window Portal

Enclosures for Pre-Establishment Stage Clearances

1. Planning Permission for buildings from Directorate of Town and Country Planning

#	**Check list of enclosures for applications relating to Non-high rise building not exceeding 18.3 meter in height (This checklist is also applicable for non-high rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding the areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993**
1.	Application for permission for building in **Form-B** as per **Annexure-II** of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
2.	Form of undertaking in **Form-C** as per **Annexure-III** of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government / poromboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under the Tamil Nadu Land (Ceiling and Regulation) Act, 1978; (c) (iv) Site not covered under the Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961 (Tamil Nadu Act 58 of 1961).
5.	Copy of revenue records viz., Field Measurement Book/ Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name
6.	Up to date Encumbrance Certificate (EC) in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: (a) For urban areas (corporation, municipality, town panchayat): EC's having transaction since 1.1.1980 must be submitted. (b) For rural areas (village panchayats): Encumbrance Certificate's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).
7.	FMB / Town Survey sketch, Adangal / 'A' register extract / Town Survey Land Register for the access road for at least **250 m** length abutting the site, in case if the site lies in area or for at least **100 m** length abutting the site in case other areas. Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch:

	(a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. (b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
8.	No objection Certificate from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.
9.	No objection Certificate from Tamil Nadu Generation and Distribution Corporation Limited must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in **Annexure-XVII** as per rule 19 of Tamil Nadu Combined Development and Building Rules, 2019.
10.	For construction of building within 30 meter radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 meter from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate. Registered professional to be engaged for the project: (a) For buildings up to 12 meter height and not exceeding 16 dwelling units or small developments like commercial, nursery schools, primary schools, and cottage industries up to 300 Square meter - Registered Architect (RA) or Registered Engineer (RE). (b) For buildings exceeding 12.0 meter but within 18.3 meter height - Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE) and Registered Geotechnical Engineer.
16.	No objection Certificate from Fire Service department only in case of public buildings as defined under section 2(33) of the Town and Country Planning Act, 1971 commercial complex / mall, cinema theatre, kalyana mandapam, community hall, all category of industries and warehouses, commercial buildings where explosives, fire crackers and other similar inflammable materials are handled or traded.
17.	Key plan as prescribed in rule 8(1)(i) of Tamil Nadu Combined Development and Building Rules, 2019
18.	Topo plan as prescribed in rule 8(1)(ii) of Tamil Nadu Combined Development and Building Rules, 2019
19.	Site plan as prescribed in rule 8(1)(iii) of Tamil Nadu Combined Development and Building Rules, 2019
20.	Building plan as prescribed in rule 8(1)(iv) of Tamil Nadu Combined Development and Building Rules, 2019

21.	Rainwater harvesting provisions as prescribed in the **Annexure – XXII** of Tamil Nadu Combined Development and Building Rules, 2019
22.	Solar energy capture provisions prescribed as per regulations given in Rule 44 of Tamil Nadu Combined Development and Building Rules, 2019
23.	NOC from the authority concerned, if the site lies in: (i) Regulated area as notified by Archeological Survey India; (ii) Area under sterilized zone of nuclear installation area; (iii) Costal Regulation Zone; (iv) Civil Aviation and Defence area regulation zone;
24.	If the site lies in the area falling under the purview of Hill Area Conservation Authority, then following shall also be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests; (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering); (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of the respective district; (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site.
25.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries.
26.	Copy of Property Tax or vacant land tax receipt (Latest).
#	**Item**
	Check list of enclosures for applications relating to High rise building with height more than 18.3 meter. **(This checklist is also applicable for High rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993)**
1.	Application for permission for building in **Form-B** as per **Annexure-II** of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
2.	Form of undertaking in **Form-C** as per **Annexure-III** of Tamil Nadu Combined Development and Building Rules, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government / poromboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under Land Ceiling Act, 1978; (iv) Site not covered under the Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 196.
5.	Copy of revenue records viz., Field Measurement Book / Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name

6.	Up to date Encumbrance certificate in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: (a) For urban areas (corporation, municipality, town panchayat): Encumbrance Certificate's having transaction since 1.1.1980 must be submitted (b) For rural areas (village panchayats): Encumbrance Certificate's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).
7.	Field Measurement Book / Town Survey sketch, Adangal / 'A' register extract / Town Survey Land Register for the access road for at least **500 meter** length abutting the site, in case if the site lies in corporation area or for at least **250 meter** length abutting the site in case other areas. Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch: (a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. (b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
8.	No objection Certificate from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.
9.	No objection Certificate from Tamil Nadu Generation and Distribution Corporation Limited must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in **Annexure-XVII** as per rule 19 of Tamil Nadu Combined Development and Building Rules, 2019.
10.	For construction of building within 30 m radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 meter from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate for: Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE), Registered Geotechnical Engineer and Registered Quality Auditor.
16.	No objection Certificate from the Director of Fire Safety and Rescue department
17.	Key plan as prescribed in rule 8(1)(i) of Tamil Nadu Combined Development and Building Rules, 2019
18.	Topo plan as prescribed in rule 8(1)(ii) of Tamil Nadu Combined Development and Building Rules, 2019

19.	Site plan as prescribed in rule 8(1)(iii) of Tamil Nadu Combined Development and Building Rules, 2019
20.	Building plan as prescribed in rule 8(1)(iv) of Tamil Nadu Combined Development and Building Rules, 2019
21.	Additional information which shall be furnished or indicated in the building plan as prescribed in rule 8(3) of Tamil Nadu Combined Development and Building Rules, 2019
22.	Rainwater harvesting provisions as prescribed in the **Annexure – XXII** of Tamil Nadu Combined Development and Building Rules, 2019
23.	Solar energy capture provisions prescribed as per regulations given in rule 44 of Tamil Nadu Combined Development and Building Rules, 2019
24.	No objection Certificate from the authority concerned, if the site lies in: (i) Regulated area as notified by Archeological Survey of India; (ii) Area under sterilized zone of nuclear installation area; (iii)Costal Regulation Zone; (iv)Civil Aviation and Defence area regulation zone.
25.	If the site lies in the area falling under the purview of Hill Area Conservation Authority, then following shall also be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering). (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of the respective district. (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site.
26.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries.
27.	Copy of Property Tax or vacant land tax receipt (Latest).
#	**Item**
	Check list for industrial buildings (Other than Multi-storeyed Buildings) - If the plot/ land is in an approved industrial layout by SIPCOT/ SIDCO:
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant.
2.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
3.	If the applicant proposes to put up a culvert across the channel/ water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
4.	Structural stability certificate in Form A,B,C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
5.	No objection Certificate from Fire and Rescue Services department has to be obtained.
6.	Affidavit of undertaking in Rs.20/- non judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency. (ii) Form duly filled in for supervision. (iii) Form duly filled in for certificate of work as per structural safety requirements.
7.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4.
8.	Drawing related checklist points:

	(i) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: (a) In case of Urban Local Bodies: Certificate obtained from the Executive Officer or Commissioner, as the case may be. (b) In case of Rural Local Bodies: Certificate obtained from Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be; or (c) Certificate from SIPCOT/SIDCO about common affidavit treatment plant provided by them, if any. (ii) Rain water harvesting system shown in the drawing. (iii) Site plan in any scale between 1:400 to 1:800. (iv) Detailed plan, elevation, sectional details in scale not less than 1:100. (v) Detailed drawing/ plan showing design calculations for the columns including the position of the columns (vi) A copy of the approved layout promoted by SIPCOT/SIDCO.
9.	If the site lies in the area falling within the purview of HACA, then the following shall be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering). (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (iv) District Collector Site inspection remarks and specific recommendations. (v) Contour plan of the site.
10.	Copy of previously approved plan by Directorate of Town and Country Planning for the site, (if any).
#	**Item**
	Check list for industrial buildings (Other than Multi-storeyed Buildings) – If the plot/ land is in an area other than approved industrial layout by SIPCOT/ SIDCO:
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant
2.	Patta and Adangal details should be verified by the Department by accessing the database of the Revenue Department. If the details are not available in the database of Revenue Department then, upload No objection Certificate in original from Tahsildar about the Patta and Adangal details.
3.	FMB/ Town Survey sketch attested by competent official of concerned department.
4.	Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
5.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
6.	**Approach road**: Details of type, width and survey number of access road which is available for at least about 250 meter along the length of the road abutting the site should be indicated by the applicant and which shall be verified by the Department by accessing the database of the Revenue Department. If the details are not available in the database of Revenue Department: (a) In case of Urban Local Bodies: Certificate of ownership, maintenance, type, width of access road obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/ Corporation, as the case may be. (b) In case of Rural Local Bodies: Certificate obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the Local Body.

7.	If the building is proposed to be located within 15 meter distance from the boundary of a water body or any channel (or) any type of water course, the applicant shall submit an undertaking (as per Annexure 1.3) in Rs.20/- non-judicial paper that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
8.	If the applicant proposes to put up a culvert across the channel/ water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
9.	If the site lies within a distance of 30 m from Railway property boundary, No objection Certificate from Railways must be obtained.
10.	No objection Certificate from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes)
11.	No objection Certificate from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations).
12.	Legal opinion (in original) on the land ownership by an advocate.
13.	If the applicant is not availing water connection from the concerned local body, an affidavit of undertaking in Rs.20 non-judicial paper by the applicant must be submitted with the details of own water supply arrangement and ownership of land, clearly stating the document wise extent of each survey number of land.
14.	Structural stability certificate in Form A, B, C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
15.	No objection Certificate from Fire and Rescue Services department has to be obtained.
16.	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.
17.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4
18.	Drawing related checklist points: If the site is a wet or dry agriculture land, then proper drainage plan incorporated in the site plan shall be submitted.) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: (a) In case of Urban Local Bodies: Submit certificate obtained from the Executive Officer or Commissioner as the case may be. (b) In case of rural local bodies: Submit certificate obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be. i) Rain water harvesting system shown in the drawing. ') Site plan in any scale between 1:400 to 1:800.) Detailed plan, elevation, sectional details in scale not less than 1:100. i) Detailed drawing/ plan showing design calculations for the columns including the position of the columns.
19.	Topo sketch showing all existing developments surrounding the site for 100 meter radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers.

	In case, if the site/ plot lies in an approved industrial layout, submission of a copy of the layout is sufficient.
20.	If the site lies in the area falling within the purview of Hill Area Conservation Authority, then the following shall be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) No objection Certificate from the Chief Engineer (Agricultural Engineering). (iii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (iv) District Collector Site inspection remarks and specific recommendations. (v) Contour plan of the site.
21.	If the site lies between 100 meter and up to 300 meter from the boundary of the area notified by Archaeological Survey of India, then No objection Certificate of the Archeological Survey India shall be obtained and produced.
22.	Copy of previously approved plan by Directorate of Town and Country Planning for the site, if any.

Annexure 1.1:

THE SCHEDULE FORM A

From

To

The Authority Concern,

Sir,

1. I intend/to use the building/to continue to use the existing public building/to use the existing building not at present used as a public building/which is situated in the site or plot of land Town or Revenue Survey No (or), in the ward of division /village /taluk/ district and specified in the Statement enclosed, as a public building for a period of from the **to**

2. The year of construction and the present approximate cost of construction and the purpose for which it is to be used or is being used as Public building are also furnished in the statement accompanying this application.

3. I enclose a challan for Rs……

4. I also enclose a certificate of structural soundness in the prescribed form furnished by the Engineer

Dated: The Signature of the owner of the building

Enclosures:
(1) Statement.

STATEMENT ACCOMPANYING FORM –A

1) Name of the Building :
2) Name of the owner/In-charge :
3) Door No. of the Building, Location, Municipality / Panchayat :
4) Year of construction :
5) Details of building :
6) Approximate cost of construction :
7) Purpose for which the building is proposed to be used :
8) Purpose for which the building has hither to been used :
9) Type of structure :
10) Details of construction of the building (Particulars the foundation soils, Specification of the various parts under)
- i) Foundation :
- ii) Basement :
- iii) Superstructure :
- iv) Roof & Flooring :
- v) Doors and Windows :
- vi) No of Storey's

11) Period for which licence is required :
12) No of persons to be accommodated :
13) Date of inspection :
14) Condition of Building (At Present) :
15) Authority Who have approved the Site for the construction of Buildings :
16) Whether the Building are Structurally Sound :
17) Any Partition walls intermediate Floor Floor which do not have proper support :
18) Electrical Installation :
19) Any Adequate complied with Buildings :
20) Remarks :

BUILT UP AREA DETAILS:-

THE AREA DETAILS CAN REFERED FROM THE BASIC BUILDING PLAN

Dated:

Certified that no addition or alteration has been made to the existing building or portion of a building for which this application has been made. I under take to obtain a fresh license in case any addition or alteration is made to the existing building or portion of building. I also under take to obtain a fresh license if the purpose for which the license was granted for the use of the building or a portion of the building originally is changed or altered subsequently.

Signature of the owner of the building

Signature of the Engineer

FORM – B

I certify that; I have inspected the building mentioned in the statement and furnish below its salient technical features.

1. Foundation

I. Depth below ground level :
II. Nature of soil met with at foundation level :
III. Over burden Pressure at foundation :
IV. Probable safe bearing capacity of Soil State met with at foundation :

2. Super structure

1. Maximum stress in the most Critical section column :
2. Nature of masonry and concrete it's safe permissible stress :

The structural soundness of the building has been verified by me with reference to ISI loading standards 875 (latest version) and other relevant Indian standards code of practice and I declare that the building is structurally sound to be used as a public building for the purpose noted in the statement. A license may be granted for the period from to inclusive.

Date: Signature of the Engineer

Note: Enclose similar details for other building also if necessary.

FORM – C

I have inspected the building specified in the statement above and I have satisfied myself that the building is structurally sound to be used as public buildings for the purpose specified in the statement. The structural soundness of the buildings has been verified taking into account the loading as per the latest Indian Standard 875. I am therefore of the opinion that a license may be granted for a period of three years

STATEMENT ACCOMPANYING THE CERTIFICATE OF STRUCTURAL SOUNDNESS

Location of building Door no. and street	Age of building	Purpose for which the building is certified for use	The period for which the building will be structurally sound	No of persons to accommodated	Remarks
					Periodical maintenance should be done
Whether the compound wall and nearby buildings is stable or not stable					No, Adjoining compound walls near to this buildings, nearby buildings are stable
Nearby there is fire able materials, hut houses , any inflammable items like (petrol bunk, gas godowns) within the limits					There is no fire able materials, hut houses, any inflammable items within the limits

Date: Signature of the Engineer.

Annexure 1.2:

FORM FOR CERTIFICATE FOR STRUCTURAL DESIGN SUFFICIENCY
(To be submitted before issue of Planning Permission)

With respect to the building proposed/ construction (Door No……..……, ……Road at S.No ……/T.S.No ……, Block No……., Village,…… Taluk), We certify that the structural plans of the building meet the structural safety requirements for all situations including natural disasters, as applicable, as stipulated under Part 6 Structural Design of the National Building Code of India and other relevant Codes; The design has been done after detailed soil test and we are satisfied as to the adequacy of soil test carried out and the information given therein is factually correct to the best of our knowledge understanding.

The land is fit for the proposed construction, it has been tested vide soil test report, No……dt …….. done by ……..

Signature of Owner/ Builder with date	Signature of the Registered Engineer/ Structural Engineer Regn. No.	Signature of Architect &Regn. No	Signature of soil expert with Regn. No. of the Company or ST Regn. No.
Name: ……	…… ……..	…… ……..	……..
Address:…… ……	…… ……..	…… ……..	……..
Mobile No……..	…… ……..	…… ……..	……..
E mail ID……	…… ……..	…… ……..	……..

FORM FOR SUPERVISION
(To be submitted before issue of Planning Permission)

I hereby certify that the development, erection, re-erection or for making alteration in the building No. (Door No ……..,
…….. Road at S. No
……..……/T.S No …….Block No.
……., ……Village,
……Taluk, shall be carried out under our supervision and we certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications, as per NBC standards and to meet out the structural design of the proposed building.

We undertake not to continue construction without any supervision by our Site Engineer and submit the report to the local body.

1. Signature of Architect
   ……..
   Name of Architect with Reg No …….
   Address of the Architect……

2. Signature of Structural Engineer……
   Name of Structural Engineer with Reg No ……
   Address of the Structural Engineer ……

3. Signature of Construction Engineer……
   Name of Construction Engineer with Reg No ……
   Address of the Construction Engineer ……..

Date:
Place:
(Address must also contain valid e-mail id and mobile number)

I certify to engage the above mentioned Engineers for the active period of building execution and I hereby assure to give revised certificate, In case of any change of Engineer, I would ensure no work is taken up in this period till required engineers are engaged by me.
In cases construction work is entrusted by a builder's agreement to 3rd Party. I would undertake to include condition as part of the agreement

Signature of Land Owner / Builder

FORM FOR CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY REQUIREMENTS
(To be submitted to Local body quarterly)

With respect to the building work of erection, re-erection or for making alteration in the bidding No…….. Or on / in Plot No……Colony / Street (Door No ……..… ……Road at S. No ……/
T.S.No……..Block No ……,
……..Village, ……Taluk),

We certify that:

a) That the building has been constructed according to the sanctioned plan and structural design thereof, which incorporates the provisions of structural safety as specified in Part 6 'Structural Design' of the National Building Code of India and other relevant Codes: and

b) That the construction has been done under our supervision and guidance and adheres to the drawings and specifications submitted and records of supervision has been maintained.

Signature of owner/ builder with date	Signature of the Structural Engineer / Site Engineer with Date and Registration No.
Name: …… ……..	…… ……
Address: …… ……..	…… ……..
Mobile No: …… ……	…… ……
E mail ID: …… …….	…… ……

2.	Building permit from local body (Greater Chennai Corporation) under Municipal Administration and Water Supply (MA & WS) Department for Chennai Metropolitan Development Authority (CMDA) approved plan
#	**Item**
1.	Documents relating to the plot [Sale Deed/ Settlement Deed/ Release Deed/ Power of Attorney (POA) Deed].
2.	Copy of "A" Register.
3.	Parent documents since 1975 in case of subdivision of land, if applicable.
4.	FMB sketch prior to 05/08/1975, if applicable.
5.	Up to date Patta Copy.
6.	Up to date FMB Sketch of the Proposed Plot.
7.	Up to date Chitta copy.
8.	Up to date Adangal copy.
9.	Up to date Encumbrance Certificate (EC) - for past 13 years.
10.	Death Certificate, if applicable.
11.	Legal heirship Certificate, if applicable.
12.	Will copy, if applicable.
13.	Probated Will copy, if applicable.
14.	Approved Layout copy.
15.	Approved Sub-Division Copy.
16.	Gift Deed for Street alignment (Draft), if applicable.
17.	Court Orders if any [regarding any disputes in the land], if applicable.
18.	Enjoyment Certificate, if applicable.
19.	Affidavit - Undertaking Deed as per Annexure 1.4.
20.	Certificate of Undertaking by Architect / Engineer.
21.	Certificate of Undertaking by Applicant.
22.	Structural Stability certificate issued by the authorised licensed Engineer .
23.	Aadhar Card of the Applicant.
24.	Previously approved Building Plan copy, if any.
25.	Latest copy of vacant land tax receipt (in case of new construction) or property tax receipt (in case of expansion/ additional construction).
26.	Building Drawings (in case of expansion/ additional construction).
27.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries, if applicable (in case of expansion/ additional construction)

3.	Building permit from local body (other than Greater Chennai Corporation) under Municipal Administration and Water Supply (MA & WS) Department
#	**Item**
1.	Copy of the Sale deed document/Gift Deed/Lease Deed.
2.	Copy of Parent documents since 1975.
3.	Up to date Encumbrance Certificate (EC) – for past 13 years period.
4.	Town Survey Land Records (TSLR) copy along with Chitta, Adangal.
5.	Building Drawings.
6.	Structural Stability certificate issued by the authorised licensed Engineer.
7.	Copy of Property Tax or vacant land tax receipt (Latest)
8.	Previous approved building plan copy, if available (in case of expansion/ additional construction)
9.	No objection Certificate from the following (Where ever required): a. Railway. b. Archaeological Survey of India (ASI). c. Housing board. d. Airport Authority of India (AAI). e. Pollution Control Board. f. Fire and Rescue Services Department. g. Indian Airforce. h. Revenue Department.
10.	Topo Maps.
11.	Affidavits as per Annexure 1.3 and 1.4.
12.	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies.
13.	If the site lies in the area falling within the purview of Hill Area Conservation Authority (HACA), then the copies of the following shall also be submitted: (i) No objection Certificate from the Principal Chief Conservator of Forests. (ii) NOC from the Chief Engineer (Agricultural Engineering); (ii) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level; and (iii) Contour plan of the site.
14.	Project Report Detailing the raw materials used, process of manufacturing
15.	No objection Certificate from appropriate authorities (required if the land falls within 15 meter from any tank/ reservoir/ Water course/ river/ fresh water channel or well)
16.	Copy of estimation for Labour Work (applicable only in case of Cottage Industries)

4.	**Planning Permission and Building permit from Greater Chennai Corporation under Municipal Administration and Water Supply (MA & WS) Department**
#	Item
	Checklist of documents to be submitted if the plot / land is in approved industrial layout by SIPCOT / SIDCO:
1.	Copy of documents (sale deed / lease deed / power of attorney) self - attested by the applicant.
2.	Encumbrance certificate for 13 years (in copy obtained upto the date which is not prior to 7 days from the date of submitting application).
3.	Death and Legal heirship certificate, if any.
4.	Will document or probated will copy, if applicable.
5.	If the applicant proposes to put up a culvert across the channel / water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained
6.	Structural stability certificate in Form A,B,C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
7.	No objection Certificate from Fire Service department has to be obtained.
8.	If the site lies within a distance of 50 meter on either side of Chennai Metro Rail Limited (CMRL) alignment No objection Certificate from Chennai Metro Rail Limited.
9.	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.
10.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4
11.	Drawing related checklist points: (i) Rain water harvesting system shown in the Building Plan. (ii) Sewage treatment plan details shown in the Building Plan.
12.	Copy of previously approved plan, if any
#	**Item**
	Checklist of documents to be submitted if the plot / land is in an area other than approved industrial layout by SIPCOT / SIDCO
1.	Copy of documents (sale deed / lease deed / power of attorney) self-attested by the applicant.
2.	Patta and adangal details attested by Deputy Tahsildar, if the details are not available in the database of revenue department.
3.	FMB / Town Survey sketch attested by competent official of concerned department.
4.	Copy of Patta / Chitta / Town Survey Land Records (TSLR) in owner's name.
5.	Encumbrance certificate for 13 years (in copy obtained upto the date which is not prior to 7 days from the date of submitting application).
6.	Death and Legal heirship certificate, if any.
7.	Will Document or probated will copy, if applicable.
8.	If the building is proposed to be located within 15 meter distance from the boundary of a water body or any channel (or) any type of water course the applicant shall submit an undertaking (as per Annexure 1.3) that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.

9	If the applicant proposes to put up a culvert across the channel / water course, then No objection Certificate of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
10	If the site lies within a distance of 30 meter from Railway property boundary, No objection Certificate from Railways has to be obtained.
11	If the site lies within a distance of 50 meter on either side of Chennai Metro Rail Limited (CMRL) alignment, No objection Certificate from CMRL is required.
12	No objection Certificate from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes)
13	No objection Certificate from the competent authority of Air Force (if required as per the notification / order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force Stations).
14	Structural stability certificate in Form A, B, C (enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
15	No objection Certificate from Fire Service department has to be obtained.
16	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in Annexure 1.2: (i) Form duly filled in for certificate for structural design sufficiency. (ii) Form duly filled in for supervision. (iii) Form duly filled in for certificate of work as per structural safety requirements.
17	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in Annexure 1.4
18	Drawing related checklist points (i) Sewage treatment plan details shown in the Building Plan.

5.	**Planning Permission and Building permit from local body (other than Greater Chennai Corporation) under Municipal Administration and Water Supply (MA & WS) Department**
#	**Item**
1	Form A duly filled as per template in Annexure 1.5, scanned and uploaded.
2	Form B duly filled as per template in Annexure 1.6, scanned and uploaded.
3	Copy of the Sale deed document/Gift Deed/Lease Deed
4	Copy of Parent documents since 1975.
5	Up to date Encumbrance Certificate (EC) – for past 13 years period
6	Town Survey Land Records (TSLR) copy along with Chitta, Adangal.
7	Structural Stability certificate issued by the authorised licensed Engineer
8	Copy of Property Tax or vacant land tax receipt (latest)
9	Previous approved building plan copy, if available (in case of expansion/ additional construction.
10	No objection Certificate from the following (Where ever required): a. Railway. b. Archaeological Survey of India (ASI). c. Housing board. d. Airport Authority of India (AAI). e. Pollution Control Board. f. Fire and Rescue Services Department. g. Indian Airforce.

	h. Revenue Department.
11	Statistics forms duly filled by applicant as per template in Annexure 1.7.
12	Topo maps (if required- in case of plot sub division or layout).
13	Affidavit as per Annexure 1.3 and 1.4 duly filled and signed.
14	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be.
15	If the site lies in the area falling within the purview of Hill Area Conservation Authority, then the following shall also be submitted: (a) No objection Certificate from the Principal Chief Conservator of Forests. (b) No objection Certificate from the Chief Engineer (Agricultural Engineering) (c) No objection Certificate from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (d) Contour plan of the site.
16	Project Report Detailing the raw materials used, process of manufacturing (in case of industries)
17	Reconstitution deed, if two plots are being reconstituted into a single plot.
18	Demolition deed, if an existing structure has to be demolished.
19	No objection Certificate from appropriate authorities (if required) (needed if the land falls within 15 meter from any tank/reservoir/Water course/river/fresh water channel or well)
20	Copy of estimation for Labour Work (applicable only in case of Cottage Industries).

Annexure 1.3:

Affidavit of Undertaking for effluent release

(If the building is proposed to be located within 15 meter distance from the boundary of a water body)

This deed of undertaking executed at Chennai on the ……. day of …….. month of ……year by Thiru./Tmt / Selvi …… Son/Daughter / Wife of ……. aged …….. years residing at .. …….. in favour of the Greater Chennai Corporation witness as follows:

1. I have applied for the planning permission for construction at ……. by submitting application. The proposed building is located within 15 meters from the boundary of water body / channel / water course.

2. I assure that I will make necessary satisfactory arrangements and would not discharge any effluent into the nearby water body / channel / water course and contaminate it.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public.

s

Annexure 1.4:

AFFIDAVIT

Form of undertaking to be executed by (1) Land Owner or (2) Registered Power of Attorney Holder as applicant and Licensed Building surveyor.

This deed of undertaking executed at ..... the ..... day ..... by Thiru./Tmt./Selvi..... Son / Daughter of .....aged ..... and residing at No. ..... in favour of the ..... Corporation / Municipality witnesses as follows:-

1) I have applied for the Planning and building permission for construction of ..... building in survey ward no..... block no. ..... T.S. No. or S.F.No..... Street / Road in ..... Locality by submitting an application to the Corporation / Municipality ..... street, ... in accordance with the Planning & building norms prescribed under prevailing Development & Building Rules. I am associated with project as Land Owner / Power or Attorney Holder / Builder / promoter. I assure that I will put up the construction only in accordance with the approved plan without any deviation and if any construction is later on found not in accordance with the approved plan and any unauthorized addition is made. I agree for the forfeiture of the fees collected when issuing Planning Permission, and also agree to demolish such a deviation marked by the Corporation / Municipality failing which apart from forfeiture of fees, Corporation / Municipality may demolish or cause to demolish such unauthorized or deviated constructions at the site under reference and recover the cost of demolition from me.

2) I am associated with this building as Applicant / Registered Power of Attorney. I am fully aware of the procedure through my Licensed building surveyor. I also assure that the Open Space around the building to be left for the usage of the building, including the car parking in ground floor will be kept as specified in the approved plan, and it will not be converted into any other use except for the purpose for which it is to be kept open. If any Structural modification or usage differ from the approved plan, the Commissioner, ... Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the Corporation / Municipality is recoverable from me for noncompliance of their request or order.

3) I further assure that I will not convert any place of the construction in contravention to approved plan, especially in respect of car parking as specified in the sanctioned plan. At any time in future, I will not convert the car parking on stilts by covering them fully, and use the car parking space for any other purposes. If any construction work in car parking place, converting it either as a flat or for any other purposes, is done either by me or by successor or by any other person to whom the said construction is transferred in future, without getting appropriate permission for doing so from the competent Authority, the Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the corporation is recoverable from me / my successor or from any other person to whom the said construction is transferred in future.

4) I hereby undertake that I am jointly responsible with the land Owner / Power of Attorney Holder / Builder / Promoter to carry out the development in accordance with the permission granted and also for payment or development charges, security deposit, scrutiny fee and for all other charges levied from time to time by the Corporation and also liable for penal provisions for developments made in contravention of the Development Control Rules and any other rule in force. I assure that I will not deviate / violate the space / setback / open space around the building.

5) I assure that I will put up the construction only in accordance with the approved plan without any deviation and violation and if it is found later on, that the construction is not is accordance with the plan and any unauthorized addition is made or any violation is noticed, I agree to the cancellation of the permission so granted, forfeiture of the fees, charges, whatever it may be remitted by me, and also agree to demolish the deviation portion at my cost by the City Municipal Corporation/ Municipality.

6) I am fully aware that if any information submitted by me is found incorrect and if any fraudulent activity is noticed by the Corporation / Municipality subsequently. I agree to the cancellation of the permissions so granted apart from taking action against me and the Licensed Building Surveyor.

This deed of Undertaking is executed by me on the ..... day of 20..... with the full knowledge of the contents of this document.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public.

1.

2.

Annexure 1.5:

MF.No.1

Planning Permission Form [For Corporation /Municipality]

Application under section 49 of the Tamil Nadu Town and Country Planning Act, 1971 and the rules made there under the Tamil Nadu Combined Development and Building Rules, 2019 for obtaining Permission for development of lands/building.

From

Name of owner/The applicant

Address

:

:

:

To

The Member Secretary Local Planning Authority

Local Planning Area/

The Commissioner

---------- Municipality/Corporation

Date:

Sir,

I/We intend to develop land and /or to construct or reconstruct/make alterations or addition to a building in Town/ Revenue Survey No. Door No. Extent Street or road name in the ward or Division and in accordance with the provisions under section 19 of the Tamil Nadu Town and Country Planning Act 1971, and the rules made there under the Tamil Nadu Combined Development and Building Rules, 2019.I forward herewith the triplicate

a) A layout plan or site plan of the land proposed to be developed and /or on which the building is to be constructed/reconstructed/ altered or added showing the following particulars

   i) The correct boundaries of the lands for which the layout is prepared;

   ii) The Positions and dimensions of the individual building sites with their

extent;

iii) The extent, Survey numbers and the position of the lands in relation to neighboring streets and lands with information as to their respective names of numbers and widths and whether they are Public or Private;

iv) The Principle and Secondary means of access from the existing Streets to the site or sites for building construction which I/We intend to provide;

v) The direction, intended level and width of such street access and lane with sections;

vi) The proposed street alignment and building lines for the existing and new streets to be formed;

vii) The width of carriage way and street margin intended to be left and the arrangements to be made for leveling, paving metalling, flagging, channeling, Serving, draining, lighting the street and lanes and the period within which the works will be executed;

viii) The Purpose for which each site is to be used, and

ix) The reservations proposed for common amenities and facilities.

b) The reservations proposed for common amenities and facilities -

A Plan or Plans of the building showing a ground plan, Plan of each floor and elevations and drawn to a scale of 1 centi meter to one meter (or any other scale of permitted by appropriate planning authority) and the character of utilization of the building whether pucca buildings or huts, residential buildings or shops, business premises, warehouses, religious buildings, factories, public buildings or any other buildings meant for particular uses.

c) A key plan indicating the site in question in relation to surrounding area.

I/ We request that the development proposed may be approved and that permission may be accorded.

Signature of the Licensed Surveyor/ Chartered Engineer or Architect.

Signature of the Land Owner or Building Surveyor or the applicant.

L.B.S.No…….

CONDITIONS

1. I/We agree not be proceed with the development of my site/building/until permission is issued by the appropriate planning authority
2. I/We agree not to do any work otherwise than in accordance with the plan which have been approved by the appropriate planning authority
3. I/We agree to furnish any further information which has not already been given whenever the appropriate planning authority requires and provide such particulars to satisfy it that there are no objections they may lawfully be taken for the grant of permission
4. I/We agree to keep one of the approved plan at the site of the development at all times such plans are available at all times for the inspection of the appropriate planning authority or any officer authorized by him in that behalf.
5. I/We agree not to start execution of work unless/ I/ We obtained permit for laying out roads/ or building permit under the City Municipal Corporation Acts, Tamil Nadu District Municipalities Act, 1920 / Tamil Nadu Panchayats Act, 1994 or any other act regulating such developments or construction, as the case may be from the concerned local authority

Signature of the owner of the land and building or the applicant.

Annexure 1.6:

BUILDING LICENCE APPLICATION FORM -MUNICIPALITY

APPENDIX A

…… Municipality

Application under Section 197, 204, 208, 213 or 215 as the case may be, of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920).

From

Name of the owner or the applicant

Address ……..

Sir,

I intend to construct/reconstruct/make alterations or addition to a building other than a hut, in the site or plot of land……. Town or Revenue Survey No…… Street or road name……. in the ward of division and in accordance with the provisions of section 197, 204, 208, 213 or 215 as the case may be and the rules rules made there under the Tamil Nadu Combined Development and Building Rules, 2019 I forward herewith in triplicate.

(a) A site plan of the land on which the building is to be constructed / reconstructed / altered or added (complying with the requirements of Appendix C of the rules); and

(b) A plan or plans of the building showing a ground plan of each floor, elevations and section (complying with the requirements of Appendix C of the rules); and

(c) A specification of work (complying with the requirements of Appendix D of the rules).

I intend to use the building only as a house/not as dwelling house but for the purpose of……..

I request that the site may be approved and that permission may be accorded to execute the said work.

Signature of the owner of the land and building or the applicant.

Signature of the licensed builder.
Surveyor, architect or engineer.

CONDITIONS

(i) I agree not to proceed with the execution of the work until approval is signified by the Executive Authority under section 200 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or permissions is granted by the said authority under section 201 or section 210, as the case may be, or by the Municipal Council under section 202 or section 211 of the said Act.

(ii) I agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or any rule, byelaw, order or other declaration made thereunder or of any direction or requisition lawfully given or made under the said Act, rules or byelaws.

(iii) I agree to make any alterations which may be required by any notice issued or by any order confirmed by the Executive Authority under section 205 or section 216 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), as the case may be.

(iv) I agree to keep one of the approved site plan and one set of copies of the sanctioned plans of the buildings at the site of the building at all times when the work is in progress and also agree to see that such plans are available and the building is open at all time for the inspection of the Executive Authority or any officer authorized by him in that behalf.

(v) I agree to give notice to the Executive Authority in accordance with section 89 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) and furnish a set of

completion plans within fifteen days from the date of completion or occupation of the building., whichever is earlier".

(vi) I also agree not to occupy the building that will be constructed or reconstructed by me, or cause or permit it to be occupied until I have obtained a certificate from an officer of the Public Health Department of the Municipality as required by sections 26 and 33 of the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act III of 1939).

Signature of the owner of the land and building or the applicant.

Annexure 1.7:

SCHEDULE FOR PUBLIC AND PRIVATE SECTOR

Government of India
Ministry of Urban Employment and Poverty Alleviation

Schedule I/II – Return for the year ending 31st March……. (Schedule I is to filled by all field units of Central / State Construction Agencies and Central / State PSUs if the total cost of the projects undertaken, new or Continuing, costing Rs. 25,00,000 or more. Schedule II is to filled by all builders in the Class, I, II and selected Class III to VI towns)

1.	Identification	I) Sector – Public / Private
		II) Name of Project:
2.	Location: Place	Dist.
	Town	State: Tamil Nadu Rural / Urban
3.	(I) Date of Commencement	
	(II) Total approved cost of the project:	
4.	Executing Agency (Codes):	
5.	Nature of Construction (Codes):	
6.	Type of Buildings (Codes):	
7.	Total Plinth Area of all the floors in Projects in Sq. Mt:	
8.	Total floor Area of all the floors in Sq.Mt.:	
9.	If Code I in item 6, than total No. of dwelling units in the project:	
10.	No. of dwelling units in the project by:	
	(I) Economically Weaker Sections	
	(II) Lower Income Group	

(III) Middle Income Group

(IV) Higher Income Group

11. Whether project is completed (Codes):

12. If Code 1 & 2 in item 11, the date of completion of work:

13. Total Investment made in the project:

Item	Latest Approved Cost		Value of work Done During the Current year		Value of work done since beginning of work	
	Material	Labour	Material	Labour	Material	Labour
Building Portion						
Sanitary & Water Supply						
Electrical Fittings						

14. Remarks

Codes for:

Item 4: Central Public Works Department -1, Military Engineer Services – 2, Railways-3, P & T-4, Central PSU-5, State PSU-6, State PWD / Development Authority / Deptt.-7, Builder / Contractor-8, Private Individual – 9

Item 5: New 1, Additions-2, Alterations-3, Repairs-4.

Item 6: Family Residential-1, Non- Family Residential- 2, Industrial -3, Commercial -4, Institutional – 4, Institutional – 5, Others – 6.

Item 11: Started and Completed current year-1, Started in earlier year and Completed in current year-2, Ongoing from previous years-3, Started in Current year and continuing -4.

6.	Factory Plan Approval under the Factories Act, 1948 from Directorate of Industrial Safety and Health (DISH)
#	**Item**
1	Blue prints of Topo Plan, Site plan (1:400 Scale) , Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate
2	Process Flow Chart
3	Copy of supporting document for occupation of premises (Sale deed / Lease deed / Rental deed etc.,)
4	Proof of Identity of Occupier (Issued by a Government Authority)
5	Proof of Address of Occupier (Issued by a Government Authority)

7.	Obtaining the Fire Safety – No Objection Certificate for Multi Storied Building (MSB) and Non-MSB from the Fire & Rescue Services Department
#	**Item**
1	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)
2	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following: (i) Site Plan. (ii) Topo Plan. (iii) Elevation plan. (iv)Typical Floor plan. (v) Section drawing.
3	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)

8.	Obtaining statutory approval for drawings from the Tamil Nadu Electrical Inspectorate
#	**Item**
1	**Identification Proof.** In case ofProprietorship firm, Aadhaar card of the Proprietor and GST Registration Certificate of the firm. In case of Partnership firm, Partnership Deed. In case of Private/Public Ltd. company, Memorandum and Article of association of Company. In case of Trust, Trust Deed. In case of Registered Society, Registration Certificate from Government.
2	Brief write-up on the proposal of setting up new enterprise or expansion of existing enterprise
3	Site plan showing point of supply, factory & other buildings, location of transformer(s), generator(s), power house, H.T. installation routes of main (Over Head & Under Ground)

	& Topo plan with adjacent plot details, main road approach, route of TANGEDCO's lines, etc.,
4	All switchyard layouts, Substation layouts showing the working clearances around transformer / switchgear / DG / equipment, safety working clearances to nearest structure/ building, clearance from ground in case of open air terminal installations, adopted creepage and air clearances, oil drain and containment arrangement, bill of materials used, factor of safety, applicable design calculations, etc.,
5	Single line diagram of the complete electrical installation from the origin of installation to final power and lighting circuits with complete details of transformer/generator/ motor/equipment, wiring, control & protection, method of laying, starting methods, earthing details, etc.,
6	a) High Voltage /Mains Panel room layout showing the plan, sectional, elevation & general arrangement drawings with clearances marked on all sides and ventilation arrangement b) Physical layout drawings of the factory showing the location of switchboard assemblies, DBs, control panels, equipment, motors, zone of explosive atmosphere if any, stairway approach, emergency exits, etc.,
7	Type of earthing system adopted with details of neutral earthing, protective earthing, etc., and complete earthing design arrangement with applicable calculations
8	In case of electrical installations receiving supply at 110kV or more, the following documents have to be sent additionally. a) Soil resistivity test reports with polar graph of arriving average soil resistivity. b) Earth mat design calculations for tolerable & attainable step & touch voltages, ground potential rise, transfer potential along with drawings as per IEEE 80/ IEC 61936. c) Short circuit current calculations at each system of voltage as per IS 13234/IEC 60909 standards. d) Calculations for the anticipated mechanical stresses of switchyard equipment & supporting structures in respect of normal load conditions (dead, tension, erection, wind, etc.,) and abnormal conditions (switching forces, short-circuit current forces, loss of conductor tension, etc.,) e) Calculations for the temperature rise and ampacity of switchyard busbars / HV busducts. f) Lightning protection system design details with zone of protection coverage drawings. g) Earth flat sizing calculations for functional earthing of transformer / NGT/NGR design, etc., and other relevant design calculations @ EHV.

9	For all building installations, Upload the approved planning permit and approved drawing obtained from the Directorate of Town and Country Planning/ Chennai Metropolitan Development Authority.
10	If the installation is in a building with Ground +3 floors and above, Elevation drawing indicating the total height of the building.

9. Obtaining HT Connection from Tamil Nadu Generation and Distribution Corporation	
#	**Item**
If applicant is the owner of premise:	
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant.
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under Companies Act and Letter/ Resolution authorising the signatory.
If applicant is not the owner of premise:	
1	Consent letter from the owner of the premises; or Valid proof of occupancy along with the following: • Indemnity bond in Form 6 (as per template in Annexure 1.8) • Letter of acceptance to pay enhanced security deposit.
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under the Companies Act and Letter/ Resolution authorising the signatory.

Annexure 1.8:

FORM-6

(To be obtained in a stamped paper)

Indemnity Bond from the occupier when there is no consent letter from owner

Indemnity Bond to be furnished by an intending consumer who is not the owner of the premises and applies without the consent of the owner

DEED OF INDEMNITY

THIS DEED OF INDEMNITY EXECUTED ON THIS, THE …….. DAY OF ……. TWO THOUSAND …….. by Thiru / Tmty. …… S/o. D/o. W/o. …….. residing at ……. Having office / workshop at ……. hereinafter called the indemnifier (which terms shall mean and include executors, administrators, heirs, successors and assigns) to and in favour of the (name of Licensee and address), a body corporate, hereinafter called the Licensee (which terms shall mean and include its successors in office and assigns).

WHEREAS the consumer has taken on lease the premises in Door No. ……. For the purpose of ……. From Thiru / Tmty. ……. S/o. D/o. W/o. …….. residing at ……. who is the owner of the above said premises.

AND WHEREAS the consumer has approached the said owner of the premises to give his / her consent in writing to avail of a service connection in his/her name for the purpose of his / her business.

AND WHEREAS the said owner is not available / has refused to give his/her consent in writing for the purpose.

AND WHEREAS the indemnifier has requested the Licensee to give a service connection in his/her name subject to execution of an indemnity bond by him / her indemnifying the Licensee against any damage or loss caused to the Licensee in respect of the service connection in his/her name.

AND WHEREAS in consideration of the acceptance of the above for a service connection in his/her name, the indemnifier hereby agrees to indemnify the Licensee against all proceedings, claims, demands, costs, damages, expenses which the License may incur by reason of a fresh service connection given to the indemnifier without the consent of the owner of the premises. The indemnifier further undertakes to make good any sum that may be found to be and become payable to the Licensee with regard to all liabilities and claims personally as well as by means of both movable and immovable properties. The indemnifier agrees that the enhanced Security Deposit paid by him shall be adjusted against the arrears of current consumption charges but also against any claim that may arise in the event of termination of the agreement prior to the expiry of the contracted period. The indemnifier further undertakes that the Licensee shall be at liberty to disconnect the service connection given to him/her, and also for loading the dues remaining unpaid by him/her to other service connection(s) that may stand in his/her name.

NOW THE CONDITION OF THE above written bond is such that if the indemnifier shall duly and faithfully observe and perform the above said conditions, then the above written bond shall be void, otherwise the same shall remain in full force.

10.	Obtaining LT Connection from Tamil Nadu Generation and Distribution Corporation
#	**Item**
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant/ computer patta/ allotment letter/ ownership certificate issued by revenue department officials.
2	In case of joint property, certified copies of proof of ownership such as legal heir certificate along with parent documents specified in (1) above and consent letters from co-owners. If consent letter is not produced, an indemnity bond with enhanced security deposit.
3	If the applicant is not the owner, consent letter from owner in Form 5 (template given in Annexure 1.9) or valid proof of occupancy and indemnity bond in Form 6 (template given in Annexure 1.8).

Annexure 1.9

FORM-5

Owner Consent Letter for getting New Supply

To
The Designated Engineer
(Address of the Licensee)

OWNER'S CONSENT LETTER

I ……. have …….. being the legal owner ….. of the premises No. …….. hereby agree as follows:-

I consent to the installation by you at the above mentioned premises tenanted by Thiru / Thirumathi …… …… ……. of electric service cables, meters, wiring, fittings and other equipment for the supply of electricity (hereinafter called "The Installation") under the terms of an agreement between you and the tenant of the above said premises.

In the event of the above said tenant vacating the aforesaid premises, I shall give you due notice fifteen days advance to enable you to arrange for the termination of your contract with the aforesaid tenant failing which I shall be responsible for any loss that may accrue on that account.

Signed by the said ……
In the presence of ……
Witness Name ……
Address ……..

11.	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 from Tamil Nadu Pollution Control Board
#	**Item**
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.
3	Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company.
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard.
5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 Kilo Meter radius from the units.
6	Detailed manufacturing process for each product along with detailed process flow chart.
7	Details of Water Balance and wastewater balance for process.
8	Details of Material balance for each products and process.
9	Land use classification certificate as obtained from CMDA/ DTCP/LPA.
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.
11	Ground water clearance obtained from the competent Authority (If applicable).
12	Sewage Treatment Plant (STP) proposal which must contain details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).
13	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).
14	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures (If applicable).
15	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the Manufacture, Storage,

	and Import of. Hazardous Chemicals (MSIHC) Rules, 1989 (If applicable): (i) Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.
16	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).
17	Industries attracting Environment Impact Assessment (EIA) Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the EIA Report (If applicable).
18	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).

12.	Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981 from Tamil Nadu Pollution Control Board
#	**Item**
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.
3	Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard
5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 Kilo Meter radius from the units.
6	Detailed manufacturing process for each product along with detailed process flow chart.
7	Details of Water Balance and wastewater balance for process.
8	Details of Material balance for each products and process.
9	Land use classification certificate as obtained from CMDA/ DTCP/LPA.
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.
11	Ground water clearance obtained from the competent Authority (If applicable).
12	Sewage Treatment Plant(STP) proposal which must contain details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).
13	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).
14	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures(If applicable).
15	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or

	combination of the following documents as required under the Manufacture, Storage, and Import of. Hazardous, Chemicals (MSIHC) Rules, 1989 (If applicable): Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.
16	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).
17	Industries attracting Environment Impact Assessment Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the Environmental Impact Assessment Report (If applicable).
18	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).

13.	**Registration of establishments deploying building and other construction workers under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 with Directorate of Industrial Safety and Health**
#	**Item**
1	Supporting documents for possession of premises (Sale deed / Lease deed / Rental deed etc.).
2	Proof for Employer Identity (Issued by a Government Authority).
3	Proof for Employer Address (Issued by a Government Authority).
4	Proof for Site in-charge Identity (Issued by a Government Authority).
5	Proof for Site in-charge Address (Issued by a Government Authority).
6	Memorandum and articles of Association under Companies Act / Partnership Deed.
7	List of Directors or Partners, as applicable.
8	Copy of local body approval for construction .

14.	**Obtaining permission for development of land located in non-planned areas from Local Body/ DT&CP**
#	**Item**
1	Sale deed/lease deed/power of attorney (self-attested by the applicant.)
2	Approach Road: Certificate of ownership, maintenance, type and the width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/Corporation in case of urban local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body
3	Documents attested by competent official of concerned department:

	(a) Field Measurement Book (FMB)/ Town Survey sketch. (b) Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
4	Site plan in appropriate scale 1:400/800/1600.
5	Proposed layout/sub-division plan. (In case of layout/sub-division proposal).
6	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features and details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers drawn to a scale not less than 1:2000.
7	Encumbrance certificate for 13 years issued not prior to 30 days from the date of submitting the application.
8	If there any water body like Kulam, Kuttai, Eri, Tank, channel, canal or any water course lying within the site and/or adjacent to the site channel as per the revenue records and/or as per the site conditions then,: a. it should be marked in the site plan and the topo plan; b. If the water body is held under the private ownership of the applicant and if an alternative alignment is proposed for the canal/channel/water course shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands; c. if the water body is held under the ownership of the Government and if an alternative alignment is proposed for the canal/channel/water course it shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands and in such cases No objection certificate (NOC) from the concerned department has to be obtained for proposing such an alternative alignment; d. If the water body is held under the ownership of the Government and if the applicant proposes to put up a culvert across the Canal/Channel/water course, then No objection certificate (NOC) of the concerned Government agency has to be obtained; e. if the applicant proposes to locate any plot for a building within 15 metre from the boundary of the canal/channel/water course, then No objection certificate (NOC) of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained and which shall be issued by the appropriate authority taking into consideration of various aspects and upon satisfying itself about the proposed arrangement for making the likely effluent discharge into the water body does not contaminate the water body.
9	If the site lies within a distance of 30 metre from Railway property boundary and the applicant proposes to have plot for building within the area then No Objection Certificate (NOC) from Railways.
10	If the site lies within a distance of 90 metre from the boundary of burial ground/burning ground and the applicant proposes to have plot for building within the area: a. In case of urban local bodies viz., Corporation/Municipality/ Town Panchayat, No Objection Certificate (NOC) of Health officer of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Health officer of the local body has to be obtained stating that the burial

	ground/burning ground is not in use and is closed (for burial/burning) for the past five years; b. In case of rural local bodies viz., Village Panchayat, No Objection Certificate (NOC) of Executive Authority of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Executive Authority of the local body has to be obtained stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.
11	If the site lies within a distance of 300 metres from the boundary of a live stone quarry or an abandoned stone quarry and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
12	Site lies within a distance of 500 metres from the boundary of live stone crusher unit and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.
13	No Objection Certificate (NOC) from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), No Objection Certificate (NOC) from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations). (In case of buildings other than ordinary building).
14	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalised Bank.
15	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise, survey number-wise extent of each survey number of land.
16	If electric/telephone line passes through the site, undertaking in Rs.20/-stamp paper for realignment.
17	Structural stability certificate duly signed by the owner and including the architect & structural design engineer along with their seal and registration number. (In case of buildings other than ordinary building).
18	Certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects, Certificate for effective supervision of the works, Certificate for the work to be carried out as per structural safety requirements. (In case of buildings other than ordinary building).
19	No Objection Certificate (NOC) from Fire Service department has to be obtained only in the cases of: a. Public buildings as defined under section 2(33) of the Tamil Nadu Town and Country Planning Act, 1971, commercial complex/mall, cinema theatre, kalyanamandapam, community hall; b. All categories of multi-storeyed buildings, industries and warehouses;

	c. Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded.
20	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats, as the case may be. (In case of buildings other than ordinary building)
21	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about sufficient arrangement would be made by his own expenses through engaging a reputed firm for providing water supply and waste water disposal.(In case of buildings other than ordinary building)
22	Detailed structural design report with drawings and stability certificate duly considering seismic forces from a class I structural engineer and Affidavit in Rs.100/- stamp paper in format given in Annexure 1.10 to be provided by the owner and including the architect and structural design engineer along with their seal and registration number). (In case of Multi-storeyed buildings (MSB))
23	No Objection Certificate (NOC) from Civil Aviation department, if the height of the building exceeds 30 metre and the site is lying within 20 kilo meter radius from the boundary of the Aerodrome. (In case of Multi-storeyed buildings)
24	In case of Multi-storeyed buildings and if the height of the building exceeds 60 metres (measured from the ground level), then structural stability certificate has to be obtained from any one of the following institutions: a. Indian Institute of Technology. b. Anna University. c. National Institute of Technology, Tiruchirappalli. d. Structural Engineering Research Centre (SERC), Chennai.
25	Rain water harvesting system shown in the drawing. (In case of buildings other than ordinary building).
26	Solar water heating system shown in the drawing. (In case of buildings other than ordinary building).
27	Detailed drawing/plan including design calculations for the columns, beams and all structural members of the structure including the position of the columns. (In case of Multi-storeyed buildings).
28	Complete Report including relevant drawings obtained from a competent Soil mechanics/Geo-technical Engineer of a reputed firm giving all the details of the soil investigations / tests carried out at the site necessary for the proposed MSB, details of suggested type of foundation, details of calculations for arriving at the adequacy of the safe bearing capacity of the soil for the proposed structure. (In case of Multi-storeyed buildings)

29	If the site lies in the Coastal Regulation Zone (CRZ), area notified by the Archaeological Survey of India (ASI) and any other declared prohibited area, then No Objection Certificate (NOC) of the concerned department has to be obtained.
30	If the site lies in area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall also be submitted: a. No Objection Certificate (NOC) from the Principal Chief Conservator of Forests. b. No Objection Certificate (NOC) from the Chief Engineer (Agricultural Engineering). c. No Objection Certificate (NOC) from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. d. Specific recommendation and Site inspection remarks of the concerned Regional Deputy Director of the Town and Country Planning. e. Site inspection report and specific recommendation of the District Collector. f. Recommendation of the Architectural, Aesthetics Aspects (AAA) Committee. (In case of site falling under the hill stations notified in the districts, namely, the Nilgiris, Dindigul and Salem). g. Contour plan of the site.

15.	**Concurrence from District Collector for development in Wet Land in non-planned areas**
#	**Item**
1	Encumbrance Certificate.
2	Aadhar Card of the Applicant.
3	Applicant's photograph.
4	Adangal Certificate (from Village Administrative officer).
5	Company Registration document (in case of firm registration).
6	Letter of Authorization for Authorized Signatory (if applicable).
7	Land ownership document (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed).
8	Concurrence from Tamil Nadu Generation and Distribution Corporation (TANGEDCO). In case of any high tension or extra voltage electric line is passing through the land.
9	Concurrence from Forest Department. In case the land is located adjoining to Forest Land.
10	In case the land is applied under Joint Patta – Proof of concurrence from other parties.

16.	**Report from Joint Director, Agriculture for development in Dry Land in non-planned areas**
#	**Item**
1	Adangal certificate from Village Administrative Officer for recent past 3 fasali (harvest) including current fasali.
2	Copy of existing conversion certificate (If any part of the land already converted).
3	Patta / Chitta Document.
4	Layout drawing.

5	Aadhar Card of the owner.
6	Field Measurement Book (FMB) sketch.
7	Encumbrance Certificate.

Annexure 1.10

Format of Affidavit regarding stability of the building to be duly signed by the Architect, Owner and Structural Design Engineer in Rs.100/- stamp paper.

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety/ stability.

Signature of the applicant/ owner:

Signature of the Architect with seal and registration number:

Signature of the structural design engineer with seal and registration number:

17.	Obtaining Water Connection from Chennai Metro Water Supply and Sewerage Board
#	**Item**
1	Site plan
2	Sump drawing specifying height of sump
3	Ownership details (lease deed/ rent agreement/ sale deed/ etc.)

Enclosures for Pre-Operation Stage approvals / clearances

1.	Obtaining Safety certificate from Tamil Nadu Electrical Inspectorate
#	**Item**
1	Letter requesting for inspection and issue of Safety Certificate (on Applicant's Letter Head).
2	Contractor's work completion report as per IS 732: 1989.
3	Manufacturer's Test certificates of E.H.V / H.V Transformer / Generator/ Motor/ Switchgear/ cable / equipment, if applicable.
4	Invoice of H.T. cable if applicable.
5	Copy of appointment order of Supervisory Competency Certificate (SCC) holder.
6	Copy of consent letter from SCC holder.
7	Item-wise compliance report as stipulated in the drawing scrutiny report, if any.
8	Load sanction letter from TANGEDCO, if not provided during the drawing approval stage.
9	Document (if any) raised in the drawing scrutiny report.

2.	Obtaining Factory Registration and Licensing under The Factories Act, 1948 from Directorate of Industrial Safety and Health
#	**Item**
1	Copy of supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc.)
2	Proof for Manager Identity (Issued by a Government Authority).
3	Proof for Manager Address (Issued by a Government Authority).
4	Copy of Memorandum and Articles of Association under Companies Act / Partnership Deed .
5	List of Directors or Partners, as applicable.
6	List of Machinery with HP Details.

3.	Obtaining the Compliance Certificate from Fire and Rescue Services Department for MSB
#	**Item**
	Height of building above 18.30 metre/Building with more than single basement and height may be less than 18.30 metre (MSB).
1	Copy of NOC received during Pre Establishment.
2	Copy of sale deed or rental or lease agreement .
3	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).

4.	Obtaining the Fire And Rescue services License - from the Fire & Rescue Services Department
#	**Item**
	Height of building up to 18.3 metres (Non MSB)

1	Copy of NOC received during Pre Establishment.
2	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).
3	Copy of sale deedor rental or lease agreement.
	Height of building above 18.3 metres /Building with more than single basement and height may be less than 18.3 metres (MSB)
1	Copy of Compliance Certification issued by Fire and Rescue Services Department
2	Copy of sale deed or rental or lease agreement
3	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)

5.	**Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974**
#	**Item**
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Compliance statement on the Consent To Establish special conditions stipulated under Water and Air Acts.
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format.
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).
5	Compliance statement on the Environment Clearance conditions stipulated under Environment Protection Act, 1986 (If applicable).
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).

6.	**Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981**
#	**Item**
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Compliance statement on the Consent To Establish special conditions stipulated under Water & Air Acts.
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format.
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).
5	Compliance statement on the Environmental Clearance conditions stipulated under the Environment Protection Act, 1986 (If applicable).
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).

7.	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016
#	**Item**
1	Covering letter.
2	Manufacturing process with flow sheet indicating Input, Output and sources of generation of hazardous waste.
3	Copy of Agreement made with the Treatment Storage and Disposal Facility (TSDF).
4	Copy of the latest Consent order/renewal issued .
5	Installed capacity as per registration issued by the District Industries Centre or any other authorised Government agency-For Actual Users.
6	Process description including process flow sheet indicating equipment details, inputs and outputs (input wastes,chemicals, products, by-products, waste generated, emissions, waste water, etc.)- For Actual Users.
7	Compliance report on the Central Pollution Control Board guidelines for setting up the Actual user facility- For Actual Users.
8	Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution Control Board.
9	Undertaking or declaration to comply with all provisions including the scope of submitting bank guarantee in the event of spillage, leakage or fire while handling the hazardous and other waste.
10	Annual returns furnished for last three years in case of Renewal of Authorisation.
11	Layout map of the Treatment Storage and Disposal Facility - For TSDF.
12	Copy of prior Environmental Clearance along with compliance report- For Treatment Storage and Disposal Facility.

8.	Boiler registration: Provisional Certificate for use of Boiler under The Boilers Act, 1923 – Directorate of Boilers
#	**Item**
1	Form No. II or Form No. XVII issued by Directorate of Boilers to Boiler Manufacturer.
2	Form No. III issued by Directorate of Boilers to Boiler Manufacturer.
3	Form No. III A issued by Directorate of Boilers to Boiler Manufacturer.
4	Form No. III B issued by Directorate of Boilers to Boiler Manufacturer.
5	Form No. III C issued by Directorate of Boilers to Boiler Manufacturer.
6	Form No. IV or IV A issued by Directorate of Boilers to Boiler Manufacturer.
7	Main Assembly Drawing of Boiler.
8	Feed Piping/Blow Down Piping Drawing of Boiler.
9	Steam Pipeline Drawing.
10	Strength Calculation Sheets for Steam Pipeline.
11	Erector Engagement Letter.
12	Test Certificate for Steam Pipelines.

13	Erection Commencement Letter from Erector.
14	Erection Completion Letter from Erector.
15	Owner's Inspection Readiness Letter.

9.	**Boiler registration: Final Certificate for use of Boiler under The Boilers Act, 1923 – Directorate of Boilers**
#	**Item**
1	Last issued provisional certificate for use of Boilers.
2	Boiler Attendants Certificate issued to the boiler-in-charge (in case of small boilers) or Boiler Operation Engineers Certificate issued to the boiler-in-charge (in case of big boilers) .

10.	**Registration of establishments deploying contractual workmen under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 with Directorate of Industrial Safety and Health**
#	**Item**
1	Contract agreement between employer and contractors.

11.	**Registration of establishments deploying inter-State migrant workmen under the Inter State Migrant Workmen (RE&CS) Act,1979 with Directorate of Industrial Safety and Health**
#	**Item**
1	Contract/ Agreement between employer and contractors.
2	Contractor licence issued by concerned authorityin the home state from where migrant workmen is recruited .

12.	**License for dealer of weights and measures under Legal Metrology Act, 2009 from Labour Department**
1	Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence, etc.) of the dealer.
2	Rental agreement or sale deed (in case of own building).
3	No objection certificate from the owner in case of rental building.
4	Blueprint for building prepared by Surveyor registered with local body .
5	GST Certificate/ PAN Card.
6	Dealership letter from Manufacturing Company.
7	Partnership Deed (if applicable).
8	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
9	List of Directors certified by Chartered Accountant (if applicable).

10	Shareholding pattern of the company certified by a Charted Accountant (if applicable).

13.	**License for repairer of weights and measures under Legal Metrology Act, 2009 from Labour Department**
#	**Item**
1	Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.
2	Invoice for Test Equipment /Certificate of Verification for Test Weights/Test Weighing Instruments.
3	Rental agreement or Building Ownership document.
4	Blue print for building prepared by Surveyor registeredwith local body .
5	Electricity Board (EB) card.
6	No objection certificate from rental building owner.
7	Previously applied repairers' Licence (if previously applied for a License).
9	Partnership Deed (if applicable).
10	List of Directorscertified by the Chartered accountant (if applicable).
11	GST certificate/PAN Card.
12	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
13	Shareholding pattern of the company certified by a Charted Accountant (if applicable).
14	Technical Qualification of the Repairer. (i) Educational Qualification Certificate (ITI in Instrumentation) (Or) (ii) Work Experience Certificate (Minimum 1 year in the related technical field)

14.	**License for Manufacturer of weights and measures under Legal Metrology Act, 2009 from Labour Department**
#	**Item**
1	Duly self-attested identity Proof of the Promoter (Pan Card/Aadhaar Card/Voter I.D./Driving License etc.).
2	Rental Agreement/Lease Agreement/ sale deed (in case of Own Building).
3	No objection certificate from owner of in case of Rental/Leased Building.
4	Blue print for building by registered surveyorregistered with local body.
5	Tools List invoice & List of tools.
6	Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments.

7	Technical Qualification (B.E/Diploma Certificate)/Experience Certificate.
8	The monogram or trade mark intended to be imprinted on weights and measures to be manufactured.
9	Facilities of steel casting and hardness testing file.
10	Attach latest Electricity bill receipt.
11	GST Certificate/ PAN Card of the Company.
12	Details of Model Approval received from Government of India.
13	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
14	Letter of Authorization (in case there is any Managing Agent or Director (s) Appointed for Establishment).
15	List of Directors certified by the Chartered accountant (if applicable).
16	Partnership Deed (if applicable).

15.	**Importer Registration under the Legal Metrology (Packaged Commodities) Rules, 2011**
#	**Item**
1	Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.) of the Importer.
2	Goods and Services Tax Certificate/ PAN Card of the Company.
3	Certificate of Importer-Exporter Code.
4	Shareholding pattern of the company certified by a Chartered Accountant (if applicable).
5	Letter of Authorization (in case there is any Managing Agent or Director (s) appointed for Establishment).
6	List of Directors certified by the Chartered accountant (if applicable).
7	Partnership Deed (if applicable).

Enclosures for Renewal Stage Clearances

1.	Renewal of Consent for Operation/Authorization (Air, Water & Hazardous Waste Act)
#	**Item**
1	A covering requisition letter stating the project status of the industry and activities clearly.
2	Details of production capacity, actual products manufactured in month wise during the previous financial year.
3	Details of changes if any in the quantity of sewage/trade effluent generated and mode of disposal of the same indicated against in the original consent order (If applicable).
4	Details of changes if any in the quantity of emission and number and height of chimney/stacks indicated against the original consent order (if applicable).
5	Details of changes if any in the name or in the management of the company (if applicable).
6	A consolidated report of analysis of the treated sewage/ trade effluent samples collected by Tamil Nadu Pollution Control Board Officials during the previous financial year (if applicable).
7	Latest Report of Ambient Air Quality, Stack Monitoring and Noise Level Survey conducted through Tamil Nadu Pollution Control Board lab during the previous financial year (if applicable).
8	Compliance report on the conditions of latest Hazardous waste Authorisation/Biomedical Waste Authorisation issued to the unit (If applicable)
9	Compliance report on the latest consent/renewal of consent order conditions stipulated under Water and Air Acts issued to the unit.
10	The latest Audited Balance Sheet/Auditor's certificate showing the Gross Fixed Assets (GFA) without depreciation of the unit in the prescribed format.
11	Consent fee under Water and Air Acts and water Cess fee under Water Cess Act payable to the Board.
12	Copy of Latest Environmental Statement (If Applicable).

2.	Renewal of Boiler Registration Certificate under the Boilers Act, 1923 with Directorate of Boilers
#	**Item**
1	Previous Boiler Registration Certificate.

3.	Renewal of Factory License under The Factories Act, 1948 with Directorate of Industrial Safety and Health
#	**Item**
1	Supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc).

2	Proof for Occupier Identity (Issued by a Government Authority) in case of change in Occupier .
3	Proof for Occupier Address(Issued by a Government Authority) in case of change in Occupier.
4	Proof for Manager Identity (Issued by a Government Authority) in case of change in Manager .
5	Proof for Manager Address (Issued by a Government Authority) in case of change in Manager.
6	Memorandum and Articles of Association under the Companies Act / Partnership Deed (In case of amendment in Company Details).
7	List of Directors (In case of amendment in Director Details).
8	List of Machinery with HP details (In case of amendment in machinery details).
9	List of Partners, if applicable.

4.	**Renewal of Dealer / Repairer / manufacturer License under the Legal Metrology Act, 2009 from Labour Department**
#	**Item**
1	Copy of previous License.

5.	**Fire and Rescue Services License - Renewal**
#	**Item**
1.	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA).
2.	Existing Fire Licence due for renewal.

Enclosures for Other Clearances

1.	Grant of Recognition as Manufacturer of Boilers by Directorate of Boilers
#	**Item**
1.	Manpower Details (List of Technical Persons i.e. Supervisors, Engineers, Managers, etc. employed, with designation, educational qualification, and relevant experience) & Organization Chart depicting hierarchy and reporting structure of the organization.
2.	List of Equipment and Machinery (Name and Capacity).
3.	Firm Registration Document (Certificate of Incorporation, MSME Registration, etc.).
4.	Partnership documents (in case of a Partnership Firm).
5.	Land Ownership Document (Rental / Lease Agreement / Sale Deed).
6.	Factory Site Layout.
7.	Self-Declaration Letter stating that the information provided in the application is true.

2.	Renewal of Recognition as Manufacturer of Boiler by Directorate of Boilers
#	**Item**
1.	Manpower Details (List of Technical Persons i.e. Supervisors, Engineers, Managers, etc. employed with designation, educational qualification, and relevant experience) & Organization Chart depicting hierarchy and reporting structure of the organization.
2.	List of Equipment and Machinery (Name and Capacity).
3.	Firm Registration Document (Certificate of Incorporation, MSME Registration, etc.).
4.	Partnership documents (in case of a Partnership Firm).
5.	Land Ownership Document (Rental / Lease Agreement / Ownership Document).
6.	Factory Site Layout.
7.	Self-Declaration Letterstating that the information provided in the application is true.
8.	Last issued Recognition / Renewal Letter.
9.	Welder Certificate.

3.	License for Contractor employing Contractual Workmen under Contract Labour (Regulation and Abolition) Act, 1970 by Directorate of Industrial Safety and Health (DISH)
#	**Item**
1.	Contract / agreement between employer and contractors.

4.	Renewal of Contractor's License employing Contractual Workmen under Contract Labour (Regulation and Abolition) Act, 1970 by Directorate of Industrial Safety and Health (DISH)
#	**Item**
1.	Contract / agreement between employer and contractors.
2.	Previous Licence copy.

5.	License to Sell, Stock or Exhibit or offer for Sale or Distribute Allopathic Drugs from Food Safety and Drug Administration Department
#	**Item**
1.	Photograph of the Applicant (s) .
2.	Form 19 (Other than Schedule C & C1) – Retail (if applicable) (Template enclosed in Annexure 1.11).
3.	Form 19 (Other than Schedule C & C1) – Wholesale (if applicable) (Template enclosed in Annexure 1.12).
4.	Form 19 (Schedule C & C1) – Retail (if applicable) (Template enclosed in Annexure 1.13).
5.	Form 19 (Schedule C & C1) – Wholesale (if applicable) (Template enclosed in Annexure 1.14).
6.	Encumbrance Certificate or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document.
7.	Proof of address of the business owner (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID)).
8.	Letter of Authorisation or Board Resolution (if applicable).
9.	Copy of Pharmacy Council Registration Certificate of the Pharmacist (if applicable).
10.	Education Qualification (Highest Qualification) and Experience Certificate of the Pharmacist / Competent Person.
11.	Legal Tenancy Affidavit (Template enclosed in Annexure 1.17).
12.	Declaration Form (Template enclosed in Annexure 1.15).
13.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate.
14.	Existing Licence Copy (in case of Change in Premise / Constitution / Name Style) .
15.	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant.
16.	Rental Agreement (in case of rental property).

6.	License Renewal (Payment of Retention Fee) to Sell, Stock or Exhibit or offer for Sale or Distribute Allopathic Drugs from Food Safety and Drug Administration Department
#	**Item**
1.	No documents required.

7.	Grant and Renewals of a License to Sell, Stock or Exhibit or offer for Sale or Distribute Homeopathic Drugs by Food Safety and Drug Administration Department
#	**Item**
1.	Photograph of the business owner (s).
2.	Proof of address of the business owner (Rental Agreement or Lease Agreement, Passport, Aadhaar Card (UID).

7.	Grant and Renewals of a License to Sell, Stock or Exhibit or offer for Sale or Distribute Homeopathic Drugs by Food Safety and Drug Administration Department
3.	Form 19 –B (Template enclosed in Annexure 1.16).
4.	Encumbrance Certificate (EC) or Property Tax Receipt or Sale Deed Copy of Building or Equivalent Document.
5.	Rental Agreement (in case of rental property).
6.	Letter of Authorisation or Board Resolution (if applicable).
7.	Copy of Pharmacy Council Registration Certificate of the Pharmacist .
8.	Education Qualification and Experience Certificate of the Pharmacist.
9.	Legal Tenancy Affidavit (Template enclosed in Annexure 1.17).
10.	Declaration Form (Template enclosed in Annexure 1.15).
11.	Purchase Bill of Refrigerator, Air Conditioner and Generator and its working condition or installation certificate.
12.	Memorandum of Association & Article of Association of the Firm or Partnership Deed.
13.	Existing Licence Copy (Required for Change in Premise / Constitution).
14.	Blue Print of the Plan of the Premises Duly Signed by Licensed Surveyor and the Applicant.

8.	Issue of Duplicate License to Sell, Stock or Exhibit or offer for Sale or Distribute Homeopathic / Allopathic Drugs by Food Safety and Drug Administration Department
#	**Item**
1.	Photograph of the business owner (s).
2.	Copy of Licence.
3.	Letter of Authorisation or Board Resolution (if applicable).

9.	License to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department
#	**Item**
1.	Address or ID proof of the applicant.
2.	Address proof and ID proof of the manufacturing Chemist or analytical Chemist.
3.	Authorization of the signatory of the application form.
4.	Brand name declaration in case of the products manufactured exclusively for the purpose of export.
5.	Declaration of the manufacturing Chemist or analytical Chemist(Template enclosed in Annexure 1.22).
6.	List of Directors or partners and their Bio-data with their residential addresses and Photo, in case of proprietorship, bio-data with their residential addresses and Photo of proprietor.
7.	List of analytical instruments and equipment for analysis.

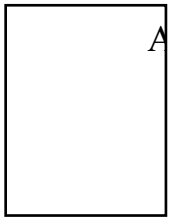
9.	License to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department
8.	List of machineries and equipment, Air Handling Unit (AHU), and water system provided Section wise for the manufacturing.
9.	List of manufacturing Chemists or Analytical Chemist along with their Bio-data, Passport size photo and photocopies of Qualification Certificate and experience certificate.
10.	List of products with composition.
11.	Method of manufacture of bulk drug along with specification of the intermediates and the Material Safety data sheet of each and every material used during manufacture and finished product.
12.	Ownership document of the premises.
13.	Plan of the premises- with details of partitions, measurements - Section wise with location of machineries.
14.	Specification and method of analysis for Raw Materials and Finished Products.
15.	Specimen label.
16.	Stability data, if required.
17.	Therapeutic justification in case of patent and proprietary medicines.
18.	Consent letter from approved laboratory if applicable.
19.	Copies of Drugs Controller General (India) approvals, if required.
20.	The photocopies of purchase invoices with the details like production capacity, make etc. wherever applicable.
21.	Test Licenses in Form 29.
22.	Document relating to Constitution of Concerned Firm / Company / LLP and Others .
23.	Form 24 (if applicable)(Template enclosed in Annexure 1.18).
24.	Form 24F (if applicable)(Template enclosed in Annexure 1.19).
25.	Form 27 (if applicable)(Template enclosed in Annexure 1.20).
26.	Form 27B (if applicable)(Template enclosed in Annexure 1.21).

10.	License Renewal (Payment of Retention Fee) to Manufacture Allopathic Drugs for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department
#	**Item**
1.	No documents required.

Annexure 1.11
Form 19 (Other than Schedule C & C1) – Retail

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]



Application for grant of a licence to sell, stock or exhibit or offer for sale, or distribute of drugs other than those specified in Schedule X

1. We (*Name of the Applicant, Designation, and Organisation Name)* hereby apply for licence to sell by ~~wholesale~~/retail ~~drugsspecified in Schedules C and C(1) excluding those specified in Schedule X and/or~~ drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (*Address of the Premise).*
2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

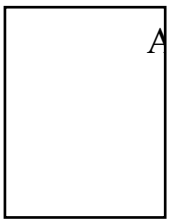
3. Categories of drugs to be sold : Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.
4. Particulars of special storage accommodation *(Items to be Auto-Populated based on User Input)*
5. A fee of rupees _____ *(Auto-Calculated Amount to be filled)* has been credited to the Government under the head of account

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.12

Form 19 (Other than Schedule C & C1) – Wholesale

FORM 19
[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]



Application for grant of a licence to sell, stock or exhibit or offer for sale, or distribute of drugs other than those specified in Schedule X

1. We (*Name of the Applicant, Designation, and Organisation Name)* hereby apply for licence to sell by wholesale/~~retail drugs specified in Schedules C and C(1) excluding those specified in Schedule X and/or~~ drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945 on the premises situated at (*Address of the Premise).*
2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold : Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.
4. Particulars of special storage accommodation *(Items to be Auto-Populated based on User Input)*
5. A fee of rupees _____ *(Auto-Calculated Amount to be filled)* has been credited to the Government under the head of account

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.13
Form 19 (Schedule C & C1) – Retail

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

A

Application for grant of a licence to sell, stock or exhibit or offer for sale, or distribute of drugs other than those specified in Schedule X

1. We (*Name of the Applicant, Designation, and Organisation Name)* hereby apply for licence to sell by ~~wholesale~~/retail drugs specified in Schedules C and C(1) excluding those specified in Schedule X and/or ~~drugs other than those specified in Schedules C, C(1) and X~~ to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (*Address of the Premise).*
2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold Drugs other than those specified in schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.
4. Particulars of special storage accommodation *(Items to be Auto-Populated based on User Input)*
5. A fee of rupees _____ *(Auto-Calculated Amount to be filled)* has been credited to the Government under the head of account

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.14
Form 19 (Schedule C & C1) – Wholesale

FORM 19

[See rule 59 (2) of the Drugs and Cosmetics Rules, 1945]

A

Application for grant of a licence to sell, stock or exhibit or offer for sale, or distribute of drugs other than those specified in Schedule X

1. We (*Name of the Applicant, Designation, and Organisation Name)* hereby apply for licence to sell by wholesale/~~retail drugs~~ specified in Schedules C and C(1) excluding those specified in Schedule X and/or ~~drugs other than those specified in Schedules C, C(1) and X~~ to the Drugs and Cosmetics Rules, 1945 and ~~also to operate a pharmacy~~ on the premises situated at (*Address of the Premise).*
2. The sale and dispensing of drugs will be made under the personal supervision of the qualified persons, namely:-

Name	Qualification	Registration Number

3. Categories of drugs to be sold Drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945, including medical devices as specified under the Medical Devices Rules, 2017.
4. Particulars of special storage accommodation *(Items to be Auto-Populated based on User Input)*
5. A fee of rupees _____ *(Auto-Calculated Amount to be filled)* has been credited to the Government under the head of account

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.15
Declaration Form

DECLARATION FORM

(This must be filled in and returned to the Assistant Director of Drugs Control along with application form)
(Note: No column should be left blank or with a dash)

1. Name and Complete address of the firm for which application is made.

2. Name(s) and residential address(es) of the Proprietor/all Partners/all Directors/Managers.

3. Applicant's previous occupation.

4. Applicant's present occupation.

5. Applicant's experience ,if any in drug trade.

6. Is the application for fresh license or renewal .

7. Was there any change in the Proprietorship/ Partnership of the concern since the issue of Previous licensees and if so, from what date? (A true copy of the sale deed should be sent)

8. Was there any change in the premises of the concern since the issue of previous licenses and if so, from what date?

9. Particulars of licenses held by the applicant In respect of the premises for which the present application is made under the Drugs and Cosmetics Act, 1940.

Form	Licence No.	Date of Issue
20/21		

20A/21A		
20B/21B		
20C/21D		

10. Addresses of the premises where the Drugs are stocked or sold or office is maintained by the applicant. The Drugs licenses number, form of license and date of issue of each license pertaining to the above should be stated

11. What category the firm come under:
(a) General Merchant
(b) Chemist and Druggists
(c) Pharmacy
(d) Wholesale Dealer (Mention the name of the Company)
(e) Importers (Mention the name of the country, Drugs to be imported)
(f) Distributing Agency (State the name of the manufactures for whom you are the distributor or agency and furnish a true copy of the agreement)

12. Is there a separate cupboard or drawer reserved solely for the storage of Schedule X drugs?

13. Nature of Cold Storage Provided

Mention the company (Maker Name)	**Capacity**	**Whether the Equipment is in working Condition (Yes / No)**

14. If running a pharmacy whether the requirements of Schedule "N" To the Drugs Rules have been provided (A list of equipment and books available should be enclosed)

15. Particulars of qualified person(s) employed

Name	**Cert/Reg.No**	**Validity**

16. Hours of business and working days

17. Have you ever convicted under the drug act or any other act?

18. Was the application ever rejected/cancelled/suspended/surrendered previously?

19. Are you the legal tenant of the premises occupied by you?

I declare that the above statements are true. I further declare that I am conversant with the provisions of the Drugs Act, 1940 and the drugs and Cosmetics Rules, 1945 and I will abide by the conditions of the licences.

Station:
Date: Signature of the Applicant.

Annexure 1.16
Form 19-B

FORM 19-B
[See Rule 67-A of the Drugs and Cosmetics Rules, 1945]

A

Application for licence to sell, stock or exhibit or offer for sale, or distribute Homoeopathic Medicines.

1. I/We.....*(Name of the Applicant, Designation)* of..... *(Organisation Name)* hereby apply for a licence to sell by *wholesale / *retail Homoeopathic Medicine (One to be stroked-off based on business type) on the premises situated at.....*(Address of the Premise).*

2. The sale and dispensing of Homoeopathic medicines shall be made under the personal supervision of the following competent person in-charge. *(Only for Retail Outlets)*

Name	Qualification	Registration Number
(To be Prefilled based on User Input)	*(To be Prefilled based on User Input)*	*(To be Prefilled based on User Input)*

1. A fee of rupees _____ *(Auto-Calculated Amount to be filled)* has been credited to the Government under the head of account

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.17

LEGAL TENANCY AFFIDAVIT (OWN PROPERTY)

On this ____ day of _____ month, _____ year, I/We,
_____ _____ residing at
_____
_____
solemnly declare to the Assistant Director of Drugs Control, *(Zone Name), (City Name)* that the premises situated at
_____
_____
_____ is my/our own property.

LEGAL TENANCY AFFIDAVIT (RENTED PREMISES)

On this ____ day of _____ month, _____ year, I/We,
_____ _____ residing at
_____
_____
Solemnly declare to the Assistant Director of Drugs Control, *(Zone Name), (City Name)* that I have taken the premises situated at
_____
_____
on rental basis to run a medical shop named _____.

Annexure 1.18
Form 24

FORM 24
[See rule 69 of the Drugs and Cosmetics Rules, 1945]

A

Application for the grant of or renewal of a licence to manufacture for sale or for distribution of drugs other than those specified in [Schedule C, C (1) and X]

1. I/We .....*(Name of the Applicant, Designation)* of..... *(Organisation Name)* hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... ..... *(Address of the Premise)* the following drugs being drugs other than those specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945.
2. Names of Drugs categorized according to Schedule M *(To be Prefilled based on User Input)*

3. Names, qualifications and experience of technical staff employed for manufacture and testing.

Name	**Qualification**	**Experience**
(To be Prefilled based on User Input)	*(To be Prefilled based on User Input)*	*(To be Prefilled based on User Input)*

4. A fee of rupees..... *(Auto-Calculated Amount to be filled)* has been credited to Government under the Head of account .....

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.19
Form 24F

FORM 24F
[See rule 69 of the Drugs and Cosmetics Rules, 1945]

A

Application for grant or renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1).

1. I/We .....*(Name of the Applicant, Designation)* of.....*(Organisation Name)* hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... ..... *(Address of the Premise)* the under mentioned drugs, specified in Schedule X to the Drugs and Cosmetics Rules, 1945.

2. Names of Drugs: *(To be Prefilled based on User Input)*

3. Names, qualifications and experience of technical staff employed for manufacture and testing.

Name	**Qualification**	**Experience**
(To be Prefilled based on User Input)	*(To be Prefilled based on User Input)*	*(To be Prefilled based on User Input)*

4. A fee of rupees..... *(Auto-Calculated Amount to be filled)* has been credited to Government under the Head of account .....

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.20
Form 27

FORM 27
[See rule 75(1) of the Drugs and Cosmetics Rules, 1945]

A

Application for grant or renewal of a license to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X.

1. I/We ..... *(Name of the Applicant, Designation) of*..... *(Organisation Name)* hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... ..... *(Address of the Premise)* the under mentioned drugs, being drugs specified in Schedule C and C(1), excluding those specified in Part XB and Schedule X to the Drugs and Cosmetics Rules,1945.

2. Names of Drugs: *(To be Prefilled based on User Input)(Each item to be separately Specified)*

3. Names, qualifications and experience of the expert staff responsible for the manufacture and testing of the above-mentioned drugs:
(a) Name(s) of staff responsible for analytical chemist:

Name	**Qualification**	**Experience**
(To be Prefilled based on		

(b) Name(s) of staff responsible for manufacture:

Name	**Qualification**	**Experience**

4. A fee of rupees..... *(Auto-Calculated Amount to be filled)* has been credited to Government under the Head of account .....

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.21
Form 27B

FORM 27B
[The Drugs and Cosmetics Rules, 1945]

A

Application for grant or renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X.

1. I/We ..... *(Name of the Applicant, Designation)* of.....*(Organisation Name)* hereby apply for the grant/renewal of a licence to manufacture on the premises situated at..... ..... *(Address of the Premise)* the under mentioned drugs, specified in Schedules C, C(1) and X to the Drugs and Cosmetics Rules, 1945.
2. Names of Drugs: *(To be Prefilled based on User Input)*
3. Names, qualifications and experience of the expert staff responsible for the manufacture and testing of the above-mentioned drugs:
   (a) Name(s) of staff responsible for analytical chemist:

Name	**Qualification**	**Experience**

   (b) Name(s) of staff responsible for manufacture:

Name	**Qualification**	**Experience**

4. A fee of rupees.....*(Auto-Calculated Amount to be filled)* has been credited to Government under the Head of account .....

Date:_____*(Auto-Populated)* Signature:_____

Annexure 1.22

Declaration of the manufacturing Chemist or analytical Chemist

I……(Full Name) aged……..(age) Son Of / Daughter of/ Wife of…….residing at……..(Complete Address with Pin Code) holder of……(Qualification), having……Years…….Months experience in……(Profession Name) hereby declare that I am working as……(Designation) at……(Name of the Manufacturing Unit and its address) under the Drugs and Cosmetics Rules, 1945.

I am not engaged in any other service.

Place: **Full Name:**

Date: **Signature**

11.	Allotment of Land by State Industries Promotion Corporation of Tamil Nadu (SIPCOT)
#	**Item**
1.	Brief Project Report.
2.	Certificate of Incorporation (in case of a Company).
1.	Firm Registration Certificate (in case of a Partnership Firm).
2.	Partnership deed (in case of a Partnership Firm).
3.	Memorandum of Association (in case of a Company).
4.	Articles of Association (in case of a Company).
5.	List of directors (with shareholding Pattern) duly certified by a Chartered Accountant (CA) (in case of a Company)/ partners (with shareholding Pattern) up to individual level duly certified by a Chartered Accountant (CA) (in case of a Partnership Firm).
6.	Latest audited annual report / balance sheet & profit & loss account (in case of Existing Concerns / Firms / Companies).
7.	GST Registration Certificate.
8.	Rough Building Layout duly certified by a Civil Engineer.
9.	CTE/ CTO letter from TNPCB (applicable to existing firms involved in manufacturing).
10.	Proof of term loan sanction / Financial Assistance.
11.	In case of Foreign Direct Investment, copy of approval from Reserve Bank of India

12.	Capital Subsidy from Commissionerate of Commerce and Industries
#	**Item**
1.	Copy of Udyam Registration Certificate.
2.	Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3.	If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4.	If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper minimum of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5.	Copy of Loan Sanction letter from the Bank / Financial Institution in respect of Bank / Institutional financed Enterprises.
6.	Copy of sanction order from TANGEDCO for power supply with copy of Meter card.
7.	Copy of the invoices of Plant and Machinery.
8.	Cash bills or stamped receipt duly self-attested (in case machinery is bought on loan, Bank Manager attestation is required). In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.

9.	Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form *(Template shall be given as help for this document)*
10.	Certificate of commencement of commercial production duly signed by Chartered Accountant.
11.	Tax receipt.
For self-fabricated Plant and Machinery items	
12.	• Chartered Engineer's Certificate for the value of the plant and machinery. • Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished. • Copy of the invoices for components bought • Cash bills or stamped receipt duly attested (Self attested; in case machinery is bought on loan, Bank Manager attestation is required) • Job work bills duly self-attested (in case job is carried out on loan, Bank Manager attestation is required)
13.	Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan, in case of enterprises manufacturing on job work basis.
Additional Capital Subsidy for Employment Intensive Subsidy:	
14.	Self-declaration for having employed more than 25 workers.
15.	Copy of returns to Labour Department / Inspector of Factories Department etc.
Additional Capital Subsidy for Select Category of Entrepreneurs:	
16.	Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped and Transgender: • SC/ST – Community Certificate from Tahsildar. • Physically Handicapped – Certificate from District Differently Abled Welfare Office. • Transgender - Detail to be captured from UAM.
Additional Capital Subsidy for Promotion of Cleaner and Environment Friendly Technologies:	
17.	Letter from Tamil Nadu Pollution Control Board regarding promotion of Cleaner and Environment friendly technologies in the unit.
Additional documents in respect of existing enterprises taking up expansion / diversification. Certificate from Chartered Accountant on the following:	
18.	Date of commencement of commercial production after expansion / diversification .
19.	Value of fixed assets before Expansion/diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
20.	Production capacity and Turnover (both in terms of units and value in Rs.) before expansion/diversification (for minimum 3 years), after expansion/diversification (for minimum 3 months) and % increase of production capacity and Turnover due to expansion/diversification.

13.	Permission for Movie Shooting in Government owned places from Department of Information and Public Relations (DIPR)
#	Item
1.	No Objection Certificate from the following departments based on the location / jurisdiction. (i) In case of Heritage Buildings/Places under the control of the Director of Archaeology Department: Director of Archaeology. (ii) In case of Institute of Mental Health, Government Hospitals: concerned Hospital Dean. (iii) In case of Government Schools: Director of School Education. (iv)In case of Government Colleges: Director of Collegiate Education. (v) In case of Bryant Park, Kodaikanal and Sims Park, Coonoor: Director of Horticulture. (vi) In case of National Parks, Wild life Sanctuaries, Reserve Forests: Principal Chief Conservator of Forests. (vii) In case of Koyambedu Market, Thalamuthu Natarasan Maligai (Chennai Metropolitan Development Authority (CMDA) Building): Member Secretary, CMDA. (viii) In case of Panagal Building, Saidapet: Director, District Rural Development Agency. (ix) In case of Ripon Building: Commissioner, Greater Chennai Corporation. (x) In case of Places under the Horticulture and Plantations crops department: Director of Horticulture and Plantations crops. (xi) In case of Animal Husbandry Farms: Director of Animal Husbandry. (xii) In case of Helipad, Ooty: Collector, Ooty. (xiii) In case of Fish Farms: Director of Fisheries department. (xiv) In case of Government Buildings: Chief Engineer, PWD. (xv) In case of Irrigation Schemes places under the Control of Chief Engineer, Water resources Organisation: Chief Engineer, Water resources Department. (xvi) In case of Highways, streets and buildings under the control of Chief Engineer, Highways Department: Chief Engineer, Highways. (xvii) In case of Prisons, Central Prisons under the Control of Director General of Prisons (Exterior): Director General of Police, Prions. (xviii) In case of locations (Jail, Road, Court, Police Station within MGR Film Institute, Public places which do not come in any of the above category, Beach Road, Public Places: Director of Information and Public Relations (DIPR).
2.	Guild Certificate (in case of TV Serial shooting for availing 50% off Original Fee)

14.	Registration of Partnership Firms under The Indian Partnership Act, 1932 by Registration Department
#	Item

1.	Application for Registration of Firm in **Form No. I (Template enclosed in Annexure 1.23** of the Indian Partnership Act, 1932, duly filled in.
2.	Government Issued ID Proofs of the proposed partners of the firm.
3.	Partnership Deed.
4.	Government Approval Order for the exemption of using reserved words (if applicable)

15.	**Registration of Societies under the Tamil Nadu Societies Registration Act, 1975 by Registration Department**
#	**Item**
1.	Application for the issue of Certificate of Registration in **Form No. I (Template enclosed in Annexure 1.24)** of Tamil Nadu Societies Registration Act, 1975, duly filled in.
2.	Notice of Situation of Registered office in **Form No. V (Template enclosed in Annexure 1.25)** of Tamil Nadu Societies Registration Act, 1975, duly filled in.
3.	Register of members of the society in **Form No. VI (Template enclosed in Annexure 1.26)** of Tamil Nadu Societies Registration Act, 1975, duly filled in.
4.	Memorandum and Bye-law for Registration of Societies (Please refer to Section 6 of the Tamil Nadu Societies Registration Act, 1975 for mandates to be present in memorandum and bye-laws)
5.	Property Ownership document (if the society owns property as per Bye Law for Registration of Societies)
6.	Government Approval Order for the exemption of using reserved words (If Applicable)

Annexure 1.23

FORM No. 1

(See Rule 3 of the Indian Partnership Act, 1932)

APPLICATION FOR REGISTRATION OF FIRM

BY THE NAME

Presented or forwarded to the Registrar of Firms for filling by

We, the undersigned, being the partners of the firm hereby apply for registration of the said firm and that for purpose supply the following particulars, in pursuance of section 58 of the Indian Partnership Act, 1932.

(i) The Firm name

(ii) Places of business

(a) Principal place

(b) Other places:

(iii) Details of Partners

(a) Name of Partners in full	(b) Date of joining the firm	(c)Permanent address in full
1. 2. 3. 4. 5. 6.		

iv) Duration of the firm:

v) Station:

vi) Date:

Signature of the partner or of the specifically authorised agents

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

1.

Witness*:*

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

2.

Witness:

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

3.

Witness:

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

4.

Witness:

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

5

Witness:

I ,----------Son of----------Years of age, of ----------religion, do hereby declare that the above statement is true and correct to the best of my knowledge and belief.

Date *Signature*

Annexure 1.24

FORM No. I

(See Rule 7 of the Tamil Nadu societies Registration Rules, 1978)

Application for the issue of certificate of Registration Under Section 10 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

FORM:

To

The Registrar of societies,

----------(Station)

Sirs,

A society by Name ----------

---------- has been formed on ----------

2. I enclosed herewithin the memorandum and Bye-Laws of the said society.

3. I remit herewith a sum of Rs._____ /- being the fee for the registration of the society.

4. I am a member of the Committee of the society.

5. I have been duly authorised in this behalf by the Committee of the Society.

6. The society may be registered and the Certificate of Registration issued.

Signature of the Applicant

Place:

President/
Secretary.

Date:

Annexure 1.25

FORM No . V

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

Notice of situation of the registered office of the society under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act, 27 of 1975)

1. Name of the society:

2. Date of Registration:

3. The Registration No. and Year of Registration:

4. Presented by:

To
The Registrar of Societies,

----------(Station).

Sir,

"_____
_____
hereby given you notice under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the society.

Situated at No.
_____
_____

on the_____ day of _____.

Signature

Dated:

President/ Secretary,
Designation or Position
In Relation to the Society

Place:

Annexure 1.26

FORM NO. VI

(See Rule 16 of the Tamil Nadu Societies Registration Rules, 1978)

Register of Members to be maintained under sub- section (1) of section 14 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

REGISTER OF MEMBERS

1. Name and address of the society :
2. Date of Registration:
3. The Registration Number and Year of registration

S.NO	NAME	OCCUPATION	DATE OF JOINING	ADDRESS

16.	No Objection Certificate from Directorate of Public Health and Preventive Medicine
#	**Item**
1.	Site Plan.
2.	Topo Sketch.
3.	Machinery installation plan.
4.	Flow chart with detailed write up of processing from raw materials to end product.
5.	Letter of Authorization for applicant from Board of Directors or owner (Applicable in case of sole proprietorship).
6.	Ownership proof for land (Own/Lease).
7.	Previously obtained NoC (If applying for additional installation).

17.	Authorization/Renewal of manufacturer under E-waste (Management and Handling) Rules, 2016 from Tamil Nadu Pollution Control Board
#	**Item**
1.	Covering Letter.
2.	Copy of the latest Consent order/ Renewal Issued.
3.	Details of facilities for storage/handling/treatment/refurbishing.

18.	Authorization/Renewal of manufacturer under the Plastic Waste (Management and Handling) Rules, 2016 from Tamil Nadu Pollution Control Board
#	**Item**
1.	Covering Letter.
2.	Copy of the latest Consent order/ Renewal Issued.
3.	Manufacturing Process with Flow Sheet indicating input, output and sources of Plastic waste.
4.	List of Raw Material Supplier to manufacture Compostable carry bags and Plastic sheets or Multi-layered Packaging.
5.	List of personnel or Brand Owners to whom Products will be Supplied.
6.	Action Plan on Collecting back the Plastic Wastes based on Extended Producers Responsibility.
7.	Copy of the unit registered with the District Industries center of the State government or union Territory (If Applicable).
8.	An undertaking in a judicial stamp paper (value of RS 100/-) stating that the product will be marketed/sold in Tamil Nadu State only.

19.	Permit to import foreign liquor by FL2, FL3, FL3A and FL3AA Licensees from Prohibition and Excise Department
#	Item
1.	Original FL2/FL3 Licence.
2.	Last renewed FL2/FL3 Licence .
3.	Original FL2/FL3 Food Safety and Standards Authority of India (FSSAI) License – Supplier.
4.	Latest FL2/FL3 FSSAI Licence – Supplier.
5.	Valid bonded Warehouse Licence .
6.	Valid bonded Warehouse FSSAI Licence Details.
7.	Space Lease Certificate.
8.	Route of Transport.
9.	List of Indian-made Foreign Liquor Products to be imported.

20.	Permit to manufacturer for export of beer to other States from Prohibition and Excise Department
#	Item
1.	Manufacturer License (Original).
2.	Manufacturer License (Last Renewed license).
3.	Export License (Previous license Original).
4.	Export License (Last Renewed license).
5.	FSSAI License (Original).
6.	FSSAI License (Last Renewed license), if available.

21.	Renewal of FL2/ FL3/ FL3A/ FL3AA licenses with Prohibition and Excise Department
#	Item
1.	Original FL2/FL3 Licence.
2.	Last renewed FL2/FL3 Licence (Latest).
3.	Original FL2/FL3 FSSAI Licence.
4.	Last renewed FL2/FL3 FSSAI Licence (Latest).
5.	Approved blue print of the property (club/ hotel).
6.	Latest Property tax receipt of the licensed premises (club/ hotel).
7.	Encumbrance certificate of the property.
8.	Licene / Certificate from Fire Services and Rescue Department (NOC).
9.	Structural Stability Certificate (with a current validity) issued by Competent. Authority (authorised/ licensed engineer) and authorization given to the Competent Authority issuing Structural Stability Certificate.

22.	Brand and Label Registration with Prohibition & Excise Department
#	Item

1.	License for manufacturing of Alcohol.
2.	Affidavit/ Letter of Authorization for Authorized Signatory.
3.	NOC from Collaborator (if applicable).
4.	Collaborator's license (For manufacturing alcohol) (if applicable).
5.	FSSAI License of Manufacturer (as applicable).
6.	FSSAI License of Collaborator (as applicable).

23.	**NOC for film shooting within Chennai city limits from Tamil Nadu Police Department**
#	**Item**
1.	No document required.

24.	**Trade License from Greater Chennai Corporation under the Chennai City Municipal Corporation Act, 1919**
#	**Item**
1.	Identify proof (issued by Government) of the applicant .
2.	Lease Deed/ Legal Occupancy document/ Property tax receipt copy, as applicable in respect to the trade premises .

25.	**Renewal of Trade License from Greater Chennai Corporation under the Chennai City Municipal Corporation Act 1919**
#	**Item**
1.	No documents required (Trade License shall be renewed automatically upon payment of renewal fees).

26.	**Registration for Profession Tax with Greater Chennai Corporation under the Chennai City Municipal Corporation Act, 1919**
#	**Item**
1.	No document required at the time of online application submission.

27.	**NOC from Greater Chennai Corporation for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation**
#	**Item**
1.	Certificate of incorporation/ Goods and Service Tax (GST) registration certificate of the production company.
2.	Identify proof of the contact person.
3.	Address proof of the contact person.

4.	Copy of Permission for movie shooting obtained from Information and Public Relations Department (DIPR).
5.	Receipt of shooting fees paid to Directorate of Information and Public Relations.
6.	NOC(s) from the concerned police station limits for all the locations for which shooting permission is sought.

28.	**No Objection Certificate for Approval of Location of Permanent Cinemas under the Tamil Nadu Cinemas (Regulation) Rules, 1957 from District Collector**
#	**Item**
1.	Building Plan approval from Directorate of Town and Country Planning / Chennai Metropolitan Development Authority (as applicable).
2.	Patta, Chitta, and A-register.
3.	If own premises, copy of Sale deed.
4.	Encumbrance Certificate for the property.
5.	If Leased land, copy of Registered Lease deed executed by the applicant with the legal land owner.
6.	Confirmation stating that Applicant has exhibited notice (in Tamil language) in Form A1 (enclosed in Annexure 1.27) on board size of at least 1.20 metres x 0.90 metre in the proposed site.
7.	NOC from the Hindu Religious and Charitable Endowments Department, Chennai (If the Land is under the jurisdiction of the Hindu Religious and Charitable Endowments Department).

29.	**Permanent License for Cinema Theatres under the Tamil Nadu Cinemas (Regulation) Rules, 1957 from District Collector**
#	**Item**
1.	Form D:Certificate of the cinema apparatus and plant, electric installation, fire-fighting appliances and the fire precautionary measures, issued by Chief Electrical Inspector.
2.	Structural Soundness Certificate issued by Executive Engineer, Public Works Department.
3.	Declaration by the applicant under Rule 41(2) of the Tamil Nadu Cinemas (Regulation) Rules, 1957 stating that all arrangements for obtaining films approved by the State Government under section 6 of the Act has been completed.
4.	Affidavit regarding ownership of property and the theatre.
5.	Sanitary Certificate from Health Department.
6.	Certificate for Exhibition of Approved films, from Film Division, Ministry of Information and Broadcasting, Government of India, New Delhi.
7.	Insurance Document: Evidence of having insured the cinema building, machinery, audience, etc, against fire hazards.
8.	NoC from Fire and Rescue Department.
9.	Copy of the sale deed in case of own premises.
10.	Encumbrance Certificate.
11.	If Leased land, copy of the registered Lease deed.

Annexure 1.27

Form A-I

Notice under rule 35-A(3) of the Tamil Nadu Cinemas (Regulation) Rules, 1957

I, ..., son of ....., aged residing at ..... (address) have applied to the licensing authority on for the grant of no objection certificate to locate a permanent/ Semi-permanent/[travelling cinema] at this site measuring about ..... (area) and bearing Survey Number measuring of Village Taluk .....

District ..... belonging to myself/ and in my possession/ belonging to ..... and ..... taken by me on lease for a period of years from .....

(The inapplicable portions shall be struck out.)

30.	Authorization/Renewal under the Bio-Medical Waste Management Rules, 2016 from Tamil Nadu Pollution Control Board
#	**Item**
1.	Covering Letter.
2.	Topo sketch showing the location of the facility (Health care facility (HCF)/Common Bio-medical Waste Treatment and Disposal Facility (CBWTF)) and nearby environmental features.
3.	Layout plan of the facility (HCF/CBWTF).
4.	Brief Description of method of segregation, storage, treatment and disposal.
5.	Copy of latest consent order obtained under Water and Air Acts.
6.	Compliance report on the conditions of the previous Authorisation issued in case of renewal of Bio Medical Waste Authorisation (if applicable).
7.	Map with GPS locations of CBWTF and its member units in their area of coverage in case of CBMWTF (if applicable).

ANNEXURE 2(See rule 6 and rule 12)

Annexure 2: List of Clearances and associated timelines for processing

2.1 Pre-Establishment Stage Clearances

S.No	Name of the Clearance	Department	Permissible Time Limits
2.1.1	Planning Permission from Chennai Metropolitan Development Authority / Directorate of Town & Country Planning under section 49 of the Tamil Nadu Town and Country Planning Act, 1971 and the provisions of the Tamil Nadu Combined Development and Building Rules, 2019	Chennai Metropolitan Development Authority (CMDA)	Ordinary Building – 15 days Special Building – 21 days Multi-Storied Buildings – 50 days
		Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 15 days Clearances given at Head Office level – 21 days Multi-Storied Buildings – 50 days Industry in Hilly Areas (HACA) – 50 days
2.1.2	**Building Permit from:**		
	Under the Tamil Nadu Combined Development and Building Rules, 2019	Greater Chennai Corporation	14 days
	Under the Tamil Nadu Combined Development and Building Rules	Urban Local Body	
	Under the Tamil Nadu Combined Development and Building Rules	Village Panchayat	
2.1.3	Approval for factory Plans from Directorate of Industrial Safety and Health (DISH) under rule 3(3) of the 'Tamil Nadu Factories Rules, 1950'	Directorate of Industrial Safety and Health (DISH)	14 days
2.1.4	Fire Safety - No Objection Certificate from Fire and Rescue Services	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days

S.No	Name of the Clearance	Department	Permissible Time Limits
	Department under rule 13 of the Tamil Nadu Fire Service Rules, 1990.		For Multi Storied Buildings (MSB): 30 days
2.1.5	Statutory Approval of Electrical Drawings from Tamil Nadu Electrical Inspectorate under regulation 36 and 43 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.	Tamil Nadu Electrical Inspectorate	5 days
2.1.6	Registration of Establishments for Employing Building and Other Construction Workers from the Directorate of Industrial Safety and Health under rule 24 of the Tamil Nadu Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2006.	DISH	7 days
2.1.7	Permission / Report / concurrence for development of land located in non-planned areas under section 47-A of the Tamil Nadu Town and Country Planning Act, 1971.	Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 15 days Clearances given at Head Office level – 21 days Multi-Storied Buildings – 50 days Industry in Hilly Areas (HACA) – 50 days
		Agriculture Department (for getting report)	20 days for dry land

S.No	Name of the Clearance	Department	Permissible Time Limits
		District Collector (Revenue Department)	30 days for wet land
2.1.8	Grant of permission to industrial or commercial undertakings to acquire or hold land acquired in excess of ceiling under Section 37-A of Tamil Nadu Land Reforms (Fixation of Ceiling on Land) Act, 1961	Revenue and Disaster Management Department	45 days
2.1.9	Power connection from Tamil Nadu Generation and Distribution Corporation under section 43 of The Electricity Act, 2003	Tamil Nadu Generation and Distribution Corporation (TANGEDCO)	Low Tension: (a) Involving no Extension or Improvement work- 7 days - 22 days. (b) Involving Extension & Improvement without Distribution Transformers - 44 days. (c) Involving Extension & Improvement with Distribution Transformers - 66 days. High Tension: (a) Involving Extension & Improvement - 44 days (b) Involving enhancement of Power Transformers / Addition of Power Transformers - 88 days (c) Involving commissioning of new substation - 132 days Extra High Tension: (a) Involving Extension & Improvement - 110 days (b) Involving enhancement of Power Transformers /

S.No	Name of the Clearance	Department	Permissible Time Limits
			Addition of Power Transformers - 132 days (c) Involving commissioning of new substation - 198 days
2.1.10	Water Connection from Chennai Metropolitan Water Supply and Sewerage Board under section 42 (3) and 45 (6) (b) of the Chennai Metropolitan Water Supply and Sewerage Act, 1978.	Chennai Metropolitan Water Supply and Sewerage Board	For issue of Sanction order - 7 days. For effecting connection - 21 days.
2.1.11	Consent to Establish from Tamil Nadu Pollution Control Board under section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and under section 21 of the Air (Prevention and Control of Pollution) Act, 1981.	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days

(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021)

2.2 Pre-Operation Stage Clearances

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.1	Factory Registration and License for non-hazardous industries from Directorate of Industrial Safety and Health under rule 4(6) of the Tamil Nadu Factories Rules, 1950.	Directorate of Industrial Safety and Health (DISH)	14 days
2.2.2	Registration of Principal Employer Establishments for Employing Contractual Workmen under rule 18 (1) of Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975.	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days
2.2.3	Factory Registration and License for hazardous industries from Directorate of Industrial Safety and Health under rule 4(6) of the Tamil Nadu Factories Rules, 1950.	Directorate of Industrial Safety and Health (DISH)	14 days
2.2.4	Final Safety Certificate from Tamil Nadu Electrical Inspectorate under regulation 43 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.	Tamil Nadu Electrical Inspectorate	7 days
2.2.5	Fire Services Licence from Fire and Rescue Services Department under rule 13 of the Tamil Nadu Fire Service Rules, 1990.	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days
			For Multi Storied Buildings(MSB): 30 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.6	Consent to Operate from Tamil Nadu Pollution Control Board under section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and under section21 of the Air (Prevention and Control of Pollution) Act, 1981.	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days
2.2.7	Authorization for Handling Hazardous Wastes from Tamil Nadu Pollution Control Board under rule 6 of the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.	Tamil Nadu Pollution Control Board	45 days
2.2.8	Boiler registration and issue of certificate for the use of Boiler from Directorate of Boilers under section 7 of the Boilers Act, 1923.	Directorate of Boilers	15 days
2.2.9	Registration of Principal Employer Establishments for Employing Inter- State Migrant Workmen under Rule 4 of the Inter State Migrant Workmen (Regulation of Employment and conditions of services) (Tamil Nadu) Rules, 1983.	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.10	Licence for Manufacturer/Repairer/Dealer of Weights or Measures from Labour Department under rule 11(1) of the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011.	Labour Department	15 days
2.2.11	Completion of Plinth Inspection under Rule 20 of the Tamil Nadu Combined Development and Building Rules, 2019.	Chennai Metropolitan Development Authority (CMDA) / Directorate of Town and Country Planning (DT & CP)	5 days
2.2.12	Completion Certificate under Rule 20 of the Tamil Nadu Combined Development and Building Rules, 2019.		25 days

(As per amendments of G.O.Ms.No.17, Dt. 27.01.2021, As per amendments of G.O.Ms.No.196, Dt. 13.08.2021)

2.3 Renewal Stage Clearances

S.No	Name of the Clearance	Department	Permissible Time Limits
2.3.1	Renewal of Consent to Operate from Tamil Nadu Pollution Control Board under section 25 of The Water (Prevention and Control of Pollution) Act, 1974 and under section 21 of the Air (Prevention & Control of Pollution) Act, 1981	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days
2.3.2	Renewal of Authorization for Handling Hazardous Wastes from Tamil Nadu Pollution Control Board under rule 6 of the 'Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016'		45 days
2.3.3	Renewal of Certificate Authorizing the Use of Boiler from Directorate of Boilers under section 8 of 'The Boilers Act, 1923'	Directorate of Boilers	7 days
2.3.4	Renewal of Factories License from Directorate of Industrial Safety and Health under rule 7 of the Tamil Nadu Factories Rules, 1950	Directorate of Industrial Safety and Health (DISH)	To be issued automatically and instantly online on Single Window portal upon payment of renewal fee
2.3.5	Renewal of Fire & Rescue Services License under rule 13 of the 'Tamil Nadu Fire Service Rules, 1990'	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 10 days For Multi Storied Buildings (MSB): 15 days

S.No	Name of the Clearance	Department	Permissible Time Limits
2.3.6	Renewal of License for Manufacturer/Repairer/Dealer of Weights or Measures from Labour Department under rule 11(2) of the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011	Labour Department	To be issued automatically and instantly online on Single Window portal upon payment of renewal fee

(As per amendments of G.O.Ms.No.196, Dt. 13.08.2021)

2.4 Incentives

S.No	Name of the Clearance	Department	Permissible Time Limits
2.4.1	Issue of Eligibility Certificate from the date of inspection, and submission of additional details, if any, called for during the inspection	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days
2.4.2	VAT refund/ Input Credit Certificate	Commercial Tax Department	30 days
2.4.3	Execution of Legal Documentation with Beneficiary, and disbursal of funds to Enterprise on receipt of funds from the Govt. of Tamil Nadu	State Industries Promotion Corporation of Tamil Nadu Ltd	30 days

2.5 Other Clearances and Renewals

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.1	Allotment of Land in SIPCOT / ~~SIDCO~~ Industrial Area	State Industries Promotion Corporation of Tamil Nadu (SIPCOT) ~~/ Small Industries Development Corporation (SIDCO)~~	60 days
2.5.2	License for Contractor for Employing Contractual Workmen, from Directorate of Industrial Safety and Health (DISH) under rule 23 of 'The Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975'	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days
2.5.3	Renewal of License for Contractor for Employing Contractual Workmen, ~~from Directorate of Industrial Safety and Health (DISH)~~ under rule 29 of the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975		To be issued automatically and instantly online on Single Window portal upon payment of renewal fee
2.5.4	License for Contractor for Employing Inter-State Migrant Workmen, from Directorate of Industrial Safety and Health (DISH) under section 8 of 'The Inter State Migrant Workmen (Regulation of Employment and conditions of services) Act, 1979'	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days
2.5.5	Renewal of License for Contractor for Employing Inter-State Migrant Workmen, from Directorate of Industrial Safety and Health (DISH) under rule 14(1) of the 'Inter State Migrant Workmen (Regulation of		7 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	Employment and conditions of services) Central Rules, 1980'		
2.5.6	Approval for Boiler Manufacturer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'	Directorate of Boilers	22 days
2.5.7	Renewal of Approval for Boiler Manufacturer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'		7 days
2.5.8	Approval for Boiler Erector/ Repairer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'	Directorate of Boilers	22 days
2.5.9	Renewal of Approval for Boiler Erector/ Repairer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'	Directorate of Boilers	7 days
2.5.10	Grant of a License to Sell, Stock or Exhibit or offer for Sale or Distribute Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'	Food Safety and Drug Administration Department	22 days
2.5.11	Renewal of License to Sell, Stock or Exhibit or offer for Sale or Distribute Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'		To be issued automatically and instantly online on Single Window portal upon payment of renewal fee
2.5.12	Grant of a License to Manufacture/ Loan License to Manufacture/ Repack for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department under	Food Safety and Drug Administration Department	75 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	section 18 of the 'Drugs and Cosmetics Act, 1940'		
2.5.13	Renewal of License/ Loan License to Manufacture/ Repack for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'		To be issued automatically and instantly online on Single Window portal upon payment of renewal fee
2.5.14	Registration of Partnership Firms by Registration Department under section 58 of 'The Indian Partnership Act, 1932'	Registration Department	1 day
2.5.15	Registration of Societies by Registration Department under section 10 of 'The Tamil Nadu Societies Registration Act, 1975'	Registration Department	1 day
2.5.16	Issue of Trade License by Greater Chennai Corporation under section 279, 287, 288, 299(1), 304, and 309 respectively of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	15 days
	Issue of Trade License by Municipalities under section 249 of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Body	
	Issue of Trade License by Village Panchayats under section 148 of 'The Tamil Nadu Panchayats Act, 1994'	Village Panchayat	

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.17	Issue of Assessment Number for Professional Tax by Greater Chennai Corporation under section 138-B of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	On the spot based on the submission of an online application and payment.
	Issue of Assessment Number for Professional Tax by Municipalities under section 124-D of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Body	
	Issue of Assessment Number for Professional Tax by Village Panchayats under section 198-B of 'The Tamil Nadu Panchayats Act, 1994'	Village Panchayat	1 day
2.5.18	Water Connection from Tamil Nadu Water Supply and Drainage Board under 'Tamil Nadu Water Supply and Drainage Board Act, 1970'	Tamil Nadu Water Supply and Drainage Board (TWAD Board)	Completion of pre-feasibility and intimation of rough cost to applicant– 22 days Completion of Detailed Project Report, clearance from Regional office and Head Office – 80 days Issue of Government Order by Industries Department for source clearance – 22 days Concluding of MoU between TWAD Board and

S. No	Name of the Clearance	Department	Permissible Time Limits
			the beneficiary – 22 days Administrative and Technical Approval by TWAD Board – 22 days Execution of work for water connection - 66 days to 264 days.
2.5.19	Registration and mutation of land records from Revenue Department	Revenue Department	Without Sub-division – 15 days With Sub-division – 30 days
2.5.20	Permission for road cutting/ Right of Way from Chennai Municipal Corporation / Urban Local Body / Village Panchayat	Greater Chennai Corporation / Urban Local Body / Village Panchayat	7 Days
2.5.21	MSME Incentives such as Capital Subsidy, Low Tension Power Tariff Subsidy, Value Added Tax Subsidy, Generator Subsidy, and Back-ended Interest Subsidy:	District Industries Centre/ Regional Joint Director, Chennai	
	Issue of Sanction Order		30 days
	Disbursement of incentive to applicant after allotment of funds by the government		15 days
2.5.22	NOC for felling and selling of sandal wood trees	Department of Forest	37 days
2.5.23	NOC for prior intimation of felling of Red sanders, Black	Department of Forest	18 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	wood, Silver oak, Rose wood and Teak trees		
2.5.24	Property mark registration and issue of transit permit for Red Sander Wood	Department of Forest	**Within the State:** 32 days **Outside the State:** 42 days
2.5.25	Property mark registration and issue of transit permits for Non-exempt trees other than Red Sanders Trees/ Timber	Department of Forest	25 days
2.5.26	No Objection Certificate from Directorate of Public Health and Preventive Medicine	Directorate of Public Health and Preventive Medicine	15 days
2.5.27	Registration of immovable property	Registration Department	1 day
2.5.28	F.L.2: License for possession of liquor by a non-proprietary club for supply to members, under Tamil Nadu Liquor (License and Permit) Rules, 1981.	Commissionerate of Prohibition and Excise	90 days
2.5.29	F.L.3: License for possession of liquor by the star hotels for supply to foreign tourists and foreigners resident in India and also citizens of India for consumption within the licensed room at the hotel or for removal to their private rooms in the same hotel in which they stay for consumption there, under Tamil Nadu Liquor (License and Permit) Rules, 1981.		90 days
2.5.30	F.L.3(A): License for possession of liquor by hotel run by the Tamil Nadu Tourism Development		90 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	Corporation for supply to persons who actually stay in the hotel for a minimum period of 3 hours of consumption in the rooms of the hotel, under Tamil Nadu Liquor (License and Permit) Rules, 1981.		
2.5.31	F.L.3(AA):License for possession of liquor by hotel run by a Franchisee of the Tamil Nadu Tourism Development Corporation for supply to persons who actually stay in the hotel for a minimum period of three hours for consumption in the licensed rooms of the hotel or in their private rooms of the hotel in which they actually stay or in the lawns and appurtenants of that hotel, under Tamil Nadu Liquor (License and Permit) Rules, 1981.		90 days
2.5.32	F.L.4:License for possession for liquor by the Manager, Canteen Stores Department(India), Canteen retail and Bulk issue Depot, Fort St. George, Chennai for supply to military contractors and officers of the military units holding licenses in Form FL4 (A) (and for export to the Andaman and Nicobar islands for the unit-run canteens of the Armed Forces stationed in the said islands), under Tamil Nadu Liquor (License and Permit) Rules, 1981.		30 days
2.5.33	F.L.6: License for possession and use of liquor for scientific, industrial or such like purposes,		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	under Tamil Nadu Liquor (License and Permit) Rules, 1981.		
2.5.34	F.L.8:Special License for possession and issue of liquor to international Passengers on board the (Aircraft of Air-lndia, Indian Airlines Limited or other Airlines operating international flights), under Tamil Nadu Liquor (License and Permit) Rules, 1981.		30 days
2.5.35	F.L.9: Special License for possession and issue of liquor including bottled liquor to international air passengers transiting the International Civil Airports in the State of Tamil Nadu who are required to wait at the Airport transit longue reserved for such passengers before resuming their journey (and issue of foreign liquor to the foreign diplomats stationed at the places where the international Civil Airports are situated), under Tamil Nadu Liquor (License and Permit) Rules, 1981.		30 days
2.5.36	F.L.10: Special License for possession of liquor by an approved restaurant and to serve liquor for consumption in the bar of the restaurant to the foreign tourists or foreign residents of India or Indian Citizens during their halt at the airport, under Tamil Nadu Liquor (License and Permit) Rules, 1981.		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.37	F.L.5: License for possession and issue of liquor by the Madras Seaman‘s Institute / Madras Seaman's Hostel to the officers Seamen of the Merchant Navy, under Tamil Nadu Liquor (License and Permit) Rules, 1981.	District Collector	30 days
2.5.38	F.L.7: License for possession and sale of wine, grape juice or other liquor for sacramental purposes, under Tamil Nadu Liquor (License and Permit) Rules, 1981.		30 days
2.5.39	DL-2 License: License issued by the Commissioner of Prohibition & Excise for possession and use of Denatured Spirit/ Methylated Spirit/Methyl Alcohol either as such and/ or for use in the manufacture of specified commodities other than varnish under Rules 8 (a) & 9(1) of Tamil Nadu Denatured Spirit Methyl Alcohol and Varnish (French Polish) Rules, 1959.	Commissionerate of Prohibition and Excise	30 days
2.5.40	L1 License: License issued by the Commissioner of Prohibition & Excise to manufacture Medicinal and Toilet preparations containing alcohol, opium, Indian Hemp and other narcotic drugs and narcotic, under bond for payment of duty under the Medicinal and Toilet preparation (Excise Duties) Act, 1955 with Medicinal and Toilet Preparation (Excise Duties) Rules, 1956.		90 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.41	Issue of Import Permit for import of Foreign Liquor by FL2, FL3,FL3A and FL3AA Licensees.		15 days
2.5.42*	Issue of Export permit for export of beer to other states and countries.		15 days for other states and 30 days for other countries.
2.5.43	Authorization of manufacturer under Rule 13(2)(ii) of the E-waste (Management and Handling) Rules, 2016	Tamil Nadu Pollution Control Board	30 days
2.5.44	Renewal of authorization under Rule 13(2)(vi) of the E-waste (Management and Handling) Rules, 2016		30 days
2.5.45	Registration under Rule 13(2), 13(3) and 13(4) of the Plastic Waste (Management and Handling) Rules, 2016		30 days
2.5.46	Renewal of registration under Rule 13(2), 13(3) and 13(4) of Plastic Waste (Management and Handling) Rules, 2016		30 days
2.5.47	Registration of Label and Brand under the following rules: Beer: Rule 29 of Tamil Nadu Brewery Rules, 1983. Wine: Rule 12 and 19 of Tamil Nadu Wine Manufacturing Rules 2006. Indian Manufactured Foreign Spirits: Rule 19 of Tamil Nadu Indian Manufactured Foreign Spirits Rules 1981.	Prohibition and Excise	15 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.48	Permission for Movie Shooting within jurisdiction of:		
	Greater Chennai Corporation.	Greater Chennai Corporation	10 days
		Commissionerate of Police (NOC)	2 days
	Municipal Corporations or Municipalities.	Urban Local Bodies	7 days
	Town Panchayats.	Town Panchayat	2 days
2.5.49	Permission for film/ movie shooting in government owned places	Department of Information and Public Relation	3 days
2.5.50	Registration of Diesel Generator set installation under Section 5 of Tamil Nadu Tax on Consumption or Sale of Electricity Act, 2003.	Tamil Nadu Electrical Inspectorate	30 days
2.5.51	Permission for installation of over-ground telecom infrastructure.	District Collector/ Commissioner of Greater Chennai Corporation	15 days
2.5.52	Renewal of permission issued for over-ground telecom infrastructure.		15 days
2.5.53	Approval of Location of permanent cinemas under Rule 36 (1) of Tamil Nadu Cinema (Regulation) Rules, 1957.	District Collector	15 days
2.5.54	Approval of Building Constructed and issue of Permanent License for Cinema Theatres under Rule		15 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	42 of Tamil Nadu Cinema (Regulation) Rules, 1957.		
2.5.55	Issue of Permanent License for Traveling Cinemas under Rule 108 of Tamil Nadu Cinema (Regulation) Rules, 1957.		15 days
2.5.56	Renewal of Permanent License for Cinema Theatres under Part VI of Tamil Nadu Cinema (Regulation) Rules, 1957.		15 days
2.5.57	Licensing of Hoardings under Rule 3 of Chennai City Municipal Corporation Licensing of Hoarding and Leys and Collection of Advertisement Tax Rules, 2003.	Greater Chennai Corporation	60 days
2.5.58	Grant of a privilege for the manufacture of spirit, under rule 5 of the Tamil Nadu Distillery Rules, 1981	Commissionerate of Prohibition and Excise	90 days
2.5.59	Licence to establish a Distillery for the manufacture of spirit under rule 5 of the Tamil Nadu Distillery Rules, 1981		90 days
2.5.60	Renewal of licence to establish distillery for the manufacture of spirit, granted under rule 7 of the Tamil Nadu Distillery Rules, 1981		30 days
2.5.61	Licence for possession and use of Rectified Spirit/Neutral Spirit for the manufacture of Indian Made Foreign Spirit products, under		90 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	rule 4 of the Tamil Nadu Rectified Spirit Rules, 2000		
2.5.62	Renewal of licence for possession and use of Rectified Spirit/ Neutral Spirit for the manufacture of Indian Made Foreign Spirit products, under rule 8 of the Tamil Nadu Rectified Spirit Rules, 2000		30 days
2.5.63	Licence for possession and use of Rectified Spirit/Absolute Alcohol for Industrial, that is non-potable purposes, under rule 3 of the Tamil Nadu Rectified Spirit Rules, 2000		90 days
2.5.64	Renewal of licence for possession and use of Rectified Spirit/ Absolute Alcohol for the manufacture of Indian Made Foreign Spirit products, under rule 8 of the Tamil Nadu Rectified Spirit Rules, 2000		30 days
2.5.65	Licence for manufacture of Indian Made Foreign Spirit, under rule 7 of the Tamil Nadu Indian made Foreign Spirits (Manufacture) Rules, 1981.		90 days
2.5.66	Renewal of Licence for manufacture of Indian Made Foreign Spirit, under rule 8 of the Tamil Nadu Indian made Foreign Spirit (Manufacture) Rules, 1981		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.67	Licence for manufacture of Beer, under rule 5 of the Tamil Nadu Brewery Rules, 1983		90 days
2.5.68	Renewal of Licence for manufacture of Beer, under rule 6 of the Tamil Nadu Brewery Rules, 1983		30 days
2.5.69	Licence for manufacture of Mass Wine, under rule 5 of the Tamil Nadu Mass Wine Rules, 1984	Commissionerate of Prohibition and Excise	90 days
2.5.70	Renewal of Licence for manufacture of Mass Wine, under rule 6 of the Tamil Nadu Mass Wine Rules, 1984		30 days
2.5.71	Licence for manufacture of Wine, under rule 5 of the Tamil Nadu Wine (Manufacture) Rules, 2006		90 days
2.5.72	Renewal of Licence for manufacture of Wine, under rule 8 of the Tamil Nadu Wine (Manufacture) Rules, 2006		30 days
2.5.73	Permit to Export restricted Preparations outside the State, under rule 8 (2) of the Tamil Nadu Spirituous Preparations (Control) RuIes,1984.		30 days
2.5.74	Renewal of Permit to Export restricted preparations outside the State, under rule 8 (2) of the Tamil Nadu Spirituous Preparations (Control) RuIes,1984		30 days
2.5.75	Permit to Import any restricted preparations, under rule 7(5) of the Tamil Nadu Spirituous		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	Preparations (Control) Rules,1984		
2.5.76	Renewal of Permit to Import any restricted preparations, under rule 7(5) of the Tamil Nadu Spirituous Preparations (Control) Rules,1984		30 days
2.5.77	Permit to Import manufactured drugs (Narcotic Drugs) under rule 23 of the Tamil Nadu Narcotic Drugs Rules, 1985	Commissionerate of Prohibition and Excise	30 days
2.5.78	Renewal of permit to import manufactured drugs (Narcotic Drugs) under rule 23 of the Tamil Nadu Narcotic Drugs Rules, 1985		30 days
2.5.79	Permit to Export manufactured Drugs (Narcotic Drugs), under rule 20 of the Tamil Nadu Narcotic Drugs Rules, 1985		30 days
2.5.80	Renewal of permit to Export manufactured Drugs (Narcotic Drugs), under rule 20 of the Tamil Nadu Narcotic Drugs Rules, 1985		30 days
2.5.81	Renewal of F.L.2 licence under rule 21 of the Tamil Nadu Liquor (Licence and Permit) Rules, 1981.		30 days
2.5.82	Renewal of F.L.3 Licence under rule 21 of the Tamil Nadu Liquor (Licence and Permit) Rules, 1981.		30 days
2.5.83	Renewal of F.L.3 (A) licence under rule 21 of the Tamil Nadu Liquor (Licence and Permit) Rules, 1981.		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.84	Renewal of F.L.3 (AA) licence under rule 21 of the Tamil Nadu Liquor (Licence and Permit) Rules, 1981.		30 days
2.5.85	Renewal of D.L.2 licence under rule 9(v) of the Tamil Nadu Denatured Spirit, Methyl Alcohol and Varnish (French Polish) Rules, 1959.		30 days
2.5.86	Grant of Quarry Lease for public purposes, under rule 8 of the Tamil Nadu Minor Mineral Concession Rules, 1959	Department of Geology and Mining	For issue of Precise Area Communication - 30 days Mining Licence - 90 days from Receipt of Mining Plan
2.5.87	Water Connection under sections 131 and 132 of the Tamil Nadu District Municipalities Act, 1920.	Urban Local Body	30 days
2.5.88	Renewal of trade licence under sections 287, 288, 299(1), 304, and 309 of the Chennai City Municipal Corporation Act, 1919	Greater Chennai Corporation	To be issued automatically and instantly online on Single Window Portal upon payment of renewal fee
2.5.89	Renewal of Trade licence under section 249 of the Tamil Nadu District Municipalities Act, 1920	Urban Local Body	
2.5.90	Renewal of Trade licence under section 220 (1) of the Tamil Nadu Panchayats Act, 1994	Village Panchayat	
2.5.91	No objection certificate for water abstraction under G.0.142, PW (R2) Department, dated 23.7.2014	Water Resources Department, Public Works Department	30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.92	Registration of Contractors for works and services, under rule 4 (Appendix XXIII) under the Tamil Nadu Public Works Department Code, 1986	Public Works Department	15 days
2.5.93	Resolution of grievances	District Collector	30 days
2.5.94	Grant of licence for public building under section 4 of the Tamil Nadu Public Buildings (Licensing) Act, 1965	Revenue Department	30 days
2.5.95	Measurement/ Demarcation of Land under the Tamil Nadu Survey and Boundaries Act, 1923	Revenue Department	15 days
2.5.96	Certificate of non-forest land (including issue of letter for distance from forests)	Forest Department	15 days
2.5.97	Registration for provisional/ permanent certificate for clinical establishment under rule 8 of the Tamil Nadu Clinical Establishments (Regulation) Rules, 2018	Directorate of Medical and Rural Health Services	90 days
2.5.98	Renewal of Registration for provisional/ permanent certificate for clinical establishment under rule 9 of the Tamil Nadu Clinical Establishments (Regulation) Rules, 2018		30 days
2.5.99	Goods Carriage Permit under rules 170, 171, 172 and 174 of the Tamil Nadu Motor Vehicles Rules, 1989	Commissionerate of Transport	5 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.100	Licence to establish, maintain or conduct hostel, lodging house or home for women and children under section 5(2) of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014	District Collector	60 days
2.5.101	Renewal of Licence to establish, maintain or conduct hostel, lodging house or home for women and children under section 7 of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014		30 days
2.5.102	Registration of homes for women and children under section 12 of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014		30 days
2.5.103	Certified copy of Encumbrance Certificate	Registration Department	3 days
2.5.104	Allotment of Land in SIDCO Industrial Area	Small Industries Development Corporation (SIDCO)	60 days
2.5.105	Sewer Connections for commercial establishments, under section 56 of the Chennai Metropolitan Water Supply and Sewerage Act, 1978	Chennai Metropolitan Water Supply and Sewerage Board	For issue of Sanction order - 7 days. For effecting connection - 21 days.
2.5.106	Application for New Entrepreneur-cum- Enterprise Development Scheme (NEEDS)	Commissionerate of Industries and Commerce	Sanction of individual based subsidy / Interest

S. No	Name of the Clearance	Department	Permissible Time Limits
			subvention - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds — 15 days
2.5.107	Application for Unemployed Youth Employment Generation Programme (UYEGP)		Sanction of individual based subsidy - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds — 15 days
2.5.108	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit and Incentive for Implementation		Sanction of Incentive - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days
2.5.109	Issue of Assessment Number for Property Tax under section 100 of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	30 days
	Issue of Assessment Number for Property Tax under Section 81-A	Urban Local Bodies	30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
	of 'The Tamil Nadu District Municipalities Act, 1920'		
2.5.110	Name transfer of Property under section 106 of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	15 days
	Name transfer of Property under section 88 of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Bodies	15 days
2.5.111	Registration of Company Tax under section 110 of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	1 day
2.5.112	No Objection Certificate pertaining to Sanitary for School	Urban Local Bodies	30 days
2.5.113	Sewer Connection for Commercial Establishments under section 139 of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Bodies	30 days
2.5.114	Certified copy of property document	Registration Department	3 days
2.5.115	Permission to erect the Lift under Rule 3 of 'Tamil Nadu Lifts and Escalators Rules 1997'	Electrical Inspectorate - Government of Tamil Nadu	30 days
2.5.116	License for working of new lift under Rule 4 of 'Tamil Nadu Lifts and Escalators Rules 1997'		30 days
2.5.117	Permission for making additions / alterations to existing lift under Rule 3 of 'Tamil Nadu Lifts and Escalators Rules 1997'		30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.118	Registration under Section 4 of The Tamil Nadu Catering Establishments Act, 1958’	Labour Department	7 days
2.5.119	Registration under Rule 5 of The Tamil Nadu Motor Transport Workers' Rule, 1965’	Labour Department	15 days
2.5.120	Renewal under Section 3-A of The Tamil Nadu Catering Establishments Act, 1958’	Labour Department	3 days
2.5.121	Amendment under Section 5 of ’The Tamil Nadu Catering Establishment Act, 1958’	Labour Department	3 days
2.5.122	Closure under Section 6 of ‘The Tamil Nadu Catering Establishment Act, 1958’	Labour Department	30 days
2.5.123	Dealer License Amendment under Rule 11 of ‘The Tamil Nadu Legal Metrology (Enforcement) Rules, 2011’	Labour Department	7 days
2.5.124	Issuance of Certificate not covered under the ‘Drugs and Cosmetics Act,1940’ — Without Product: Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	Food Safety and Drug Administration Department	Where inspection is not required - 20 days Where inspection is required - 30 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.125	Issuance of Certificate not covered under the 'Drugs and Cosmetics Act,1940'-With Product: Issue of Manufacturing and Market Standing Certificate, Issue of Non-Cancellation Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Others	Food Safety and Drug Administration Department	Where inspection is not required - 20 days Where inspection is required - 30 days
2.5.126	Transfer of Vehicle Registration under Rule 114 of Tamil Nadu Motor Vehicle Rules, 1989	Commissionerate of Transport	3 days
2.5.127	Issue of Vehicle Fitness Certificate under Rule 116 of Tamil Nadu Motor Vehicles Rules, 1989	Commissionerate of Transport	1 day
2.5.128	Certificate of recognition to schools under Rule 12 of the Tamil Nadu Right of Children to Free and Compulsory Education Rules, 2011	Department of School Education	90 days
2.5.129	Authorization under Rule 15 (y) of the Solid Waste Management Rules, 2016	Tamil Nadu Pollution Control Board	45 days
2.5.130	Renewal of Authorization under 15 (z) of the Solid Waste Management Rules, 2016		45 days
2.5.131	Authorization under Rule 7 of the Construction and Demolition Waste Management Rules, 2016		45 days
2.5.132	Renewal of Authorization under Rule 7 of the Construction and Demolition Waste Management Rules, 2016		45 days

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.133	Authorization under Rule 10 of the Bio-Medical Waste Management Rules, 2016		90 days
2.5.134	Renewal of Authorization under Rule 10 of the Bio-Medical Waste Management Rules, 2016		90 days
2.5.135	Permission for construction of factories or installation of machinery under Section 160 of the Tamil Nadu Panchayats Act, 1994	Panchayat Union Council	30 days
2.5.136	Verification and stamping of weights and measures under Rule 14 of the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011	Labour Department	1 day
2.5.137	Re-Verification and stamping of weights and measures under Rule 14 of the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011	Labour Department	1 day
2.5.138	Packer Registration under Rule 27 of the Tamil Nadu Legal Metrology (Packaged Commodities) Rules, 2011	Labour Department	7 days
2.5.139	Importer Registration under Rule 27 of the Tamil Nadu Legal Metrology (Packaged Commodities) Rules, 2011	Labour Department	7 days
2.5.140	Permission for alteration and addition/ revision/ revalidation of building plan under rule 10 of the Tamil Nadu Combined Development and Building Rules, 2019	Directorate of Town and Country Planning	Clearances given at Field Office level for Non-High-Rise Building – 45 days.

S. No	Name of the Clearance	Department	Permissible Time Limits
			Clearances give at Head Office level for Non-High-Rise Building – 60 days. Clearances give at Head Office level for High-Rise Building – 60 days.
		Chennai Metropolitan Development Authority	Buildings < 1000 sq.m – 45 days Building =/> 1000 sq.m – 55 days
		Greater Chennai Corporation	30 days
		Commissionerate of Municipal Administration	45 days
		Directorate of Town Panchayats	45 days
		Directorate of Rural Development and Panchayat Raj	30 days
2.5.141	Permission for demolition and reconstruction of building under rule 10 of the Tamil Nadu Combined Development and Building Rules, 2019	Greater Chennai Corporation	30 days
		Commissionerate of Municipal Administration	45 days
		Directorate of Town Panchayats	45 days

S. No	Name of the Clearance	Department	Permissible Time Limits
		Directorate of Rural Development and Panchayat Raj	30 days
2.5.142	Permission to draw surface water from Government Sources	Water Resources Department	75 days
2.5.143	Certificate of Non-Availability of Water from Water Supply Agency	Chennai Metropolitan Water Supply and Sewerage Board	2 weeks
		Tamil Nadu Water Supply and Drainage Board	2 weeks
		Commissionerate of Municipal Administration	2 weeks
		Directorate of Town Panchayats	2 weeks
2.5.144	Renewal of License to work a Lift or an Escalator under rule 5 of the 'Tamil Nadu Lifts and Escalators Rules, 1997.	Tamil Nadu Electrical Inspectorate	30 days

(As per amendments of G.O.Ms.No.124, Dt. 13.06.2019, As per amendments of G.O.Ms.No.17, Dt. 27.01.2021, As per amendments of G.O.Ms.No.196, Dt. 13.08.2021, As per amendments of G.O.Ms.No.215, Dt. 29.10.2022, As per amendments of G.O.Ms. No. 136, Dt. 07.10.2024 and As per amendments of G.O. Ms.No.13(MIB.2), Dt.10.02.2025)

ANNEXURE 3

(See sub-rule (1) of rule 9)

Combined Application Form (CAF) for Pre-Establishment

Sl.No.	CAF for Pre- Establishment	Particulars
	Project Information	
1.0	**Details of Industrial Unit (Proposed to be set-up)**	
1.1	Name of the Industrial Unit	
1.2	Address of the Industrial Unit	
1.2.1	*Survey Field (SF) Number/ Re-Survey (RS) Number*	
1.2.2	*Revenue Village Name*	
1.2.3	*Local Body Type*	
1.2.4	*Local Body Name*	
1.2.5	*Ward Number*	
1.2.6	*Door Number/ Plot Number*	
1.2.7	*Street/ Road*	
1.2.8	*Area/ Locality*	
1.2.9	*Village / Town/ City*	
1.2.10	*Taluk Name*	
1.2.11	*District*	
1.2.12	*State*	
1.2.13	*Country*	
1.2.14	*Pincode*	
1.3	Contact details of the Industrial Unit	
1.3.1	*Telephone Number with STD code*	
1.3.2	*Fax Number with STD code*	
1.3.3	*Mobile Number:*	
1.3.4	*e-mail Address:*	
1.3.5	*Website Address:*	
1.4	Nature of Organization	
	Proprietary	
	Partnership	
	Private Limited	
	Public Limited	
	Co-Operative	
	Others	
1.5	Registration Number issued by Registrar of Companies (ROC)	

Sl.No.	CAF for Pre- Establishment	Particulars
1.6	Other Registration Details (please fill the relevant registration details)	
1.6.1	*Foreign Investment Promotion Board (FIPB) / Reserve Bank of India (RBI) Approval Number [Issued Date / Expiry Date]*	
1.6.2	*Industrial Entrepreneurs Memorandum Number [Issued Date / Expiry Date]*	
1.7	Proposed date of commencement of construction:	
1.8	Proposed date of commencement of commercial production:	
2.0	**Details of Project Promoter(s)**	
2.1	Name of the Promoter (s)	
2.2	Designation of the Promoter (s) (if applicable)	
2.3	Address of the Promoter (s)	
2.3.1	*Door Number/ Plot Number*	
2.3.2	*Street/ Road*	
2.3.3	*Area/ Locality*	
2.3.4	*Village / Town/ City*	
2.3.5	*District*	
2.3.6	*State*	
2.3.7	*Country*	
2.3.8	*Pincode*	
2.4	Contact details of the Project Promoter(s)	
2.4.1	*Telephone Number with ISD and STD code*	
2.4.2	*Fax Number with STD code*	
2.4.3	*Mobile Number:*	
2.4.4	*e-mail Address:*	
3.0	**Details of Project Investment and Finance**	

Sl.No.	CAF for Pre- Establishment	Particulars
3.1	Details of Estimated Project Cost (INR Crores)	
3.1.1	*Land*	
3.1.2	*Building*	
3.1.3	*Plant and Machinery - Imported (Landed Cost)*	
3.1.4	*Plant and Machinery - Indigenous*	
3.1.5	*Miscellaneous Assets*	
3.1.6	*Contingencies, etc.,*	
3.1.7	*Others (Please Specify)*	
3.1.8	*TOTAL*	
3.2	Means of Finance (INR Crores)	
3.2.1	*Equity from Promoters - Domestic*	
3.2.2	*Equity from Promoters - Foreign*	
3.2.3	*Loan from Financial Institutions*	
3.2.4	*Others (Please Specify)*	
3.2.5	*Estimated Project Cost Total*	
4.0	**Details of Employment**	
4.1	Skilled Labour	
4.2	Unskilled Labour	
4.3	Supervisory	
4.4	Total Number of Employees	
4.5	Number of Contract Employees	
4.6	Maximum number of workers proposed to be employed in the factory on any one day	
5.0	**Details of Manufacturing**	
5.1	Brief description of process technology used along with a flow chart (to be enclosed)	
	Flow chart (Please enclose a flow chart in a separate sheet)	
5.2	Do you have any foreign technical collaboration ?	
5.3	Whether the factory will be engaged in Dangerous Operations as indicated	

Sl.No.	CAF for Pre- Establishment	Particulars
	under rule 95 of Tamilnadu Factory Rules 1950 ?	
5.4	Line of manufacture	
5.4.1	*Description of Item*	
5.4.2	*Installed Capacity*	
5.5	Raw Material Consumption	
5.5.1	*Description of Item*	
6.0	**Details of Energy Consumption and Power requirement**	
6.1	**Source of Energy**	
6.1.1	*Captive Generation (in kVA)*	
6.1.2	*Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO) Supply (in kVA)*	
6.2	**Power Requirements from TANGEDCO**	
6.2.1	*Temporary (during construction, in kVA)*	
6.2.2	*Permanent (production phase, in kVA)*	
6.2.3	Voltage rating at which HT supply is required:	
6.3	**If captive power, fuel used for generation**	
6.3.1	**Fuel Type**	
	Coal	
	Oil / Diesel	
	Wood	
	Wind	
	Solar	
	Others (Please Specify)	
7	**Details of Water Requirement**	
7.1	Industrial Use (Kilo Litres per Day)	
7.2	Domestic (Kilo Litres per Day)	
8	**Other details**	
8.1	Permanent Account Number (PAN) of the Enterprise	

Additional Forms for Pre-Establishment Clearances

1. Planning Permission from Directorate of Town and Country Planning

Sl.No.	DTCP-Planning permission for new Building	*Remarks*
1	**Basic Entry**	
1.1	Select District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select Survey No. Type	
1.3	Select Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
2	**Application Details**	
2.1	Building Plan Type (Select from the drop down list)	
2.2	Building Category (Select from the drop down list)	
2.3	Planning Area/ Non Planning Area	
2.4	Survey No. Type	
2.5	No. of Revenue Village	
2.6	Approval Type (New/Revision/Renewal)	
3	**Applicant Details**	
3.1	Applicant Type (Select-Individual/Jointly/Partnership/Co-op society/Private Ltd/Limited/Government/Others)	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
3.2	Applicant Name	Auto populated based on data in S.No.1.1 in Registration Details form
3.3	Address	Auto populated based on data in S.No. 2.1 - 2.8 in Registration Details form
3.4	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
3.5	Phone	Auto populated based on data in S.No.3.1 in Registration Details form
3.6	Mobile	Auto populated based on data in S.No.3.3 in Registration Details form
3.7	Email	Auto populated based on data in S.No.3.4 in Registration Details form
3.8	Website	
4	RO/CLPA/NTDA details	
4.1	CLPA/NTDA (Auto-populated)	

Sl.No.	DTCP-Planning permission for new Building	*Remarks*
5	Local body details	
5.1	Name of the District (Auto-populated)	
6	Area Details	
6.1	Site Area (in Acres)	
7	**Survey No. details**	
7.1	Name of the District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
7.2	Name of Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
7.3	Name of the Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
7.4	S.F.No/ R.S.No.	Auto populated based on data in S.No.1.2.1 in CAF for Pre-Establishment
8	**Land Ownership details**	
8.1	Registered Document No.	
8.2	Document Date	
8.3	Document Type	
8.4	Name of the Owner	
8.5	Total Extent	
8.6	Survey Number	
8.7	Extent	
9	**Encumbrance details**	
9.1	Registered Document No. (Auto-populated)	
9.2	Document Date (Auto-populated)	
9.3	Document Type (Auto-populated)	
9.4	Name of the Owner (Auto-populated)	
9.5	Total Extent (Auto-populated)	
9.6	Survey Number (Auto-populated)	
9.7	No.of EC's	
9.8	EC No. & Date	
9.9	Date From (dd/mm/yyyy)	
9.1	Date To (dd/mm/yyyy)	
9.11	Name of the Owner (c)	
9.12	Remarks	
9.13	Upload	
10	**Patta details**	

Sl.No.	DTCP-Planning permission for new Building	*Remarks*
10.1	Patta No.	
10.2	Patta. Date (dd/mm/yyyy)	
10.3	Name of the Owner (c)	
10.4	Extent (Acres)	
10.5	Extent (Hectares)	
10.6	Remarks	
10.7	Survey Number	
10.8	Upload	
10.9	Land Type	
10.10	Remarks	
11	**Chitta details**	
11.1	Chitta. Date (dd/mm/yyyy)	
11.2	Name of the Owner (c)	
11.3	Extent	
11.4	Extent (H)	
11.5	Remarks	
11.6	Survey Numbers	
11.7	Land Type	
11.8	Remarks	
12	**Adangal details**	
12.1	Pasali. No	
12.2	Name of the Owner (C)	
12.3	Extent	
12.4	Extent (H)	
12.5	Remarks	
12.6	Survey Numbers	
12.7	Land Type	
12.8	Remarks	
13	**Tahsildar NOC Letter Details**	
13.1	NOC Letter No.	
13.2	NOC Letter.Date (dd/mm/yyyy)	
13.3	Extent	
14	**Legal Opinion details**	
14.1	Issued By	
14.2	Letter No.	
14.3	Letter.Date (dd/mm/yyyy)	
14.4	Extent	
15	**NOC Checklist**	
15.1	PWD/EO NOC	
15.2	Revenue Authorities NOC	

Sl.No.	DTCP-Planning permission for new Building	*Remarks*
15.3	NOC from Health Officer/ Executive Authority	
15.4	Mining NOC	
15.5	Crusher NOC	
15.6	Avaition	
15.7	Fire NOC	
15.8	Principal conservator of Forest	
15.9	CE-Agriculture	
15.10	Geology and mining Dept.	
16	**Avaiation NOC Letter Details**	
16.1	NOC Letter No.	
16.2	NOC Letter.Date (dd/mm/yyyy)	
16.3	Extent	
17	**Approach Road Details for the Proposed Layout**	
17.1	Name of the road	
17.2	Leads To (From-To)	
17.3	Width of the road	
17.4	Average width of the road	
17.5	Minimum width abutting the site on both side of 250M (500M) from the both end of site	
17.6	Nature of the road	
17.7	Name of the connecting major road	
17.8	Road Maintained by	
17.9	Length of approach road with reference to major Road	
17.1	Ownership of the approach Road	

2. Form for High Tension Temporary Connection from Tamil Nadu Generation and Distribution Company (TANGEDCO)

Sl.No.	Online Application Filing Facility For Temporary High Tension Service Connection	Remarks
1	**Application Category**	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	**TSC HT Application**	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Applicant Name / Organization Name	Auto populated based on data in S.No 1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Select the tariff	
2.8	Select the purpose of industry	
2.9	Select the Voltage rating at which H.T.Supply is required	Auto populated based on data in S.No.6.2.3 in CAF for Pre-Establishment
2.10	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.11	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.12	If Owner consent is submitted?	
2.13	If your firm is a partnership?	
2.14	If your company is registered under companies act?	
2.15	If your Industry is a Saw Mill Industry?	
2.16	Is your area is under Chennai Metro?	

Sl.No.	Online Application Filing Facility For Temporary High Tension Service Connection	Remarks
3	**Data on consumers load**	
3.1	Estimated requirement now applied	Auto populated based on data in S.No.6.2.1 in CAF for Pre-Establishment
3.2	Brief details of industry to be served	
3.3	No of shifts	
3.4	Probable date of load maturing	
3.5	Remarks if any regarding essentiality of supply	

3. Form for New High Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For New High Tension Service Connection	*Remarks*
1	**Application Category**	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	**NSC HT Application**	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Applicant Name / Organization Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Select the tariff	
2.8	Select the purpose of industry	
2.9	Select the Voltage rating at which H.T.Supply is required	Auto populated based on data in S.No.6.2.3 in CAF for Pre-Establishment
2.10	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.11	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.12	If Owner consent is submitted?	
2.13	If your firm is a partnership?	
2.14	If your company is registered under companies act?	
2.15	If your Industry is a Saw Mill Industry?	
2.16	Is your area is under Chennai Metro?	
3	**Data on consumers load**	
3.1	Estimated requirement now applied	Auto populated based on data in S.No.6.2.1 in CAF for Pre-Establishment
3.2	Brief details of industry to be served	
3.3	No of shifts	

3.4	Probable date of load maturing	
3.5	Remarks if any regarding essentiality of supply	

4. Form for Temporary Low Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For Temporary Low Tension Service Connection	*Remarks*
1	**Application Category**	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	**TSC LT Application**	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.8	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.9	Phase (Select from the drop down list)	
2.10	Select tariff (Select from the drop down list)	
2.11	The wiring completed on	
2.12	Is welding available? (Select from the drop down list)	
2.13	Is your area is under Chennai Metro?	

Sl.No.	Online Application Filing Facility For Temporary Low Tension Service Connection	*Remarks*
2.14	Select the type of building (Select from the drop down list)	
	Whether under taking obtained from the conumer ? (Select from the drop down list)	
	Select the Permanent Tariff After Construction (Select from the drop down list)	
2.15	I agree to take supply for _____ days/years and utilize the energy in the premises described hereunder or outside the premises for my bonafide use	
3	**Load Requirements**	
3.1	Lighting	
	Lights	
	Fans	
	Convenient Wall Plugs	
3.2	Domestic Electrical Apparatus	
	Cooker	
	Water heaters	
	Refrigerator	
	Air conditioner	
	Other Purposes	
3.3	Power Loads	
	Domestic	
	Industrial	
	Welding	
	Convenient Wall plugs	
3.4	Total Load Applied	

5. Form for New Low Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For New Low Tension Service Connection	*Remarks*
1	**Application Category**	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	**NSC LT Application**	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.8	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.9	Phase (Select from the drop down list)	
2.10	Select tariff (Select from the drop down list)	
2.11	The wiring completed on	
2.12	Is welding available? (Select from the drop down list)	
2.13	Is your area is under Chennai Metro?	
2.14	Select the type of building (Select from the drop down list)	

2.15	I agree to take supply for _____ days/years and utilize the energy in the premises described hereunder or outside the premises for my bonafide use	
3	**Load Requirements**	
3.1	Lighting	
	Lights	
	Fans	
	Convenient Wall Plugs	
3.2	Domestic Electrical Apparatus	
	Cooker	
	Water heaters	
	Refrigerator	
	Air conditioner	
	Other Purposes	
3.3	Power Loads	
	Domestic	
	Industrial	
	Welding	
	Convenient Wall plugs	
3.4	Total Load Applied	

6. Form for New Industrial Water Connection from Chennai Metro Water Supply and Sewerage Board (CMWSSB)

Sl.No.	Industrial Water Connection	Remarks
1	Legal Name of Company	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2	Address for Correspondence	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
3	Name of contact person	Auto populated based on data in S.No. 1.1 in Registration Details form
4	Mobile Number	Auto populated based on data in S.No. 3.3 Registration Details form
5	Landline Number	
6	Email Id	Auto populated based on data in S.No. 3.4 in Registration Details form
7	Type of category (Dropdown)	
	1. Commercial (Non water intensive - Metered) *2. Commercial (Water intensive - Metered)* *3. Private Hospital (Water intensive - Metered)* *4. Institutional (Metered)* *5. All others (Water Intensive - Unmetered)*	
8	Site Address	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
9	Is this a new connection? *(Select 'Yes'/ 'No')*	
10	Is this an alteration to the existing water/ sewer connection? *(Select 'Yes'/ 'No')*	
11	Is this a reconnection of service for an existing water/sewer connection? *(Select 'Yes'/ 'No')*	
	If Yes, *1. Non Payment of Tax* *2. Non Payment of Charges* *3. Shifting* *4. Renewal of Existing Connection*	

Sl.No.	Industrial Water Connection	Remarks
12	Requirement of water in KLD (Kilo Litres per day)	
13	CMWSSB Area Number/ Chennai Corporation Zone Number *(Select from Zone 1 to Zone 15)*	
14	Division No./ Depot No	
15	Bill No. provided by Corporation/ Local Authority	
16	Annual Assessment value of property fixed by Chennai Corporation/ Local authority	
17	Has the internal plumbing work been completed? *(Select 'Yes'/ 'No')*	
18	Are water/ sewer line available near the property? *(Select 'Yes'/ 'No')*	
19	Work Type (Dropdown) 1. *Treated (Chloronated)* 2. *Secondary Treated Water*	

3. Form for Obtaining Drawing Approval from Tamil Nadu Electrical Inspectorate (TNEI)

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	*Remarks*
1	**Project**	
2	Generator capacity	
3	**Basic details**	
a.	Consumer name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
b.	Official address	Auto populated based on data in S.No. 2.1 -2.9 in Registration Details form
c.	Phone number	Auto populated based on data in S.No. 3.1 in Registration Details form
d.	Email address	Auto populated based on data in S.No. 3.4 in Registration Details form
4	**Location of HV installation**	
a.	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
b.	Village	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
c.	Town	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
d.	Street	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
5	**Power requirement with nature of load**	
6	**Sanction of load with authority (Copy of the TANGEDGO letter)**	
7	**Contractor details**	
a.	Name	
b.	Address	
c.	License number	
d.	Validity	
8	**Details of the contractor's electrical supervisor**	
a.	Name	
b.	Supervisor competency certificate number (SCC)	
c.	Validity	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	*Remarks*
9	**Are all equipment and lines of the consumer proposed to be erected entirely within the property of consumer?**	
10	**Do all material and apparatus conform to the relevant specifications and ISI?**	
11	**Chairman / MD / Authorised signatory details**	
a.	Name	
b.	Residential address	
c.	Mobile number	
d.	Email address	
e.	Telephone number	
12	**Copy of memorandum and articles of association of the company**	
13	**Brief details of proposal**	
14	**Technical details**	
14.1.	**Details of EHV / HV installation**	
a.	Substation (Indoor / Outdoor)	
	Rating of power transformers	
	Numbers	
	Voltage ratio	
b.	Transformer	
	Rating of transformers	
	Numbers	
	Voltage ratio	
c.	**H.V. Switchgear**	
	Normal current (A)	
	Rupturing capacity (kA)	
	Numbers	
d.	**H.V. Alternator / Generator**	
	Capacity (kVA)	
	Numbers	
	Voltage rating of alternator	
e.	**H.V. Motor**	
	Capacity (HP / kW)	
	Numbers	
	Voltage rating	
f.	**H.V. Capacitor**	
	Capacity (kVAr)	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	*Remarks*
	Numbers	
	Voltage rating	
g.	**Other HV Equipment**	
	Capacity	
	Numbers	
14.2.	**Details of M.V. installation**	
a.	**Alternator / Generator**	
	Capacity (kVA)	
	Numbers	
	Voltage rating of alternator (V)	
b.	**Three phase motor load**	
	Capacity (HP / kW)	
	Numbers	
	Voltage rating (V)	
c.	**Switch gears**	
	Normal current (A)	
	Rupturing capacity (kA)	
	Numbers	
15	Do all equipment satisfy conditions of the supplier ?	
16	Distribution mains if any (Details of line supports and conductor size to be furnished)	
17	**4 Sets of the following drawings signed by the consumer and contractor**	
a.	Site plan showing point of supply, H.T. installation routes of main (O.H. & U.G.) &Topo plan	
	Drawing reference number	
	Number of drawings	
b.	Plan and elevation of substation with clearance to nearby buildings or structures	
	Drawing reference number	
	Number of drawings	
c.	Schematic layout of the equiments	
	Drawing reference number	
	Number of drawings	
d.	Sectional elevation of switch gears with erection details	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	*Remarks*
	Drawing reference number	
	Number of drawings	
e.	Earthing Arrangements	
	Drawing Reference Number	
	Number of Drawings	
f.	If the Building Height Exceeds 15m, Details of Planning Permit and Drawing Approval Obtained from the DTCP / CMDA Authority	
	Drawing Reference Number	
	Number of Drawings	
g.	If the Installation is having G+3 Floor and above, Elevation Drawing Indicating the Total Height of the Building	
	Drawing Reference Number	
	Number of Drawings	
18	Have the equipment been received?	
19	Probable Date of Completion of Installation	
20	Type of Installation?	

4. Form for obtaining No Objection Certificate (NOC) from Fire and Rescue Services Department for Multi-Storied Building (17 meters and above)

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
1	**Building and address details**	
1.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
1.2	Building Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.3	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
1.4	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.5	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
1.6	Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
1.7	Door/Flat no	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
1.8	Street no / name	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
1.9	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
2	**Contact Details**	
2.1	Phone/Landline no. with STD code	Auto populated based on data in S.No.3.1 in Registration Details form
2.2	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.3	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
3	**Number of floors with floor area**	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
3.5	Total number of Floors	
	Floor number	
	Floor area (in sq.m)	
	Areas of all the floors to be captured based on the value entered in 3.5	
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	
3.8	Entrance (width in metres)	
3.9	Appraoch road (width in metres)	
4	**Staircase details/ Means of Escape**	
4.1	Number of staircase(s)	
	Staircase number	
	Staircase width (in m)	
	Width of all the staircases to be captured based on the value entered in 4.2	
	Means of Escape Emergency Exit/ Normal Usage	
5	**No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned**	
5.1	Number of lifts	
	Lift Number	
	Lift Occupancy *(in person)*	
	Lift Capacity (in kgs)	
	Capacities of all the lifts to be captured based on the value entered in 5.1	
6	**Canteen details**	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	**Fire resistance of Infrastructure**	
7.1	Fire resistance of construction materials (Select from the drop down list)	
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	
7.4	No. of doors	
	Door Number	
	Door Name	
	Width (in metres)	
	Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in7.4	
7.5	Fire resistance of the door (Select-1hr/ 2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	**Compartmentation details**	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
8.3	No of partitions	
	Partition Number	
	Size of partition (in sq.m)	
	Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3	
9	**Means of Entry**	
9.1	Number of entries	
	Entry Number	
	Entry Width (in m)	
	Entry width (in m) to be captured for all the entries based on the value entered in 9.1	
10	**Other Safety Measures**	
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate ligthing arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	**Fire protection**	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
	ABC (Number of Units and Capacity)	
	CO2 (Number of Units and Capacity)	
	DCP (Number of Units and Capacity)	
	Foam (Number of Units and Capacity)	
	Water CO2 (Number of Units and Capacity)	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not applicable')	
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	
12	**Fire pumps details**	
12.1	No of main electrical pumps	
	Electrical Pump Number	
	Capacity of main electrical pump (in LPM)	
12.2	No. of diesel driven pump	
	Diesel Pump Number	
	Capacity of diesel driven pump (in LPM)	
12.3	No of jockey pumps	
	Jockey Pump Number	
	Capacity of jockey pump (in LPM)	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	Terrace Pump Number	
	Capacity of terrace pumps (in LPM)	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	**Communication system**	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	
13.8	Equipment manufacturer address	
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	
13.12	Total Number of H.P. Machineries installed (in H.P.)	
14	**Details of generator**	
13.1	Have you provided generator (Select 'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	**Extent of site and set-back around the building on all four directions (to be specified separately)**	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	**Fire lift details**	
16.1	No of fire lifts available	
16.2	Fire lift details	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
	Fire lift Number	
	Location of fire lift	
	Location of all the fire lifts to be captured based on the value entered in 9.1	
	Alternate power supply for fire lift (Select- Feeder line / Generator)	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	**Details of present inspections to comply table 7in part IV of NBC of India 2016 Water supply details**	
17.1	Water Supply	
	Total Number of Terrrace Tanks	
	Terrace tank	
	Terrace tank capacity	
	Total Number of Underground Tanks	
	Underground tank	
	Underground tank capcity	
17.2	Fire Buckets with Stand (Select 'Proposed'/ 'Not applicable')	
17.3	Number of Fire Buckets	
18	**Documents**	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following:	
	i. Site Plan	
	ii. Topo Plan	
	iii. Elevation plan	
	iv. Typical Floor plan	
	v. Section drawing	
	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)	
19	**Declaration**	
	Certified that the above particulars furnished are true to the best of my knowledge	

5. Form for obtaining NOC from Fire and Rescue Services Department for Non Multi-Storied Building (Less than 17 meters)

#	Fire NOC for Non-MSB	Remarks
1	**Premises number and name of the building**	
1.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
1.2	Building Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.3	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
1.4	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.5	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
1.6	Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
1.7	Door/Flat no	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
1.8	Street no / name	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
1.9	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
2	**Contact Details**	
2.1	Phone/Landline no. with STD code	Auto populated based on data in S.No.3.1 in Registration Details form
2.2	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.3	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
3	**Occupant details**	
3.1	Name of the Firm or Company or Business or Factory	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
3.2	Name of the Proprietor/Owner	Auto populated based on data in S.No.2.1 in CAF for Pre-Establishment
3.3	Name of Rental / Leased Owner Name	
4	**Description**	
4.1	Nature of business, trade or process	

#	Fire NOC for Non-MSB	Remarks
4.2	No. of storage rooms	
4.3	No. of floors	
	Floor no.	
	Quantity of load stored (in kgs)	
	Area of the floor (in sq.ft)	
	Floor No, Quantity and Area of the floor to be captured for all the floors based on the value entered in 4.3	
4.4	Total Plot Area (sq.ft)	
4.5	Total Constructed Area (sq.ft)	
4.6	Commodities already licensed together with quantities (by municipality, state or central Government) state license number (Select 'To be provided' / 'Provided')	
4.7	License no.	
4.8	Date of issue	
4.9	Trade business or commodities applied for disapproved with reasons any (Select-To be provided/provided)	
4.10	Reason for disapproval	
5	**Building**	
5.1	Construction features (Fire resistance of the building (Select from the drop down list)	
6	**General**	
6.1	Fire Risk Level (Select from the drop down list)	
7	**Particulars**	
7.1	Number of storeys	
7.2	Number of basements	
7.3	Walls (Select from the drop down list)	
7.4	Doors (Select from the drop down list)	
7.5	Windows (Select from the drop down list)	

#	Fire NOC for Non-MSB	Remarks
7.6	Verandahs (Select 'Yes'/'No')	
7.7	Balconies (Select 'Yes'/'No')	
7.8	Floors (Select from the drop down list)	
7.9	False Ceiling (Select 'Yes'/'No')	
7.10	Roof (or Terrace) (Select from the drop down list)	
7.11	Number of staircases and position enclosed or open :	
	Stair Case no.	
	Type of staircase (Select 'Enclosed'/'Open type')	
	No and Type of staircase to be captured for all the staircases based on the value entered in 7.11	
7.12	Maximum height of roofing (metre)	
7.13	Other occupants within immediate 20 metres / all around the building (Select from the drop down list)	
8	**Observation**	
9.1	Width of road / street / lane :	
9.2	Accessibility for Fire engines (Select 'Yes'/'No')	
9	**Side Set Back**	
9.1	North (in metres)	
9.2	South (in metres)	
9.3	East (in metres)	
9.4	West (in metres)	
10	**Nearest means of communication**	
10.1	Telephone	
10.2	Alternative telephone	
10.3	Contact number of fire station	
10.4	Contact number of police chowki or station	
11	**Installed fire-fighting equipments**	
11.1	Hose reel	
11.2	Sprinklers	

#	Fire NOC for Non-MSB	Remarks
11.3	Hydrant and Hose	
12	**Fire detection**	
12.1	Water Supply (Select from the drop down list)	
	Total Number of Terrrace Tanks	
	Terrace tank	
	Terrace tank capacity	
	Total Number of Underground Tanks	
	Underground tank	
	Underground tank capcity	
12.2	Total Capacity of tank (in Litre)	
12.3	Fire Buckets with Stand (Select 'To be provided' / 'Provided')	
12.4	Number fof Fire Buckets	
12.5	Fire detecting and alarm systems (Select 'To be provided' / 'Provided')	
12.6	Watchman (Select 'To be provided' / 'Provided')	
12.7	Watchman Shifts (Select from the drop down list)	
12.8	Fire extinguishers	
13	**Documents**	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)	
	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following:	
	i. Site Plan	
	ii. Topo Plan	
	iii. Elevation plan	
	iv. Typical Floor plan	
	v. Section drawing	

#	Fire NOC for Non-MSB	Remarks
	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)	
14	**Declaration**	
	Certified that the above particulars furnished are true to the best of my knowledge.	

6. Form for Factory Plan Approval from Directorate of Industrial Safety and Health (DISH)

#	Form No-1: Factory Plan Approval	Remarks
1	**General Particulars**	
1.1	Name of the Factory	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	**Manufacturing Process**	
2.1	Description of the Manufacturing Process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	**Situation of the Factory**	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated based on data in S.No.1.2.1 in CAF for Pre-Establishment
3.3	Door Number/ Plot Number	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
3.4	Street/ Road	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
3.5	Area/ Locality	Auto populated based on data in S.No.1.2.8 in CAF for Pre-Establishment

#	Form No-1: Factory Plan Approval	Remarks
3.6	Village / Town/ City	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
3.7	Local Body Name	Auto populated based on data in S.No.1.2.4 in CAF for Pre-Establishment
3.8	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
3.9	Local Body Type	Auto populated based on data in S.No.1.2.3 in CAF for Pre-Establishment
3.10	Ward Number	Auto populated based on data in S.No.1.2.5 in CAF for Pre-Establishment
3.11	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
3.12	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
3.13	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
3.14	Country	Auto populated based on data in S.No.1.2.13 in CAF for Pre-Establishment
3.15	Nature of Occupation of Premises	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	**Address for Communication**	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	Yes will generate address fields	
4.2	Door Number/ Plot Number	Auto populated based on data in S.No.2.1 in Registration Details form
4.3	Street/ Road	Auto populated based on data in S.No.2.2 in Registration Details form
4.4	Area/ Locality	Auto populated based on data in S.No.2.3 in Registration Details form
4.5	Village / Town/ City	Auto populated based on data in S.No.2.4 in Registration Details form
4.6	District	Auto populated based on data in S.No.2.6 in Registration Details form

#	Form No-1: Factory Plan Approval	Remarks
4.7	State	Auto populated based on data in S.No.2.7 in Registration Details form
4.8	Country	Auto populated based on data in S.No.2.8 in Registration Details form
4.9	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
4.10	Landline Phone Number	Auto populated based on data in S.No.3.1 in Registration Details form
4.11	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
4.12	Fax Number	Auto populated based on data in S.No.3.2 in Registration Details form
4.13	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
4.14	Website	
5	**Particulars of Occupier**	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	

#	Form No-1: Factory Plan Approval	Remarks
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	*If the permanent address is same as the present address click this box*	
5.30	Are you residing in flat or apartment? (yes/ no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	**Particulars of Owner**	
6.1	Owner same as occupier (Check box)	
6.2	Type of Ownership	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
6.3	Salutations	
6.4	Initial	
6.5	First Name/ Main Calling Name	
6.6	Middle Name	
6.7	Last Name/ Surname	
6.8	Age	
6.9	Date of Birth	
6.10	Father's Name	
6.11	Mother's Name	
6.12	Gender	

#	Form No-1: Factory Plan Approval	Remarks
6.13	Nationality	
6.14	Email Id	Auto populated based on data in S.No.2.4.4 in CAF for Pre-Establishment
6.15	Landline Phone Number	Auto populated based on data in S.No.2.4.1 in CAF for Pre-Establishment
6.16	Mobile Number	Auto populated based on data in S.No.2.4.3 in CAF for Pre-Establishment
6.17	Alternate Mobile Number	
6.18	Fax Number	Auto populated based on data in S.No.2.4.2 in CAF for Pre-Establishment
6.19	Aadhar (UID) Number	
6.20	**Present Address**	
6.21	Are you residing in flat or apartment? (yes/ no)	
6.22	Door Number/ Plot Number	Auto populated based on data in S.No.2.3.1 in CAF for Pre-Establishment
6.23	Street/ Road	Auto populated based on data in S.No.2.3.2 in CAF for Pre-Establishment
6.24	Area/ Locality	Auto populated based on data in S.No.2.3.3 in CAF for Pre-Establishment
6.25	Village / Town/ City	Auto populated based on data in S.No.2.3.4 in CAF for Pre-Establishment
6.26	District	Auto populated based on data in S.No.2.3.5 in CAF for Pre-Establishment
6.27	State	Auto populated based on data in S.No.2.3.6 in CAF for Pre-Establishment
6.28	Country	Auto populated based on data in S.No.2.3.7 in CAF for Pre-Establishment
6.29	Pincode	Auto populated based on data in S.No.2.3.8 in CAF for Pre-Establishment
6.30	**Permanent Address**	
6.31	*If the Permanent address is same as the present address click this box*	
6.32	Are you residing in flat or apartment? (yes/ no)	
6.33	Door Number/ Plot Number	
6.34	Street/ Road	
6.35	Area/ Locality	
6.36	Village / Town/ City	
6.37	District	

#	Form No-1: Factory Plan Approval	Remarks
6.38	State	
6.39	Country	
6.40	Pincode	
6.41	**Identity/ Address Proof**	
6.42	Proof of Address	
6.43	Address proof number	
6.44	Photo (Attachment)	
7	**Particulars of Director**	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	
7.19	Are you residing in flat or apartment? (yes/ no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	*If the Permanent address is same as the present address click this box*	

#	Form No-1: Factory Plan Approval	Remarks
7.29	Are you residing in flat or apartment? (yes/ no)	
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
8	**Particulars of present plans and previous approval**	
8.1	Purpose for which plans are submitted	
	Initial Approval	
	Specify the particulars of the additional construction	
	Specify the particulars of the additional installation	
	Specify the particulars of the changes in installation	
8.2	**Particulars of Previous plan approval**	
	Plan type	
	Approved by	
	Date of submission	
9	**Particulars of capacity and number of workers**	
9.1	**Total proposed capacity in Horse Power (incise of initial approval)**	
	Total proposed capacity in Horse Power	
	Total installed capacity in H.P. (incise of additional installations/ changes in installations)	
	Approved H.P. in earlier plans	

#	Form No-1: Factory Plan Approval	Remarks
	Deletions	
	Additions	
	Total Horse Power	
9.2	**Maximum number of men proposed to employed on any one day in the factory**	
	Number of adult men	
	Number of adult women	
	Total number of workers	
10	**Particulars of Manufacturing Process**	
10.1	Description of manufacturing process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
10.2	Particulars of chemical storage with quantity	
	If any Chemical Stored for the purpose of Manufacturing (Yes or No Tick Box)	
	Name of chemical	
	Type of storage	
	Place of storage	
	Unit of Measure	
	Storage Capacity	
	Capacity in progress	
	Maximum storage capacity	
	Purpose	
10.3	Particulars of Dangerous Operations	
	Whether the factory is engaged in dangerous operations under rule 95 of Tamil Nadu Factories Rules, 1950	Auto populated based on data in S.No.5.3 in CAF for Pre-Establishment
10.4	Particulars of Hazardous Process	
	Whether the Factory is Engaged in any Hazardous Process Indicated under section 2(cb) of Factories Act 1948 *	
11	**Documents**	
11.1	Blue prints of Topo Plan	
11.2	Site plan (1:400 Scale)	

#	Form No-1: Factory Plan Approval	Remarks
11.3	Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate	
11.4	Process Flow chart	
11.5	Hard Copies of supporting document for occupation of premises (Sale deed / Lease deed / Rental deed etc.,)	
11.6	Proof of Identity of Occupier	
11.7	Proof of Address of Occupier	
12	**Submit Plan**	

7. Form for Registration Of Establishments Employing Building or Other Construction Workers

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1	**Particulars of Establishment**	
1.1	Name of the Establishment	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Sector (Select Public / Private)	
1.3	Nature of the Establishment	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	TAN Number	
1.5	LIN Number	
1.6	TIN Number	
1.7	EPF Number	
1.8	ESI Number	
1.9	PAN Number	
1.10	Service Tax Number	
1.11	Name of apartment/ house	
1.12	Type of Construction (Select from the drop down list)	
1.13	Nature of Construction (Select from the drop down list)	
1.14	Number of workers to be employed	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1.15	Maximum number of construction workers to be employed including contractors / sub contractors	
1.16	Estimated date of commencement of work	
1.17	Estimated date of completion of work	
1.18	Please tick if you are a Contractor / Sub Contractor to any Construction Establishment	
	Address for communication	
1.19	Is the address related to flat/ apartment (Yes/No)	
	Yes will generate address fields	
1.20	Door Number/ Plot Number	Auto populated based on data in S.No.2.1 in Registration Details form
1.21	Street/ Road	Auto populated based on data in S.No.2.2 in Registration Details form
1.22	Area/ Locality	Auto populated based on data in S.No.2.3 in Registration Details form
1.23	Village / Town/ City	Auto populated based on data in S.No.2.4 in Registration Details form
1.24	District	Auto populated based on data in S.No.2.6 in Registration Details form
1.25	State	Auto populated based on data in S.No.2.7 in Registration Details form
1.26	Country	Auto populated based on data in S.No.2.8 in Registration Details form
1.27	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
1.28	Landline Phone Number	Auto populated based on data in S.No.3.1 in Registration Details form
1.29	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
1.30	Fax Number	Auto populated based on data in S.No.3.2 in Registration Details form
1.31	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
1.32	Website	
	Present Address of the Establishment	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1.33	*If the Present Address is same as Communication Address please click this box*	
1.34	Is the Address related to a Flat / Apartment ?	
1.35	Door Number / Plot Number	
1.36	Street / Road	
1.37	Area / Locality	
1.38	Village Town / City	
1.39	District	
1.4	State	
1.41	Country	
1.42	Pincode	
1.43	Email ID	
1.44	Landline Phone Number	
1.45	Mobile Number	
1.46	Fax Number	
	Permanent / Registered Office address of the Establishment	
1.47	*If the Head Office Address is same as Present Address please click this box*	
1.48	Is the Address related to a Flat / Apartment ?	
1.49	Door Number / Plot Number	
1.50	Street / Road	
1.51	Area / Locality	
1.52	Village Town / City	
1.53	District	
1.54	State	
1.55	Country	
1.56	Pin Code	
1.57	Email Address	
1.58	Landline Phone Number	
1.59	Mobile Number	
1.60	Fax Number	
	Situation of Construction Site	
1.61	Is the construction work related to Buildings	
1.62	District Covered	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1.63	Survey Number / RS Number	Auto populated from CAF Pre-Establishment S.No.1.2.1
1.64	Door Number / Plot Number	Auto populated from CAF Pre-Establishment S.No.1.2.6
1.65	Street / Road	Auto populated from CAF Pre-Establishment S.No.1.2.7
1.66	Area / Locality	Auto populated from CAF Pre-Establishment S.No.1.2.8
1.67	Village Town / City	Auto populated from CAF Pre-Establishment S.No.1.2.9
1.68	Localbody Name	Auto populated from CAF Pre-Establishment S.No.1.2.4
1.69	Localbody Approval Number	
1.70	District	Auto populated from CAF Pre-Establishment S.No.1.2.11
1.71	State	Auto populated from CAF Pre-Establishment S.No.1.2.12
1.72	Country	Auto populated from CAF Pre-Establishment S.No.1.2.13
1.73	Pin Code	Auto populated from CAF Pre-Establishment S.No.1.2.14
1.74	GIS Latitude	
1.75	GIS Longtitude	
	Particulars of Contractors / Sub Contractors	
1.76	Name of the Establishment of Contractors / Sub Contractors	
1.77	Address of the Establishment of Contractors / Sub Contractors	
1.78	Nature of Work	
1.79	Number of Workers to be Employed by Contractor / Sub Contractor	
2	**Particulars of the Employer**	
2.1	Salutation	
2.2	Initial	
2.3	First name/ main calling Name	
2.4	Middle Name	
2.5	Last name / Surname	
2.6	Age	
2.7	Date of Birth	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
2.8	Father's Name	
2.9	Mather's Name	
2.10	Gender	
2.11	Nationality	
2.12	e-Mail ID	
2.13	Landline Phone Number	
2.14	Mobile Number	
2.15	Alternate Mobile Number	
2.16	Fax Number	
2.17	DIN Number	
	Present Address	
2.18	Are you residing in Flat / Apartment? (Yes/ No)	
2.19	Door Number/ Plot Number	
2.20	Street/ Road	
2.21	Area/ Locality	
2.22	Village / Town/ City	
2.23	District	
2.24	State	
2.25	Country	
2.26	Pincode	
	Permanent Address	
2.27	*If the Permanent address is same as the present address click this box*	
2.28	Are you residing in Flat / Apartment ? (Yes/ No)	
2.29	Door Number/ Plot Number	
2.30	Street/ Road	
2.31	Area/ Locality	
2.32	Village / Town/ City	
2.33	District	
2.34	State	
2.35	Country	
2.36	Pincode	
	Identity/ Address Proof	
2.37	Proof of Address	
2.38	Address Proof Number	
2.39	Upload Photo	
2.40	Photo Identity Proof	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
2.41	Photo Identity Proof Number	
3	**Particulars of the Site Incharge**	
3.1	When there is no manager / person incharge appointed , Click this box to declare Employer himself as manager / person incharge (Tick)	
3.2	Salutation	
3.3	Initial	
3.4	First name/ main calling Name	
3.5	Middle Name	
3.6	Last name / Surname	
3.7	Age	
3.8	Date of Birth	
3.9	Father's Name	
3.10	Mother's Name	
3.11	Gender	
3.12	Nationality	
3.13	e-Mail ID	
3.14	Landline Phone Number	
3.15	Mobile Number	
3.16	Alternate Mobile Number	
3.17	Fax Number	
	Present Address	
3.18	Are you residing in Flat / Apartment? (Yes/ No)	
3.19	Door Number/ Plot Number	
3.20	Street/ Road	
3.21	Area/ Locality	
3.22	Village / Town/ City	
3.23	District	
3.24	State	
3.25	Country	
3.26	Pincode	
	Permanent Address	
3.27	*If the Permanent address is same as the present address click this box*	
3.28	Are you residing in Flat / Apartment ? (Yes/ No)	
3.29	Door Number/ Plot Number	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
3.30	Street/ Road	
3.31	Area/ Locality	
3.32	Village / Town/ City	
3.33	District	
3.34	State	
3.35	Country	
3.36	Pincode	
	Identity/ Address Proof	
3.37	Proof of Address	
3.38	Address Proof Number	
3.39	Upload Photo	
3.40	Photo Identity Proof	
3.41	Photo Identity Proof Number	
4	**BOCW Application details**	
	Particulars of Fees for Registration Certificate	
4.1	Maximum Number of workers to be Employed	
4.2	Mode of Payment	
	Particulars of Fees for Registration Certificate	
4.3	Minimum Number of Worker	
4.4	Maximum Number of Worker	
4.5	Registration Fees	
5	**Documents**	
5.1	Copies of supporting documents for possession of premises (Sale deed / Lease deed / Rental deed etc)	
5.2	Proof for Employer Identity	
5.3	Proof for Employer Address	
5.4	Proof for Site in-charge Identity	
5.5	Proof for Site in-charge Address	
5.6	Copy of Memorandum of articles of Association under Companies Act / Partnership Deed	
5.7	Copy of List of Directors	
5.8	Copy of Partnership deed	
5.9	List of Partners	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
5.10	Copy of Local body approval for construction	
6	**Submit to Joint Director Industrial Safety & Health**	

8. Form for obtaining Consent to Establish from Tamil Nadu Pollution Control Board (TNPCB)

#	Application for Consent to Establish	*Remarks*
1	**Industry**	
1.1	Industry Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Industry Location-Postal Address	Auto populated based on data in S.No.1.2.6 - 1.2.13 in CAF for Pre-Establishment
1.3	Pin Code	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
1.4	Village	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
1.5	SF No of the Industry location/Plot No in case of Govt Industrial Estates	
1.6	Local Body Type (Select from the drop down list)	Auto populated based on data in S.No.1.2.3 in CAF for Pre-Establishment
1.7	Local Body	Auto populated based on data in S.No.1.2.4 in CAF for Pre-Establishment
1.8	Scale of Industry	
1.9	Status (Select: Operational / Proposed / Closed)	
1.10	Date of commissioning	Auto populated based on data in S.No.1.8 in CAF for Pre-Establishment
1.11	Registration/License No	
1.12	Gross Fixed Assets-cost without Depreciation :(Rs in Lakhs)	
	As on	
1.13	Plant & Machinery cost without Depreciation :(Rs in Lakhs):	
1.14	Ownership of the industry (Select from the drop down list)	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
1.15	Phone No. with code :	Auto populated based on data in S.No.1.3.1 in CAF for Pre-Establishment
1.16	Fax No. with code ::	Auto populated based on data in S.No.1.3.2 in CAF for Pre-Establishment
1.17	e-mail Address:	Auto populated based on data in S.No.1.3.4 in CAF for Pre-Establishment
1.18	Jurisdiction Office:	
2	**Occupier's Details**	
2.1	Registered Office Address	
2.2	Pin Code	

#	Application for Consent to Establish	*Remarks*
2.3	Occupier Name	
2.4	Occupier Designation	
2.5	Phone No. with code:	
2.6	Fax No. with code:	
2.7	Mobile No:	
2.8	e-mail Address:	
3	**Other details**	
3.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
3.2	Designation (Select from the drop down list)	
	Correspondence Address	
3.3	Address/City:	Auto populated based on data in S.No. 2.1 - 2.4 in Registration Details form
3.4	Pin Code:	Auto populated based on data in S.No. 2.9 in Registration Details form
3.5	District:	Auto populated based on data in S.No. 2.6 in Registration Details form
3.6	Taluk	Auto populated based on data in S.No. 2.5 in Registration Details form
3.7	State	Auto populated based on data in S.No. 2.7 in Registration Details form
3.8	Phone No. with code	Auto populated based on data in S.No. 3.1 in Registration Details form
3.9	Fax No. with code	Auto populated based on data in S.No. 3.2 in Registration Details form
3.1	Mobile No:	Auto populated based on data in S.No. 3.3 in Registration Details form
3.11	e-mail Address:	Auto populated based on data in S.No. 3.4 in Registration Details form
3.12	Website Address:	
3.13	Total no. of average working days in a year	
3.14	Total no. of working shifts per day	
3.15	Land Status (Select Owned/Leased)	
3.16	Cost of Air Pollution control measures	
3.17	Cost of Water Pollution control measures	

#	Application for Consent to Establish	*Remarks*
3.18	Manufacturing process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
3.19	Total extent of Land Area (in hectares)	
3.20	Ground coverage area of the industry (in hectares)	
3.21	Green belt/Irrigation area of the industry (in hectares)	
3.22	Solid waste Storage/disposal area (in hectares)	
3.23	**Vacant area(Total area-(Builty Up Area+Solid waste area+Green Belt area))**	
3.24	Total no. of Employees working per day(including contract workers)	Auto populated based on data in S.No. 4.6 in CAF for Pre-Establishment
3.25	Details of the habitation nearby	
	Habitation Name	
	Distance (in km)	
	Population	
3.26	Name of the nearby Roadways(Viz.)*:	
	Select (NH/SH/ODR/MDR)	
	Name	
3.27	Distance from the site	
3.28	Details of water bodies like lakes/rivers/canals within a radius of 1 KM and rivers within a radius of 5KM	
	Name of the Water Source.	
	Distance (in m)	
3.29	Land use classification of the site (Select from the drop down list)	
3.30	Authority which classified the land use- (Select from the drop down list)	
3.31	Name and Distance of the sensitive area like places of Archeologocal importance, national park, Wild Life Birds sanctuary , Marine National Park, Mangrove Forests,reserved	

#	Application for Consent to Establish	*Remarks*
	forests ,marsh lands if any located within 10 KM radius of the unit:	
	Name	
	Distance (in km)	
3.32	Is the Unit is located with in 1 Km from marine coastal area(sea, estuaries, back waters), If Yes please mention the distance from the unit	
	Distance of Marine coastal area from Unit (in meters)	
3.33	Name and Address of all Directors/Partners	
	Name	Auto populated based on data in S.No. 2.1 in CAF for Pre-Establishment
	Designation	Auto populated based on data in S.No. 2.2 in CAF for Pre-Establishment
	Address	Auto populated based on data in S.No. 2.3.1 -2.3.8 CAF for Pre-Establishment
4	**Apply for Consent**	
4.1	Whether applying for first time to TNPCB	
4.2	Whether already applied	
4.2.1	*Enter old MIS File No already allotted by TNPCB*	
4.2.2	*Enter the previous consent/renewals issued dates by TNPCB along with the attachment of the copy of the consent order documents [Date of Application ; Consent Application (Consents/Renewals) ; Issued Date; Valid Date; Status and reason for pending if not issued; Attach Document]*	
5	**Raw Material / Product Details**	
5.1	Raw Materials Details	
5.1.1	*Raw-Materials Name*	Auto populated based on data in S.No. 5.5.1 CAF for Pre-Establishment

#	Application for Consent to Establish	*Remarks*
5.1.2	*Raw-Material Quantity*	
5.1.3	*Units*	
5.1.4	*Principal Use*	
5.2	Product Details	
5.2.1	*Product Name*	
5.2.2	*Quantity*	
5.2.3	*Unit*	
5.2.4	*End Use*	
5.3	By-Product Details	
5.3.1	*Name of By-Product*	
5.3.2	*Quantity*	
5.3.3	*Unit of Product*	
5.3.4	*End Use*	
5.4	Intermediate Product Details	
5.4.1	*Intermediate Product Name*	
5.4.2	*Quantity*	
5.4.3	*Unit*	
5.4.4	*End Use*	
5.5	Fuel Used Details	
5.5.1	*Name of Fuel*	Auto populated based on data in S.No. 6.3.1 CAF for Pre-Establishment
5.5.2	*Point of Use*	
5.5.3	*Quantity (in T/Day)*	
5.5.4	*Calorific Value*	
5.5.5	*Ash Content*	
5.5.6	*Sulphur Content*	
6	**Water Consumption/Effluent**	
6.1	Water Source Details	
6.1.1	*Source Type*	
6.1.2	*Source Name*	
6.1.3	*Quantity (KLD)*	
6.2	Water Consumption Details	
6.2.1	*Source Consumption*	
6.2.2	*Quantity (KLD)*	
6.3	Sewage Generation Details	
6.3.1	*Source*	
6.3.2	*Quantity (KLD)*	
6.4	Trade Effluent Generation Details	
6.4.1	*Source*	
6.4.2	*Quantity*	

#	Application for Consent to Establish	*Remarks*
6.5	Sewage Treatment Plant Details	
6.5.1	Treatment status	
6.5.2	*Name of the Treatment Unit*	
6.5.3	*No. of Units*	
6.5.4	*Dimensions in m (L*B*D)*	
6.6	Trade Effluent treatment plant Details	
6.6.1	*Treatment status*	
6.6.2	*Name of the Treatment Unit*	
6.6.3	*No. of Units*	
6.6.4	*Dimensions in m (L*B*D)*	
6.7	Sewage Disposal Details	
6.7.1	*Desription of Outlet with location*	
6.7.2	*Quantity (KLD)*	
6.7.3	*Disposal*	
6.8	Trade Effluent Disposal Details	
6.8.1	*Desription of Outlet with location*	
6.8.2	*Quantity (KLD)*	
6.8.3	*Disposal*	
7	**Solid Wastes**	
7.1	Non Hazardous Solid Wastes Details	
7.1.1	*Name of Solid Waste*	
7.1.2	*Quantity*	
7.1.3	*Unit*	
7.1.4	*Mode of Disposal*	
7.1.5	*Area of land earmarked for Storage/disposal*	
7.2	Hazardous Solid Wastes Details (Y/N)	
7.2.1	*Name of Process*	
7.2.2	*Name of Process Waste(Category No)*	
7.2.3	*Quantity (T/Year)*	
7.2.4	*Waste Type*	
7.2.5	*Waste Storage*	
7.2.6	*Waste Disposal*	
7.2.7	*Area earmarked for Storage/Disposal*	
8	**Air Emission**	
8.1	Point source emission with stacks Details	

#	Application for Consent to Establish	*Remarks*
8.1.1	*Stack No*	
8.1.2	*Source of emission*	
8.1.3	*Pollution Control measures*	
8.1.4	*Stack top dimension (in Metres)*	
8.1.5	*Stack Height above ground level(meters)*	
8.1.6	*Material of Construction*	
8.1.7	*Exit Gas Velocity (in M/S)*	
8.1.8	*Exit Gas Temp(in Deg C)*	
8.1.9	*Maximum Discharge(in m3/hr)*	
8.2	Fugitive emission / Noise Details	
8.2.1	*Source of Fugitive or Noise emission*	
8.2.3	*Type of emission*	
8.2.4	*Pollution Control Measures*	
8.2.5	*Capacity*	
9	**Consent Fee Details**	
9.1	Category:	
9.2	Gross Fixed Assets Cost :	
9.3	Consent Fee Applicable for per Act :	
9.4	Consent Fee Applicable under Water and Air Acts :	
9.5	Reason for deviation in payment :	
9.6	Consent Fee Remitted now:	

ANNEXURE 4

(See sub-rule (1) of rule 9)

CAF for Pre-Operation Stage

Sl.No.	CAF for Pre- Operations	Remarks
	Project Information	
1.0	**Details of Industrial Unit (Proposed to be set-up)**	
1.1	Name of the Industrial Unit	Auto populated from CAF Pre-Establishment S.No.1.1
1.2	Address of the Industrial Unit	
1.2.1	*Survey Field (SF) Number/ Re-Survey (RS) Number*	Auto populated from CAF Pre-Establishment S.No.1.2.1
1.2.2	*Revenue Village Name*	Auto populated from CAF Pre-Establishment S.No.1.2.2
1.2.3	*Local Body Type*	Auto populated from CAF Pre-Establishment S.No.1.2.3
1.2.4	*Local Body Name*	Auto populated from CAF Pre-Establishment S.No.1.2.4
1.2.5	*Ward Number*	Auto populated from CAF Pre-Establishment S.No.1.2.5
1.2.6	*Door Number/ Plot Number*	Auto populated from CAF Pre-Establishment S.No.1.2.6
1.2.7	*Street/ Road*	Auto populated from CAF Pre-Establishment S.No.1.2.7
1.2.8	*Area/ Locality*	Auto populated from CAF Pre-Establishment S.No.1.2.8
1.2.9	*Village / Town/ City*	Auto populated from CAF Pre-Establishment S.No.1.2.9
1.2.10	*Taluk Name*	Auto populated from CAF Pre-Establishment S.No.1.2.10
1.2.11	*District*	Auto populated from CAF Pre-Establishment S.No.1.2.11
1.2.12	*State*	Auto populated from CAF Pre-Establishment S.No.1.2.12
1.2.13	*Country*	Auto populated from CAF Pre-Establishment S.No.1.2.13
1.2.14	*Pincode*	Auto populated from CAF Pre-Establishment S.No.1.2.14
1.3	Contact details of the Industrial Unit	

Sl.No.	CAF for Pre- Operations	Remarks
1.3.1	*Telephone Number with STD code*	Auto populated from CAF Pre-Establishment S.No.1.3.1
1.3.2	*Fax Number with STD code*	Auto populated from CAF Pre-Establishment S.No.1.3.2
1.3.3	*Mobile Number:*	Auto populated from CAF Pre-Establishment S.No.1.3.3
1.3.4	*e-mail Address:*	Auto populated from CAF Pre-Establishment S.No.1.3.4
1.3.5	*Website Address:*	Auto populated from CAF Pre-Establishment S.No.1.3.5
1.4	Nature of Organization	Auto populated from CAF Pre-Establishment S.No.1.4
	Proprietary	
	Partnership	
	Private Limited	
	Public Limited	
	Co-Operative	
	Others	
1.5	Registration Number issued by Registrar of Companies (ROC)	Auto populated from CAF Pre-Establishment S.No.1.5
1.6	Other Registration Details (please fill the relevant registration details)	
1.6.1	*Foreign Investment Promotion Board (FIPB) / Reserve Bank of India (RBI) Approval Number [Issued Date / Expiry Date]*	Auto populated from CAF Pre-Establishment S.No.1.6.1
1.6.2	*Industrial Entrepreneurs Memorandum Number [Issued Date / Expiry Date]*	Auto populated from CAF Pre-Establishment S.No.1.6.2
1.7	Proposed date of commencement of commercial production:	Auto populated from CAF Pre-Establishment S.No.1.8
2.0	**Details of Project Promoter(s)**	
2.1	Name of the Promoter (s)	Auto populated from CAF Pre-Establishment S.No.2.1
2.2	Designation of the Promoter (s) (if applicable)	Auto populated from CAF Pre-Establishment S.No.2.2
2.3	Address of the Promoter (s)	
2.3.1	*Door Number/ Plot Number*	Auto populated from CAF Pre-Establishment S.No.2.3.1

Sl.No.	CAF for Pre- Operations	Remarks
2.3.2	*Street/ Road*	Auto populated from CAF Pre-Establishment S.No.2.3.2
2.3.3	*Area/ Locality*	Auto populated from CAF Pre-Establishment S.No.2.3.3
2.3.4	*Village / Town/ City*	Auto populated from CAF Pre-Establishment S.No.2.3.4
2.3.5	*District*	Auto populated from CAF Pre-Establishment S.No.2.3.5
2.3.6	*State*	Auto populated from CAF Pre-Establishment S.No.2.3.6
2.3.7	*Country*	Auto populated from CAF Pre-Establishment S.No.2.3.7
2.3.8	*Pincode*	Auto populated from CAF Pre-Establishment S.No.2.3.8
2.4	Contact details of the Project Promoter(s)	
2.4.1	*Telephone Number with ISD and STD code*	Auto populated from CAF Pre-Establishment S.No.2.4.1
2.4.2	*Fax Number with STD code*	Auto populated from CAF Pre-Establishment S.No.2.4.2
2.4.3	*Mobile Number:*	Auto populated from CAF Pre-Establishment S.No.2.4.3
2.4.4	*e-mail Address:*	Auto populated from CAF Pre-Establishment S.No.2.4.4
3.0	**Details of Project Investment and Finance**	
3.1	Details of Estimated Project Cost (INR Crores)	
3.1.1	*Land*	Auto populated from CAF Pre-Establishment S.No.3.1.1
3.1.2	*Building*	Auto populated from CAF Pre-Establishment S.No.3.1.2
3.1.3	*Plant and Machinery - Imported (Landed Cost)*	Auto populated from CAF Pre-Establishment S.No.3.1.3
3.1.4	*Plant and Machinery - Indigenous*	Auto populated from CAF Pre-Establishment S.No.3.1.4
3.1.5	*Miscellaneous Assets*	Auto populated from CAF Pre-Establishment S.No.3.1.5
3.1.6	*Contingencies, etc.,*	Auto populated from CAF Pre-Establishment S.No.3.1.6

Sl.No.	CAF for Pre- Operations	Remarks
3.1.7	*Others (Please Specify)*	Auto populated from CAF Pre-Establishment S.No.3.1.7
3.1.8	*TOTAL*	
3.2	Means of Finance (INR Crores)	
3.2.1	*Equity from Promoters - Domestic*	Auto populated from CAF Pre-Establishment S.No.3.2.1
3.2.2	*Equity from Promoters - Foreign*	Auto populated from CAF Pre-Establishment S.No.3.2.2
3.2.3	*Loan from Financial Institutions*	Auto populated from CAF Pre-Establishment S.No.3.2.3
3.2.4	*Others (Please Specify)*	Auto populated from CAF Pre-Establishment S.No.3.2.4
3.2.5	*Estimated Project Cost Total*	
4.0	**Details of Employment**	
4.1	Skilled Labour	Auto populated from CAF Pre-Establishment S.No.4.1
4.2	Unskilled Labour	Auto populated from CAF Pre-Establishment S.No.4.2
4.3	Supervisory	Auto populated from CAF Pre-Establishment S.No.4.3
4.4	Total Number of Employees	Auto populated from CAF Pre-Establishment S.No.4.4
4.5	Number of Contract Employees	Auto populated from CAF Pre-Establishment S.No.4.5
4.6	Maximum number of workers proposed to be employed in the factory on any one day	Auto populated from CAF Pre-Establishment S.No.4.6
5.0	**Details of Manufacturing**	
5.1	Brief description of process technology used along with a flow chart (to be enclosed)	Auto populated from CAF Pre-Establishment S.No.5.1
	Flow chart (Please enclose a flow chart in a separate sheet)	
5.2	Do you have any foreign technical collaboration ?	Auto populated from CAF Pre-Establishment S.No.5.2
5.3	Whether the factory will be engaged in Dangerous Operations as indicated under rule 95 of Tamilnadu Factory Rules 1950 ?	Auto populated from CAF Pre-Establishment S.No.5.3
5.4	Line of manufacture	

Sl.No.	CAF for Pre- Operations	Remarks
5.4.1	*Description of Item*	Auto populated from CAF Pre-Establishment S.No.5.4.1
5.4.2	*Installed Capacity*	Auto populated from CAF Pre-Establishment S.No.5.4.2
5.5	Raw Material Consumption	
5.5.1	*Description of Item*	Auto populated from CAF Pre-Establishment S.No.5.5.1
6.0	**Details of Energy Consumption and Power requirement**	
6.1	**Source of Energy**	
6.1.1	*Captive Generation (in kVA)*	Auto populated from CAF Pre-Establishment S.No.6.1.1
6.1.2	*Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO) Supply (in kVA)*	Auto populated from CAF Pre-Establishment S.No.6.1.2
6.2	**Power Requirements from TANGEDCO**	
6.2.1	*Permanent (production phase, in kVA)*	Auto populated from CAF Pre-Establishment S.No.6.2.2
6.2.2	Voltage rating at which HT supply is required:	Auto populated from CAF Pre-Establishment S.No.6.2.3
6.3	**If captive power, fuel used for generation**	
6.3.1	**Fuel Type**	Auto populated from CAF Pre-Establishment S.No.6.3.1
	Coal	
	Oil / Diesel	
	Wood	
	Wind	
	Solar	
	Others (Please Specify)	
7	**Details of Water Requirement**	
7.1	Industrial Use (Kilo Litres per Day)	Auto populated from CAF Pre-Establishment S.No.7.1
7.2	Domestic (Kilo Litres per Day)	Auto populated from CAF Pre-Establishment S.No.7.2
8	**Other Details**	
8.1	PAN	Auto populated from CAF Pre-Establishment S.No.8.1

Additional Forms for Pre-Operation Clearances

1. Form for Completion Certificate from Fire and Rescue Services Department

#	MSB Compliance Certificate	Remarks
a	NOC Reference Number from DFRS *	
b	Planning Permission Approval Number from Competent Authority (Local Body, CMDA etc.)	
1	**Building and address details**	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	**Contact Details**	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	**Number of floors with floor area**	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	
3.5	Total number of Floors	
	Floor number	
	Floor area (in sq.m)	

#	MSB Compliance Certificate	Remarks
	Areas of all the floors to be captured based on the value entered in 3.5	
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	
3.8	Entrance (width in metres)	
3.9	Appraoch road (width in metres)	
4	**Staircase details/ Means of Escape**	
4.1	Number of staircase(s)	
	Staircase number	
	Staircase width (in m)	
	Width of all the staircases to be captured based on the value entered in 4.2	
	Means of Escape (Tick Normal or Emergency)	
5	**No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned**	
5.1	Number of lifts	
	Lift Number	
	Lift Occupancy (in persons)	
	Lift Capacity (in Kg)	
	Capacities of all the lifts to be captured based on the value entered in 5.1	
6	**Canteen details**	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality (Outside/ Inside)	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	**Fire resistance of infrastructure**	
7.1	Fire resistance of construction materials (Select-1hr/ 2hr/3hr/4hr)	

#	MSB Compliance Certificate	Remarks
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	
7.4	No. of doors	
	Door Number	
	Door Name	
	Door Width (in metres)	
	Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in7.4	
7.5	Fire resistance of the door (Select-1hr/ 2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	**Compartmentation details**	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	
8.3	No of partitions	
	Partition Number	
	Size of partition (in sq.m)	
	Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3	
9	**Means of Entry**	

#	MSB Compliance Certificate	Remarks
9.1	Number of entries	
	Entry Number	
	Entry Width (in m)	
	Entry width (in m) to be captured for all the entries based on the value entered in 9.1	
10	**Other Safety Measures**	
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate ligthing arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	**Fire protection**	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	
	ABC (Number of Units and Capacity)	
	CO2 (Number of Units and Capacity)	
	DCP (Number of Units and Capacity)	
	Foam (Number of Units and Capacity)	
	Water CO2 (Number of Units and Capacity)	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	

#	MSB Compliance Certificate	Remarks
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not applicable')	
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	
12	**Fire pumps details**	
12.1	No of main electrical pumps	
	Electrical Pump Number	
	Capacity of main electrical pump (in LPM)	
12.2	No. of diesel driven pump	
	Diesel Pump Number	
	Capacity of diesel driven pump (in LPM)	
12.3	No of jockey pumps	
	Jockey Pump Number	
	Capacity of jockey pump (in LPM)	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	Terrace Pump Number	
	Capacity of terrace pumps (in LPM)	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	**Communication system**	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	

#	MSB Compliance Certificate	Remarks
13.8	Equipment manufacturer address	
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	
13.12	Total Number of H.P. Machineries installed (in H.P.)	
14	**Details of generator**	
13.1	Have you provided generator (Select 'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	**Extent of site and set-back around the building on all four directions (to be specified separately)**	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	**Fire lift details**	
16.1	No of fire lifts available	
16.2	Fire lift details	
	Fire lift Number	
	Location of fire lift	
	Location of all the fire lifts to be captured based on the value entered in 9.1	
	Alternate power supply for fire lift (Select- Feeder line / Generator/ Not Applicable)	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	

#	MSB Compliance Certificate	Remarks
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	**Details of present inspections to comply Table 7 in part IV of NBC of India 2016 Water supply details**	
17.1	Water Supply	
	Total Number of Terrrace Tanks	
	Terrace tank	
	Terrace tank capacity	
	Total Number of Underground Tanks	
	Underground tank	
	Underground tank capcity	
17.2	Fire Buckets with Stand (Select 'Proposed'/ 'Not applicable')	
17.3	Number of Fire Buckets	
18	**Documents**	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
	Ownership Proof to be auto-populated at this stage	
19	**Declaration**	
	Certified that the above particulars furnished are true to the best of my knowledge	

2. Form for obtaining Fire License from Fire and Rescue Services Department for Multi-Storied Building

#	Fire License and Registration for MSB	Remarks
1	**Building and address details**	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	**Contact Details**	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	**Number of floors with floor area**	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	
3.5	Total number of Floors	
	Floor number	
	Floor area (in sq.m)	
	Areas of all the floors to be captured based on the value entered in 3.5	
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	
3.8	Entrance (width in metres)	

#	Fire License and Registration for MSB	Remarks
3.9	Appraoch road (width in metres)	
4	**Staircase details/ Means of Escape**	
4.1	Number of staircase(s)	
	Staircase number	
	Staircase width (in m)	
	Width of all the staircases to be captured based on the value entered in 4.2	
	Means of Escape (Tick Normal or Emergency)	
5	**No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned**	
5.1	Number of lifts	
	Lift Number	
	Lift Occupancy (in persons)	
	Lift Capacity (in Kg)	
	Capacities of all the lifts to be captured based on the value entered in 5.1	
6	**Canteen details**	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality (Outside/ Inside)	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	**Fire resistance of infrastructure**	
7.1	Fire resistance of construction materials (Select-1hr/ 2hr/3hr/4hr)	
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	
7.4	No. of doors	
	Door Number	
	Door Name	

#	Fire License and Registration for MSB	Remarks
	Door Width (in metres)	
	Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in7.4	
7.5	Fire resistance of the door (Select-1hr/ 2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	**Compartmentation details**	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	
8.3	No of partitions	
	Partition Number	
	Size of partition (in sq.m)	
	Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3	
9	**Means of Entry**	
9.1	Number of entries	
	Entry Number	
	Entry Width (in m)	
	Entry width (in m) to be captured for all the entries based on the value entered in 9.1	

#	Fire License and Registration for MSB	Remarks
10	**Other Safety Measures**	
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate ligthing arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	**Fire protection**	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	
	ABC (Number of Units and Capacity)	
	CO2 (Number of Units and Capacity)	
	DCP (Number of Units and Capacity)	
	Foam (Number of Units and Capacity)	
	Water CO2 (Number of Units and Capacity)	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not applicable')	

#	Fire License and Registration for MSB	Remarks
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	
12	**Fire pumps details**	
12.1	No of main electrical pumps	
	Electrical Pump Number	
	Capacity of main electrical pump (in LPM)	
12.2	No. of diesel driven pump	
	Diesel Pump Number	
	Capacity of diesel driven pump (in LPM)	
12.3	No of jockey pumps	
	Jockey Pump Number	
	Capacity of jockey pump (in LPM)	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	Terrace Pump Number	
	Capacity of terrace pumps (in LPM)	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	**Communication system**	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	
13.8	Equipment manufacturer address	
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	

#	Fire License and Registration for MSB	Remarks
13.12	Total Number of H.P. Machineries installed (in H.P.)	
14	**Details of generator**	
13.1	Have you provided generator (Select 'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	**Extent of site and set-back around the building on all four directions (to be specified separately)**	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	**Fire lift details**	
16.1	No of fire lifts available	
16.2	Fire lift details	
	Fire lift Number	
	Location of fire lift	
	Location of all the fire lifts to be captured based on the value entered in 9.1	
	Alternate power supply for fire lift (Select- Feeder line / Generator/ Not Applicable)	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	**Details of present inspections to comply Table 7 in part IV of NBC of India 2016 Water supply details**	

#	Fire License and Registration for MSB	Remarks
17.1	Water Supply	
	Total Number of Terrrace Tanks	
	Terrace tank	
	Terrace tank capacity	
	Total Number of Underground Tanks	
	Underground tank	
	Underground tank capcity	
17.2	Fire Buckets with Stand (Select 'Proposed'/ 'Not applicable')	
17.3	Number of Fire Buckets	
18	**Documents**	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
	Ownership Proof to be auto-populated at this stage	
19	**Declaration**	
	Certified that the above particulars furnished are true to the best of my knowledge	

3. Form for obtaining Fire License from Fire and Rescue Services Department for Non Multi-Storied Building

#	Fire License and Registration for Non-MSB	Remarks
1	**Premises number and name of the building**	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	**Contact Details**	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	**Occupant details**	
3.1	Name of the Firm or Company or Business or Factory	Auto populated from CAF Pre-Operation S.No.1.1
3.2	Name of the Proprietor/Owner	Auto populated from CAF Pre-Operation S.No.2.1
3.3	Name of Rental / Leased Owner Name	
4	**Description**	
4.1	Nature of business, trade or process	
4.2	No. of storage rooms	
4.3	No. of floors	
	Floor no.	
	Quantity of load stored (in kgs)	

#	Fire License and Registration for Non-MSB	Remarks
	Area of the floor (in sq.ft)	
	Floor No, Quantity and Area of the floor to be captured for all the floors based on the value entered in 4.3	
4.4	Total Plot Area (sq.ft)	
4.5	Total Constructed Area (sq.ft)	
4.6	Commodities already licensed together with quantities (by municipality, state or central Government) state license number (Select 'To be provided' / 'Provided')	
4.7	License no.	
4.8	Date of issue	
4.9	Trade business or commodities applied for disapproved with reasons any (Select from the drop down list)	
4.10	Reason for disapproval	
5	**Building**	
5.1	Construction features (Fire resistance of the building (Select from the drop down list)	
6	**General**	
6.1	Fire Risk Level (Select from the drop down list)	
7	**Particulars**	
7.1	Number of storeys	
7.2	Number of basements	
7.3	Walls (Select from the drop down list)	
7.4	Doors (Select from the drop down list)	
7.5	Windows (Select from the drop down list)	
7.6	Verandahs (Select 'Yes'/'No')	
7.7	Balconies (Select 'Yes'/'No')	
7.8	Floors (Select from the drop down list)	
7.9	False Ceiling (Select 'Yes'/'No')	
7.10	Roof (or Terrace) (Select from the drop down list)	
7.11	Number of staircases and position enclosed or open :	
	Stair Case no.	
	Type of staircase (Select 'Enclosed'/'Open type')	

#	Fire License and Registration for Non-MSB	Remarks
	No and Type of staircase to be captured for all the staircases based on the value entered in 7.11	
7.12	Maximum height of roofing (metre)	
7.13	Other occupants within immediate 20 metres / all around the building (Select from the drop down list)	
8	**Observation**	
9.1	Width of road / street / lane :	
9.2	Accessibility for Fire engines (Select 'Yes'/'No')	
9	**Side Set Back**	
9.1	North (in metres)	
9.2	South (in metres)	
9.3	East (in metres)	
9.4	West (in metres)	
10	**Nearest means of communication**	
10.1	Telephone	
10.2	Alternative telephone	
10.3	Contact number of fire station	
10.4	Contact number of police chowki or station	
11	**Installed fire-fighting equipments**	
11.1	Hose reel	
11.2	Sprinklers	
11.3	Hydrant and Hose	
12	**Fire detection**	
12.1	Water Supply (Select from the drop down list)	
	Total Number of Terrrace Tanks	
	Terrace tank	
	Terrace tank capacity	
	Total Number of Underground Tanks	
	Underground tank	
	Underground tank capcity	
12.2	Total Capacity of tank (in Litre)	
12.3	Fire Buckets with Stand (Select 'To be provided' / 'Provided')	
12.4	Number fof Fire Buckets	
12.5	Fire detecting and alarm systems (Select 'To be provided' / 'Provided')	

#	Fire License and Registration for Non-MSB	Remarks
12.6	Watchman (Select 'To be provided' / 'Provided')	
12.7	Watchman Shifts (Select from the drop down list)	
12.8	Fire extinguishers	
13	**Documents**	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
14	**Declaration**	
	Certified that the above particulars furnished are true to the best of my knowledge.	

4. Form for Registration of Boilers with Directorate of Boilers

#	Registration of boilers under boilers act	*Remarks*
1	**Company Details**	
1.1	Full Name of Company	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Owner's Name	Auto populated from CAF Pre-Operation S.No.2.1
2	**Company Address**	
2.1	State	Auto populated from CAF Pre-Operation S.No.1.2.12
2.2	District	Auto populated from CAF Pre-Operation S.No.1.2.11
2.3	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
2.4	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
2.5	Street Number/ Name	Auto populated from CAF Pre-Operation S.No.1.2.7
2.6	Building/ Door/ Flat Number	Auto populated from CAF Pre-Operation S.No.1.2.6
2.7	Pin Code	Auto populated from CAF Pre-Operation S.No.1.2.14
3	**Contact Details**	
3.1	Phone / Landline Number with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
3.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
3.3	Email Address	Auto populated from CAF Pre-Operation S.No.1.3.4
4	**Boiler Details**	
4.1	Boiler Maker's Number	
4.2	Name of Boiler Maker	
4.3	Place of Make	
4.4	Year of Make	
4.5	Rating(Total Heating Surface Area in m2)	
4.6	Working Pressure	
4.7	Evaporation Capacity(Kg/ hr)	
4.8	Type of Boiler	
4.9	Description of Boiler	
4.10	Steam pipeline length in mm	

4.11	Is stream pipeline having Header?	
4.12	Header Count	

5. Form for obtaining Factory License from DISH

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
1	**General Particulars**	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	**Manufacturing Process**	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	**Situation of the Factory**	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
3.6	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
3.7	Local Body Name	Auto populated from CAF Pre-Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre-Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre-Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre-Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre-Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
3.15	Nature of Occupation of Premises	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	**Address for Communication**	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	Yes will generate address fields	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre-Operation S.No.1.2.11
4.7	State	Auto populated from CAF Pre-Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-Operation S.No.1.2.13

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
4.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre-Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre-Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
4.14	Website	
5	**Particulars of Occupier**	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	
5.26	State	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	*If the permanent address is same as the present address click this box*	
5.30	Are you residing in flat or apartment? (yes/ no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	**Particulars of Owner**	
6.1	Owner same as occupier (Check box)	
6.2	Type of Ownership	
6.3	Salutations	
6.4	Initial	
6.5	First Name/ Main Calling Name	
6.6	Middle Name	
6.7	Last Name/ Surname	
6.8	Age	
6.9	Date of Birth	
6.10	Father's Name	
6.11	Mother's Name	
6.12	Gender	
6.13	Nationality	
6.14	Email Id	
6.15	Landline Phone Number	
6.16	Mobile Number	
6.17	Alternate Mobile Number	
6.18	Fax Number	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
6.19	Aadhar (UID) Number	
6.20	**Present Address**	
6.21	Are you residing in flat or apartment? (yes/ no)	
6.22	Door Number/ Plot Number	
6.23	Street/ Road	
6.24	Area/ Locality	
6.25	Village / Town/ City	
6.26	District	
6.27	State	
6.28	Country	
6.29	Pincode	
6.30	**Permanent Address**	
6.31	*If the Permanent address is same as the present address click this box*	
6.32	Are you residing in flat or apartment? (yes/ no)	
6.33	Door Number/ Plot Number	
6.34	Street/ Road	
6.35	Area/ Locality	
6.36	Village / Town/ City	
6.37	District	
6.38	State	
6.39	Country	
6.40	Pincode	
6.41	**Identity/ Address Proof**	
6.42	Proof of Address	
6.43	Address proof number	
6.44	Photo (Attachment)	
7	**Particulars of Director**	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	
7.19	Are you residing in flat or apartment? (yes/ no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	*If the Permanent address is same as the present address click this box*	
7.29	Are you residing in flat or apartment? (yes/ no)	
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
9	**Particulars of Manufacturing Processes, Products and Horse Power Installations**	
9.1	**Nature of Manufacturing Process/ Processes (Select Yes/No)**	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
	In case of 'Yes'- Carried on during preceding calendar year (in case of factories already in existence)	
	In case of 'No'- To be Carried on During the Calendar Year to Which this Application for License is Submitted	
9.2	*If manufacturing process carried on during the preceding year is applicable click this box*	
9.3	Description of the Manufacturing Process	
9.5	Major Category	
9.6	Division	
9.7	Manufacturing Process	
9.8	National Industrial Classification Code Number	
9.9	*If manufacturing process is the same as the preceding year click this box*	
9.10	Description of the Manufacturing Process	
9.11	Major Category (Select from the drop down list)	
9.12	Division (Select from the drop down list)	
9.13	Manufacturing Process (Select from the drop down list)	
9.14	National Industrial Classification Code Number	
10	**Particulars of Products manufactured during the preceding year**	
10.1	Product Name	
10.2	Value in INR	
11	**Particulars of Power in HP**	
11.1	***Particulars of Power actually installed***	
	Quantity in H.P.	
	Stand by H.P.	
11.2	***Power proposed to be additionally installed***	
	Quantity in H.P.	
	Stand by H.P.	
	Remarks	
11.3	***Maximum quantity of H.P. that can be used***	
	Total Quantity in H.P.	
	Total Stand by H.P.	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
	Maximum quantity of H.P. that can be used in any one time during calendar year	
12	**Particulars payment of fees for pressure vessels and medical examination of workers**	
12.1	***Pressure vessel testing fee payment details (Prescribed under Rule 56-B of Tamil Nadu Factories Rules, 1950)***	
	Number of Pressure Vessels	
12.2	***Medical examination fee payment details for workers employed in Dangerous Operations (Prescribed under Rule 95 of Tamil Nadu Factories Rules, 1950)***	
	Number of workers employed in Dangerous Operations	
	Medical Examination Fee paid in INR	
	Name of the bank	
	Payment reference number	
	Date of Payment	
12.3	***Medical examination fee payment details for workers employed in Canteens (Prescribed under Rule 67-A of Tamil Nadu Factories Rules, 1950)***	
	Number of workers employed in Canteen	
	Medical Examination Fee paid in INR	
	Name of the bank	
	Payment reference number	
	Date of Payment	
12.4	***Medical examination fee payment details for adolescent workers employed in Dangerous Operations (Prescribed under Rule 86-A of Tamil Nadu Factories Rules, 1950)***	
	Number of adolescent workers employed in Dangerous Operations	
	Medical Examination Fee paid in INR	
	Name of the bank	
	Payment reference number	
	Date of Payment	
13	**Particulars of Number of Workers, period of license and fee payment**	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
	Particulars of Number of Workers	
13.1	Maximum number of workers proposed to be employed on any one day during the calendar year for which the application is made	Auto populated from CAF Pre-Operation S.No.4.6
	Maximum number of workers proposed to be employed	
13.2	Maximum number of workers actually employed on any one day during the preceding calendar	
	Maximum number of workers actually employed on any one day during the preceding calendar	
13.3	Number of workers ordinarily employed	
	Number of workers ordinarily employed during the year	
13.4	Period for which grant/ renewal for which application is submitted	
	Number of years license applied for	
13.5	Particulars of License fee payment	
	Initial/ renewal license fee paid in INR	
	Mode of payment	
14	**Particulars of Plan approvals and contribution to Tamil Nadu Labour Welfare Fund**	
14.1	Particulars of Plan approvals	
14.2	**Particulars of contribution to Tamil Nadu Labour Welfare Fund**	
	Amount Remitted	
	Date	
	Mode of payment	
	Reference Number	
15	**Documents**	
15.1	Copies of supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc)	
15.2	Proof for Occupier Identity	
15.3	Proof for Occupier Address	
15.4	Proof for Manager Identity	
15.5	Proof for Manager Address	

#	Form No - 2: Application for Factory License (initial / renewal)	*Remarks*
15.6	Copy of Memorandum of articles of Association under Companies Act / Partnership Deed	
15.7	Copy of List of Directors	
15.8	Copy of Partnership deed	
15.9	List of Partners	
15.10	List of Machinery with Horse Power details	
16	**Submit to Joint Director Industrial Safety & Health**	

6. Form for Registration of establishments deploying contractual workmen, with DISH

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
1	**General Particulars**	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	**Manufacturing Process**	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	**Situation of the Factory**	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
3.6	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
3.7	Local Body Name	Auto populated from CAF Pre-Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre-Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre-Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre-Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre-Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
3.15	Nature of Occupation of Premises (Select from the drop down list)	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	**Address for Communication**	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	Yes will generate address fields	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre-Operation S.No.1.2.11

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
4.7	State	Auto populated from CAF Pre-Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
4.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre-Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre-Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
4.14	Website	
5	**Particulars of Occupier**	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	
5.21	Door Number/ Plot Number	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	*If the permanent address is same as the present address click this box*	
5.30	Are you residing in flat or apartment? (yes/ no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address (Select from the drop down list)	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	**Particulars of Manager**	
6.1	When no Separate Manager is Appointed,Click this box to Declare Occupier as Manager (Check box)	
6.2	Salutations	
6.3	Initial	
6.4	First Name/ Main Calling Name	
6.5	Middle Name	
6.6	Last Name/ Surname	
6.7	Age	
6.8	Date of Birth	
6.9	Father's Name	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
6.10	Mother's Name	
6.11	Gender	
6.12	Nationality	
6.13	Email Id	
6.14	Landline Phone Number	
6.15	Mobile Number	
6.16	Alternate Mobile Number	
6.17	Fax Number	
6.18	Aadhar (UID) Number	
	Present Address	
6.19	Are you residing in flat or apartment? (yes/ no)	
6.20	Door Number/ Plot Number	
6.21	Street/ Road	
6.22	Area/ Locality	
6.23	Village / Town/ City	
6.24	District	
6.25	State	
6.26	Country	
6.27	Pincode	
	Permanent Address	
6.28	*If the Permanent address is same as the present address click this box*	
6.29	Are you residing in flat or apartment? (yes/ no)	
6.30	Door Number/ Plot Number	
6.31	Street/ Road	
6.32	Area/ Locality	
6.33	Village / Town/ City	
6.34	District	
6.35	State	
6.36	Country	
6.37	Pincode	
6.38	**Identity/ Address Proof**	
6.39	Proof of Address	
6.40	Address proof number	
6.41	Photo (Attachment)	
7	**Particulars of Contractor**	E

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
	Particular of Contract Work	
7.1	Name of the Contractors Establishment	
7.2	Type of Contractors Establishment (Select from the drop down list)	
7.3	Nature of Work in Which Contract labour to be Employed	
7.4	Number of Male Contract Workers	
7.5	Number of Female Contract Workers	
7.6	Maximum Number of Contract Workers	
7.7	Estimated Date of Commencement of Contract Work	
7.8	Estimated Date of Completion of Contract Work	
	Present Address	
7.9	Salutation	
7.10	Initial	
7.11	First name/ main calling Name	
7.12	Middle Name	
7.13	Last name / Surname	
7.14	Age	
7.15	Date of Birth	
7.16	Father's Name	
7.17	Mather's Name	
7.18	Gender	
7.19	Nationality	
7.20	e-Mail ID	
7.21	Landline Phone Number	
7.22	Mobile Number	
7.23	Aadhar (UID) Number	
	Present Address	
7.24	Is the Contractor residing in flat or apartment? (Yes/ No)	
7.25	Door Number/ Plot Number	
7.26	Street/ Road	
7.27	Area/ Locality	
7.28	Village / Town/ City	
7.29	District	
7.30	State	
7.31	Country	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
7.32	Pincode	
	Permanent Address	
7.33	*If the Permanent address is same as the present address click this box*	
7.34	Is the contractor residing in flat or apartment? (yes/ no)	
7.35	Door Number/ Plot Number	
7.36	Street/ Road	
7.37	Area/ Locality	
7.38	Village / Town/ City	
7.39	District	
7.40	State	
7.41	Country	
7.42	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
9	**Submission of Contractor Registration Application**	
9.1	Total number of workmen directly employed	
9.2	Maximum number of contract labour employed	
9.3	Mode of Payment *(Select from the drop down list)*	
	Demand Draft	
	Demand Draft Number	
	Demand Draft Date	
	Name of the Bank	
	Online Payment	
	Name of the Bank	
	Payment Reference Number	
	Date of Payment	
9.4	Registration Fees	
10	**Documents**	
10.1	Copies of contract agreement between employer and contractors	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
11	Submit to Joint Director Industrial Safety & Health	

7. Form for Registration of establishments deploying inter-State migrant workmen, with DISH

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
1	**General Particulars**	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	**Manufacturing Process**	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	**Situation of the Factory**	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
3.6	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
3.7	Local Body Name	Auto populated from CAF Pre-Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre-Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre-Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre-Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre-Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
3.15	Nature of Occupation of Premises (Select from the drop down list)	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	**Address for Communication**	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	Yes will generate address fields	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre-Operation S.No.1.2.11

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
4.7	State	Auto populated from CAF Pre-Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
4.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre-Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre-Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
4.14	Website	
5	**Particulars of Occupier**	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	*If the permanent address is same as the present address click this box*	
5.30	Are you residing in flat or apartment? (yes/ no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address (Select from the drop down list)	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	**Particulars of Manager**	
6.1	When no Separate Manager is Appointed,Click this box to Declare Occupier as Manager (Check box)	
6.2	Salutations	
6.3	Initial	
6.4	First Name/ Main Calling Name	
6.5	Middle Name	
6.6	Last Name/ Surname	
6.7	Age	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
6.8	Date of Birth	
6.9	Father's Name	
6.10	Mother's Name	
6.11	Gender	
6.12	Nationality	
6.13	Email Id	
6.14	Landline Phone Number	
6.15	Mobile Number	
6.16	Alternate Mobile Number	
6.17	Fax Number	
6.18	Aadhar (UID) Number	
	Present Address	
6.19	Are you residing in flat or apartment? (yes/ no)	
6.20	Door Number/ Plot Number	
6.21	Street/ Road	
6.22	Area/ Locality	
6.23	Village / Town/ City	
6.24	District	
6.25	State	
6.26	Country	
6.27	Pincode	
	Permanent Address	
6.28	*If the Permanent address is same as the present address click this box*	
6.29	Are you residing in flat or apartment? (yes/ no)	
6.30	Door Number/ Plot Number	
6.31	Street/ Road	
6.32	Area/ Locality	
6.33	Village / Town/ City	
6.34	District	
6.35	State	
6.36	Country	
6.37	Pincode	
6.38	**Identity/ Address Proof**	
6.39	Proof of Address	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
6.40	Address proof number	
6.41	Photo (Attachment)	
7	**Particulars of Director**	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	
7.19	Are you residing in flat or apartment? (yes/ no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	*If the Permanent address is same as the present address click this box*	
7.29	Are you residing in flat or apartment? (yes/ no)	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
8	**Particulars of Contractor**	
	Particular of Contract Work	
8.1	Whether you have Obtained Registration Certificate under Contract Labour Act (Tick)	
8.2	Name of the Contractors Establishment	
8.3	Type of Contractors Establishment (Select from the drop down list)	
8.4	Nature of Work in which Migrant Workmen to be Employed	
8.5	Estimated Date of Commencement of Contract Work	
8.6	Estimated Date of Completion of Contract Work	
8.7	Maximum Number of Migrant Workmen	
	State Wise Particulars of Migrant Workmen	E
8.8	Home State of Migrant Workmen	
8.9	License Number for Recruitment	
8.10	License Issuing Authority	
8.11	Date of Issue	
8.12	Number of Male Migrant Workmen	
8.13	Number of Female Migrant Workmen	
	Particulars of Contractor	
8.14	Salutation	
8.15	Initial	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
8.16	First name/ main calling Name	
8.17	Middle Name	
8.18	Last name / Surname	
8.19	Age	
8.20	Date of Birth	
8.21	Father's Name	
8.22	Mather's Name	
8.23	Gender	
8.24	Nationality	
8.25	e-Mail ID	
8.26	Landline Phone Number	
8.27	Mobile Number	
8.28	Aadhar (UID) Number	
	Present Address	
8.29	Is the Contractor residing in flat or apartment? (Yes/ No)	
8.30	Door Number/ Plot Number	
8.31	Street/ Road	
8.32	Area/ Locality	
8.33	Village / Town/ City	
8.34	District	
8.35	State	
8.36	Country	
8.37	Pincode	
	Permanent Address	
8.38	*If the Permanent address is same as the present address click this box*	
8.39	Is the contractor residing in flat or apartment? (yes/ no)	
8.40	Door Number/ Plot Number	
8.41	Street/ Road	
8.42	Area/ Locality	
8.43	Village / Town/ City	
8.44	District	
8.45	State	
8.46	Country	
8.47	Pincode	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
	Identity/ Address Proof	
8.48	Photo	
8.49	Proof of Address	
8.50	Address proof number	
9	**Inter-State Migrant Workmen Act Registration Application**	
9.1	Total number of workmen directly employed	
9.2	Maximum number of contract labour employed	
9.3	Mode of Payment *(Select from the drop down list)*	
	Demand Draft	
	Demand Draft Number	
	Demand Draft Date	
	Name of the Bank	
	Online Payment	
	Name of the Bank	
	Payment Reference Number	
	Date of Payment	
9.4	Registration Fees	
10	**Documents**	
10.1	Copies of contract agreement between employer and contractors	
10.2	Copies of contractor licence issued by concerned authority for recruitment of migrant workmen in home state	
11	**Submit to Joint Director Industrial Safety & Health**	

8. Form for obtaining Safety Certificate from TNEI

#	**Tamil Nadu Electrical Inspectorate - Safety Certificate**	***Remarks***
1	Drawing application reference number	
2	Applicant letter (in Letter head)	
3	Supporting documents	
3.1.	Contractor's work completion report as per IS 732: 1989	
3.2.	Test certificate of E.H.V / H.V / cable / equipment manufacturer	
3.3.	Invoice of H.T. cable	
3.4.	TANGEDCO work completed?	
3.5.	Copy of appointment order of SCC holder	
3.6.	Copy of consent letter from SCC holder	
3.7.	Itemwise compliance report as stipulated in the drawing scrutiny report, if any	

9. Form for obtaining License from Legal Metrology, Labour Department

#	Application form for licence as Manufacturer of weights and measures	*Remarks*
1	Name of the manufacturing concern for which licence is desired	Auto populated from CAF Pre-Operation S.No.1.1
2	Complete address of the Concern	Details to be taken from 1.2.6 to 1.2.14 in CAF.
3	Whether premises are owned / rented/ taken on lease/leave licence, duly supported by documents	
4	Date of establishment of workshop/factory	
5	Name(s) and address(s) along with their father's/ husband's name	
6	Name of Proprietor(s) and/ or Partners and Managing Director(s) in the case of limited company	Auto populated from CAF Pre-Operation S.No.2.1
7	The date and current registration number of factory/ shop/ establishment/Municipal Trade licence	
8	Nature of manufacturing activities at present	
9	The type of weights and measures proposed to be manufactured	
9.1	Weights	
9.2	Measures	
9.3	Weighing Instruments	
9.4	Measuring Instruments with details in each case.	
10	The number of persons employed / proposed to be employed	
10.1	Skilled	Auto populated from CAF Pre-Operation S.No.4.1
10.2	Semi-skilled	
10.3	Unskilled	Auto populated from CAF Pre-Operation S.No.4.2
10.4	Specialist trained in the line	
11	The monogram or trade mark intended to be imprinted on weights and measures to be manufactured	
12	Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.	

#	Application form for licence as Manufacturer of weights and measures	*Remarks*
13	Details of foundry /workshop facilities arranged	
14	Facilities of steel casting and hardness testing of vital parts etc. or other means *(Select 'Yes'/ 'Not Applicable')*	
15	Availability of electric energy *(Select 'Yes'/ 'No')*	
16	Details of loan received from Government or Financial Institution. If so, give details *(Select 'Yes'/ 'No')*	
17	Name of bankers	
18	Value Added Tax/ Sales Tax Registration Number/ Central Sales Tax Number/ Professional Tax/ Registration Number/ Income Tax Number	
19	Have you applied previously for a manufacturer's licence? If so, when and with what results? *(Select 'Yes'/ 'No')*	
20 (a)	Whether the item(s) proposed to be manufactured will be sold within the State or outside the State or both	
	Select option *1) Within state* *2) Outside state* *3) Both*	
20 (b)	Details of Model Approval received from Government of India	
20 (c)	When can you produce for inspection samples of your products for which licence is desired?	
21	**Self Declaration**	

#	Application form for licence as Manufacturer of weights and measures	*Remarks*
	Certified that I / We have read the Legal Metrology Act, 2009 (Central Act 1 of 2010) and the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder. I / We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licensing Authority. All the information furnished above is true to the best of my/our knowledge.	
	Place	
	Date	
	Signature of Applicant	

10. Form for obtaining Authorization for Hazardous Waste from TNPCB

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
1	**General Details**	
1.1	Hazardous waste handling/generation ?	
1.2	Occupier Name*:	
1.3	Designation*:	
1.4	Industry/TSDF-Location Postal Address:	Auto populated from CAF Pre-Operation S.No.1.2.6 to 1.2.14
1.5	Industry Name:	Auto populated from CAF Pre-Operation S.No.1.1
1.6	Category:	
1.7	Scale of Industry:	
1.8	Industry Type:	
1.9	Already applied for Authorisation?	
1.10	If Yes, please enter the details of previously issued authorization:	
1.11	Authorization now Applied For :	
1.12	Authorization Required for*:	
1.13	Whether the industry works general/2 shifts/round the clock?	
1.14	Provide copy of the Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution Control Board. Such ERP shall comprise the following, but not limited to:	
1.15	Containing and controlling incidents so as to minimise the effects and to limit danger to the persons, environment and property;	
1.16	Implementing the measures necessary to protect persons and the environment;	
1.17	Description of the actions which should be taken to control the conditions at events and to limit their consequences, including a description of the safety equipment and resources available;	
1.18	Arrangements for training staff in the duties which they are expected to perform;	
1.19	Arrangements for informing concerned authorities and emergency services; and	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
1.20	Arrangements for providing assistance with off-site mitigatory action.	
1.21	Provide undertaking or declaration to comply with all provisions including the scope of submitting bank guarantee in the event of spillage, leakage or fire while handling the hazardous and other waste	
2	**Hazardous waste Generation/ Handling Details**	
2.1	Hazardous Waste Generation Details* (Add)	
2.2	Name of Process/ Class/Part	
2.3	Name of Hazardous waste (Category No)	
2.4	Name of Waste Constituents with concentration limits (Category No)	
2.5	Name of Basel No with description of Hazardous waste (Category No)	
2.6	Quantity	
2.7	Waste Type	
2.8	Waste Storage	
2.9	Waste Disposal	
2.10	Source of Waste Generation	
2.11	Physical Status	
2.12	Quantity stored at any time	
2.13	Quantity Accumulated as on 31st March	
3	**HW Generators**	
3.1	Are you a generator of hazardous waste ? (**Yes**/No)	
3.2	Products and By products manufactured Per Annum	
3.3	Process description including process flow sheet indicating inputs and outputs (raw materials, chemicals, products, by-products, wastes,emissions, waste water etc) please attach separate sheets :	
3.4	Details of characteristics and management of wastes within the plant:	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
3.5	Hazardous and other wastes generated from storage of hazardous chemicals as defined under the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989.	
4	**TSDF Operators**	
4.1	Are you a TSDF operator ? (**Yes**/No)	
4.2	Location address of TSDF site	
4.3	Details of the Safe storage of the waste and storage capacity	
4.4	Details of the treatment processes and their capacities	
4.5	Details of the secured landfills	
4.6	Details of the Incineration, if any	
4.7	Details of the leachate collection and treatment system	
4.8	Details of the fire fighting systems	
4.9	Details of the environmental management plan including monitoring	
4.10	Details of the arrangement for transportation of waste from generators	
4.11	Details of any other activities undertaken at the Treatment, storage and disposal facility site	
4.12	Layout map of the TSDF	
4.13	Copy of prior Environmental Clearance	
5	**Recyclers/ Pre-processors/Co-processors/Users**	
5.1	Are you a recyclers or pre-processors or co-processors or users of hazardous or other wastes ? (**Yes**/No)	
5.2	Nature and quantity of different wastes received per annum from domestic sources or imported or both: (i) Hazardous and other waste types (ii) Passbook type (iii) Quantity (iv) Source (Domestic/Imported)	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
5.3	Furnish installed capacity as per registration issued by the District Industries Centre or any other authorised Government agency	
5.4	Details of secured storage of wastes including the storage capacity	
5.5	Process description including process flow sheet indicating equipment details, inputs and outputs (input wastes, chemicals, products, by-products, waste generated, emissions, waste water, etc.)	
5.6	Details of end users of products or by-products	
5.7	Details of pollution control systems such as Effluent Treatment Plant, scrubbers, etc. including mode of disposal of waste	
5.8	Details of occupational health and safety measures	
5.9	Has the facility been set up as per Central Pollution Control Board guidelines? If yes, provide a report on the compliance with the guidelines	
5.10	Arrangements for transportation of waste to the facility	

11. Form for obtaining Consent to Operate from TNPCB

#	Application for Consent to Operate	*Remarks*
1	**Industry**	
1.1	Industry Name	Auto populated from CAF Pre-Operation S.No. 1.1
1.2	Industry Location-Postal Address	Auto populated from CAF Pre-Operation S.No. 1.2.6 - 1.2.13
1.3	Pin Code	Auto populated from CAF Pre-Operation S.No. 1.2.14
1.4	Village	Auto populated from CAF Pre-Operation S.No. 1.2.9
1.5	SF No of the Industry location/Plot No in case of Govt Industrial Estates	
1.6	Local Body Type (Select from the drop down list)	Auto populated from CAF Pre-Operation S.No. 1.2.3
1.7	Local Body	Auto populated from CAF Pre-Operation S.No. 1.2.4
1.8	Scale of Industry	
1.9	Status (Select: Operational / Proposed / Closed)	
1.10	Date of commissioning	Auto populated from CAF Pre-Operation S.No. 1.7
1.11	Registration/License No	
1.12	Gross Fixed Assets-cost without Depreciation :(Rs in Lakhs)	
	As on	
1.13	Plant & Machinery cost without Depreciation :(Rs in Lakhs):	
1.14	Ownership of the industry (Select from the drop down list)	Auto populated from CAF Pre-Operation S.No. 1.4
1.15	Phone No. with code :	Auto populated from CAF Pre-Operation S.No. 1.3.1
1.16	Fax No. with code ::	Auto populated from CAF Pre-Operation S.No. 1.3.2
1.17	e-mail Address:	Auto populated from CAF Pre-Operation S.No. 1.3.4
1.18	Jurisdiction Office:	
2	**Occupier's Details**	
2.1	Registered Office Address	
2.2	Pin Code	
2.3	Occupier Name	
2.4	Occupier Designation	

#	Application for Consent to Operate	*Remarks*
2.5	Phone No. with code:	
2.6	Fax No. with code:	
2.7	Mobile No:	
2.8	e-mail Address:	
3	**Other details**	
3.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
3.2	Designation (Select from the drop down list)	
	Correspondence Address	
3.3	Address/City:	Auto populated from CAF Pre-Operation S.No. 1.2.6-1.2.9
3.4	Pin Code:	Auto populated from CAF Pre-Operation S.No. 1.2.14
3.5	District:	Auto populated from CAF Pre-Operation S.No. 1.2.11
3.6	Taluk	Auto populated from CAF Pre-Operation S.No. 1.2.10
3.7	State	Auto populated from CAF Pre-Operation S.No. 1.2.12
3.8	Phone No. with code	Auto populated from CAF Pre-Operation S.No. 1.3.1
3.9	Fax No. with code	Auto populated from CAF Pre-Operation S.No. 1.3.2
3.1	Mobile No:	Auto populated from CAF Pre-Operation S.No. 1.3.3
3.11	e-mail Address:	Auto populated from CAF Pre-Operation S.No. 1.3.4
3.12	Website Address:	
3.13	Total no. of average working days in a year	
3.14	Total no. of working shifts per day	
3.15	Land Status (Select Owned/Leased)	
3.16	Cost of Air Pollution control measures	
3.17	Cost of Water Pollution control measures	
3.18	Manufacturing process	Auto populated from CAF Pre-Operation S.No. 5.1
3.19	Total extent of Land Area (in hectares)	
3.20	Ground coverage area of the industry (in hectares)	
3.21	Green belt/Irrigation area of the industry (in hectares)	

#	Application for Consent to Operate	*Remarks*
3.22	Solid waste Storage/disposal area (in hectares)	
3.23	**Vacant area(Total area-(Builty Up Area+Solid waste area+Green Belt area))**	
3.24	Total no. of Employees working per day(including contract workers)	Auto populated from CAF Pre-Operation S.No.4.6
3.25	Details of the habitation nearby	
	Habitation Name	
	Distance (in km)	
	Population	
3.26	Name of the nearby Roadways(Viz.)*:	
	Select (NH/SH/ODR/MDR)	
	Name	
3.27	Distance from the site	
3.28	Details of water bodies like lakes/rivers/canals within a radius of 1 KM and rivers within a radius of 5KM	
	Name of the Water Source.	
	Distance (in m)	
3.29	Land use classification of the site (Select from the drop down list)	
3.30	Authority which classified the land use-(Select from the drop down list)	
3.31	Name and Distance of the sensitive area like places of Archeologocal importance, national park, Wild Life Birds sanctuary , Marine National Park, Mangrove Forests,reserved forests ,marsh lands if any located within 10 KM radius of the unit:	
	Name	
	Distance (in km)	
3.32	Is the Unit is located with in 1 Km from marine coastal area(sea, estuaries, back waters), If Yes please mention the distance from the unit	
	Distance of Marine coastal area from Unit (in meters)	
3.33	Name and Address of all Directors/Partners	Auto populated from CAF Pre-Operation S.No.2

#	Application for Consent to Operate	*Remarks*
	Name	Auto populated from CAF Pre-Operation S.No.2.1
	Designation	Auto populated from CAF Pre-Operation S.No.2.2
	Address	Auto populated from CAF Pre-Operation S.No.2.3.1 - 2.3.8
4	**Apply for Consent**	
4.1	Whether applying for first time to TNPCB	
4.2	Whether already applied	
4.2.1	*Enter old MIS File No already allotted by TNPCB*	
4.2.2	*Enter the previous consent/renewals issued dates by TNPCB along with the attachment of the copy of the consent order documents [Date of Application ; Consent Application (Consents/Renewals) ; Issued Date; Valid Date; Status and reason for pending if not issued; Attach Document]*	
5	**Raw Material / Product Details**	
5.1	Raw Materials Details	
5.1.1	*Raw-Materials Name*	Auto populated from CAF Pre-Operation S.No.5.5.1
5.1.2	*Raw-Material Quantity*	
5.1.3	*Units*	
5.1.4	*Principal Use*	
5.2	Product Details	
5.2.1	*Product Name*	
5.2.2	*Quantity*	
5.2.3	*Unit*	
5.2.4	*End Use*	
5.3	By-Product Details	
5.3.1	*Name of By-Product*	
5.3.2	*Quantity*	
5.3.3	*Unit of Product*	
5.3.4	*End Use*	
5.4	Intermediate Product Details	
5.4.1	*Intermediate Product Name*	
5.4.2	*Quantity*	
5.4.3	*Unit*	
5.4.4	*End Use*	

#	Application for Consent to Operate	*Remarks*
5.5	Fuel Used Details	
5.5.1	*Name of Fuel*	Auto populated from CAF Pre-Operation S.No.6.3.1
5.5.2	*Point of Use*	
5.5.3	*Quantity (in T/Day)*	
5.5.4	*Calorific Value*	
5.5.5	*Ash Content*	
5.5.6	*Sulphur Content*	
6	**Water Consumption/Effluent**	
6.1	Water Source Details	
6.1.1	*Source Type*	
6.1.2	*Source Name*	
6.1.3	*Quantity (KLD)*	
6.2	Water Consumption Details	
6.2.1	*Source Consumption*	
6.2.2	*Quantity (KLD)*	
6.3	Sewage Generation Details	
6.3.1	*Source*	
6.3.2	*Quantity (KLD)*	
6.4	Trade Effluent Generation Details	
6.4.1	*Source*	
6.4.2	*Quantity*	
6.5	Sewage Treatment Plant Details	
6.5.1	Treatment status	
6.5.2	*Name of the Treatment Unit*	
6.5.3	*No. of Units*	
6.5.4	*Dimensions in m (L*B*D)*	
6.6	Trade Effluent treatment plant Details	
6.6.1	*Treatment status*	
6.6.2	*Name of the Treatment Unit*	
6.6.3	*No. of Units*	
6.6.4	*Dimensions in m (L*B*D)*	
6.7	Sewage Disposal Details	
6.7.1	*Desription of Outlet with location*	
6.7.2	*Quantity (KLD)*	
6.7.3	*Disposal*	
6.8	Trade Effluent Disposal Details	
6.8.1	*Desription of Outlet with location*	
6.8.2	*Quantity (KLD)*	
6.8.3	*Disposal*	

#	Application for Consent to Operate	*Remarks*
7	**Solid Wastes**	
7.1	Non Hazardous Solid Wastes Details	
7.1.1	*Name of Solid Waste*	
7.1.2	*Quantity*	
7.1.3	*Unit*	
7.1.4	*Mode of Disposal*	
7.1.5	*Area of land earmarked for Storage/disposal*	
7.2	Hazardous Solid Wastes Details (Y/N)	
7.2.1	*Name of Process*	
7.2.2	*Name of Process Waste(Category No)*	
7.2.3	*Quantity (T/Year)*	
7.2.4	*Waste Type*	
7.2.5	*Waste Storage*	
7.2.6	*Waste Disposal*	
7.2.7	*Area earmarked for Storage/Disposal*	
8	**Air Emission**	
8.1	Point source emission with stacks Details	
8.1.1	*Stack No*	
8.1.2	*Source of emission*	
8.1.3	*Pollution Control measures*	
8.1.4	*Stack top dimension (in Metres)*	
8.1.5	*Stack Height above ground level(meters)*	
8.1.6	*Material of Construction*	
8.1.7	*Exit Gas Velocity (in M/S)*	
8.1.8	*Exit Gas Temp(in Deg C)*	
8.1.9	*Maximum Discharge(in m3/hr)*	
8.2	Fugitive emission / Noise Details	
8.2.1	*Source of Fugitive or Noise emission*	
8.2.3	*Type of emission*	
8.2.4	*Pollution Control Measures*	
8.2.5	*Capacity*	
9	**Consent Fee Details**	
9.1	Category:	
9.2	Gross Fixed Assets Cost :	
9.3	Consent Fee Applicable for per Act :	
9.4	Consent Fee Applicable under Water and Air Acts :	
9.5	Reason for deviation in payment :	
9.6	Consent Fee Remitted now:	

ANNEXURE 5

(See rule 10)

Self-Certification to be filled along with Combined Application Form

(To be executed on a non-judicial stamp paper of Rs. 100/-)

I _____ S/o. _____ Aged ___ **years,** Residing at _____ who is the (Designation) of M/s._____**,**hereby give the following undertaking:

Compliance to all requirements for establishing the Enterprise

1. Our Enterprise is proposing to set up a project at _____ _____(Location) to manufacture / to provide services as mentioned below.

a.
b.
c.
d.
e.

2. We certify that the particulars furnished in the Combined Application Form are true, correct and complete to the best of our knowledge and undertake to adhere to the declarations made there under. The Enterprise shall be made liable for action as proposed under section 28 of Act Tamil Nadu Act No.7 of 2018, if the particulars furnished are found to be false / incorrect or incomplete and/ or on our failure to adhere to the declarations made.

Compliance to all requirements for commencement of operations:

1. The Enterprise hereby undertakes to abide by the conditions specified in each of the clearances and our failure to comply with the requirements / conditions of clearances shall result in withdrawal / cancellation of the clearances and further, will make us liable for legal action as specified under the respective Acts / Rules.

Compliance to all operational requirements on a regular basis:

2. The Enterprise undertakes to comply with all the provisions of applicable Acts / Rules / Regulations to our industry.
3. The Enterprise shall be liable for any losses to personal or public property caused due to provision of erroneous / inaccurate / false information by the Enterprise.

Place : ***For .*** M/s. _____**,**

Date : Authorised signatory .....

Name .....

Designation .....

ANNEXURE 6

(See sub rule (1) of rule 15)

Members of the State Single Window Committee

Sr. No.	Members	Designation
1.	Executive Vice Chairperson, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Chairman
2.	Chairman, Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Chairman, Tamil Nadu Pollution Control Board	Member
4.	Commissioner of Municipal Administration	Member
5.	Commissioner of Commercial Taxes	Member
6.	Commissioner of Prohibition and Excise	Member
7.	Commissioner of Labour	Member
8.	Director General, Fire and Rescue Services Department	Member
9.	Director of Town & Country Planning	Member
10.	Member Secretary, Chennai Metropolitan Development Authority	Member
11.	Director of Town Panchayats	Member
12.	Director of Rural Development and Panchayat Raj	Member
13.	Director of Public Health and Preventive Medicine	Member
14.	Director of Industrial Safety and Health	Member
15.	Director of Boilers	Member
16.	Chief Electrical Inspector, Tamil Nadu Electrical Inspectorate	Member
17.	Engineer-in-Chief, Water Resource Organization, Public Works Department	Member
18.	Not exceeding two members from Trade Associations, Chambers of Commerce, or Technical Experts, as nominated by the Government	Member
19.	Company Secretary, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Member, Convener

Note: If the concerned Head of Department (HOD) mentioned above is unable to participate in the meeting, he shall nominate a Senior level Officer (not less than two levels below the HOD) from the department with requisite delegation of power to participate in such meeting, and take decision on his behalf.

ANNEXURE 7

(See sub-rule(1) of rule 16)

Members of the State Single Window Monitoring Committee

Sr. No.	Members	Designation
1.	Chief Secretary to Government, Government of Tamil Nadu	Chairman
2.	Secretary to Government, Finance Department	Member
3.	Secretary to Government, Commercial Taxes and Registration Department	Member
4.	Secretary to Government, Revenue Department	Member
5.	Secretary to Government, Housing and Urban Development Department	Member
6.	Secretary to Government, Municipal Administration and Water Supply Department	Member
7.	Secretary to Government, Rural Development and Panchayat Raj Department	Member
8.	Secretary to Government, Labour and Employment Department	Member
9.	Secretary to Government, Environment and Forests Department	Member
10.	Secretary to Government, Energy Department	Member
11.	Secretary to Government, Public Works Department	Member
12.	Secretary to Government, Home Department	Member
13.	Executive Vice Chairperson, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Member
14.	Secretary to Government, Industries Department	Member, Convener

ANNEXURE 8

(See sub-rule (1) of rule 17)

Composition of the Investment Promotion and Monitoring Board (IPMB)

Sr. No.	Members	Designation
1.	Hon'ble Chief Minister	Chairman
2.	Minister for Industries	Member
3.	Minister for Finance	Member
4.	Minister for Revenue	Member
5.	Chief Secretary to Government, Government of Tamil Nadu	Member
6.	Secretary to Government, Industries Department	Member, Convener
7.	Other nominations by the State Government, if any	Member

ANNEXURE 9

(See sub-rule (1) of rule 18)

Composition of the MSME District Single Window Committee

Sr. No.	Members	Designation
1.	District Collector	Chairman
	District level Officers from the following Departments in Sl.nos. 2 to 14 and 16:	
2.	Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Corporation/ Municipality	Member
4.	Public Health and Preventive Medicine Department	Member
5.	Directorate of Town Panchayat	Member
6.	Tamil Nadu Pollution Control Board	Member
7.	Town & Country Planning / Chennai Metropolitan Development Authority, as applicable	Member
8.	Fire and Rescue Services Department	Member
9.	Rural Development and Panchayat Raj Department	Member
10.	Directorate of Industrial Safety and Health	Member
11.	Tamil Nadu Electrical Inspectorate	Member
12.	Directorate of Boilers	Member
13.	Labour Department	Member
14.	Chennai Metro Water Supply and Sewerage Board/ Water Resources Organisation, Public Works Department	Member
15.	Not exceeding two members from Trade Associations, Chambers of Commerce, or Technical Experts, as nominated by the Government	Member

Sr. No.	Members	Designation
16.	Regional Joint Director of Industries and Commerce in respect of Chennai District/ General Manager, District Industries Centre for other Districts	Member, Convener

ANNEXURE 10

(See sub-rule (1) of rule 19)

Composition of the MSME State Single Window Committee

Sr. No.	Members	Designation
1.	Industries Commissioner and Director of Industries and Commerce	Chairman
2.	Chairman, Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Chairman, Tamil Nadu Pollution Control Board	Member
4.	Commissioner of Municipal Administration	Member
5.	Commissioner of Labour	Member
6.	Director General, Fire and Rescue Services Department	Member
7.	Director of Town & Country Planning or Member Secretary, Chennai Metropolitan Development Authority as applicable	Member
8.	Director of Town Panchayats	Member
9.	Director of Rural Development and Panchayat Raj Department	Member
10.	Director of Public Health and Preventive Medicine	Member
11.	Director of Industrial Safety and Health	Member
12.	Chief Electrical Inspector, Tamil Nadu Electrical Inspectorate	Member
13.	Director of Boilers	Member
14.	Engineer-in-Chief, Water Resources Organisation, Public Works Department	Member
15.	Additional Director of Industries and Commerce	Member, Convener

Note: If the concerned Head of Department (HOD) mentioned above is unable to participate in the meeting, he/ she shall nominate a Senior level Officer (not less than two levels below the HOD)

from the department with requisite delegation of power to participate in such meeting, and take decision on his/ her behalf.

ANNEXURE 11

(See sub-rule (1) of rule 20)

Composition of the MSME Investment Promotion and Monitoring Board

Sr. No.	Members	Designation
1.	Minister for Rural Industries	Chairman
2.	Chief Secretary to Government, Government of Tamil Nadu	Member
3.	Secretary to Government, Finance Department	Member
4.	Secretary to Government, Revenue Department	Member
5.	Secretary to Government, MSME Department	Member
6.	Industries Commissioner and Director of Industries and Commerce	Member, Convener
7.	Other nominations by the State Government, if any	Member