



MP Trade & Investment Facilitation Corporation Ltd.
(Government of Madhya Pradesh Undertaking)



DOCUMENTS REQUIRED FOR SINGLE WINDOW SYSTEM SERVICES

S. NO	NAME OF SERVICE	DOCUMENTS REQUIRED
Labour Department		
1	Factory Plan approval under the Factories Act, 1948	<ol style="list-style-type: none">Brief description of process along with List of Raw material with quantity to be used in manufacturing processDrawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.). Details of materials used for building construction and roofing.
2	Factory license under the Factory Act, 1948	<p>General documents: For Non - Hazardous Category</p> <ol style="list-style-type: none">Proof of Ownership/possession of Premises (Sale Deed/Rent Deed/Lease Deed eTc.)Proof of being Occupant(Proprietor / Partners in the Firm / List of Director of Company + Memorandum & Article of Associations)Stability certificate Form no.-2 issued by a competent personCopy of self-cess assessment Form-1 under BOCW Act, 1996 <p>Additional documents: For Hazardous Category</p> <ol style="list-style-type: none">Proof of submission of On-Site Emergency Plan.If Pressure vessels and lifting machines are installed, Test Report issued by Competent Persons in case of solvent plants - Plant fitness certificate and operator fitness certificate issued by a competent person is also required.A copy of Bill issued by Madhya Pradesh Electricity Board as a proof for installed horse powerName & Max Quantity of Chemicals & Raw Material to be used and stored in premises.
3	Permission for engaging contractor for labour under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	<ol style="list-style-type: none">Copy of any one photo Identify of applicant Voter ID/ Aadhaar/ Driving License/ Passport or PAN card (PDF Format)Certificate in Form V issued by Principal Employer under Rule 21 (2) of Permission for engaging contractor for contract labour under provision of The Contract Labour (Regulation and Abolition) Act, 1970

4	Registration of Establishment under the Inter-state Migrant Workers Act 1979	<ol style="list-style-type: none"> 1. Photo identity proof of applicant – (Voter ID, Aadhaar, Driving License, Passport, PAN Card (any one)) 2. Copy of any one for address / place proof of Principal Employer / Contractor Establishment (any one) <ol style="list-style-type: none"> a) Rent agreement b) Electricity Bill c) Telephone Bill d) Ownership deed e) Partnership deed f) Memorandum of Association 3. Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company
5	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	<ol style="list-style-type: none"> 1. Copy of Applicant photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format) 2. For the authentication of place and address of shop & establishment copy of any one <ol style="list-style-type: none"> a) Rent Agreement b) Telephone bill c) Electric payment d) Ownership deed* e) Partnership deed* f) Memorandum of Association* <p>(*If these documents have many pages than scan and upload only consistent information pages only in PDF format)</p> 3. Copy of contract in case of partner in partnership firm and Copy of memorandum of association in case of Limited company.
6	Registration of Shop and Commercial Establishments under MP Shops and Establishments Act 1958	<ol style="list-style-type: none"> 1. Copy of Applicant photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format) 2. For the authentication of place and address of shop & establishment copy of any one <ol style="list-style-type: none"> a) Rent Agreement b) Telephone bill c) Electric payment d) Ownership deed* e) Partnership deed* f) Memorandum of Association* <p>(*If these documents have many pages than scan and upload only consistent information pages only in PDF format)</p> 3. Photograph of shop/ establishment in which name panel is visible. (JPG/ PDF format) 4. Partnership deed / MOU (PDF) - In case of Company / Partnership firm
7	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	<ol style="list-style-type: none"> 1. Copy of Applicant any one photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format) 2. For the authentication of Construction Establishment place and address copy of any one <ol style="list-style-type: none"> a) Rent Agreement

		<ul style="list-style-type: none"> b) Telephone bill c) Electric payment d) Ownership deed e) Partnership deed f) Memorandum of Association <p>3. Copy of contract in case of partnership firm OR In case of Company Ltd copy of memorandum of association (PDF Format)</p>
Department of Industry Policy and Investment Promotion		
8	Registration and renewal under Boiler Act 1923 to work as erector/ repairer/ manufacturer	<ul style="list-style-type: none"> 1. Form XVIII 2. Details of Machinery 3. Details of Manpower 4. Details of Employed Welders 5. Registration Certificate 6. Details of Workshop 7. Details of Power(Electricity)
9	Registration under Boiler Act 1923	<p>Boiler</p> <ul style="list-style-type: none"> 1. Form 2D 2. IBR Certificate form : II (1) or II (2) 3. Form III 4. Form III C 5. Form IVA <p>Small Industrial Boiler</p> <ul style="list-style-type: none"> 1. Form 2D 2. Form XVII <p>Economizer</p> <ul style="list-style-type: none"> 1. Form 2D 2. Form VII 3. Form VIII
10	Transfer of Boiler under Boiler Act 1923	<ul style="list-style-type: none"> 1. Form 2D 2. Certificate of Welder 3. Details of Supervisor
11	Land Allotment	<ul style="list-style-type: none"> 1. Copy of Self Declaration For MSME or IEM or Industry License 2. Copy of RTGS/NEFT (Original RTGS Receipt/NEFT to be submitted at Concerned AKVN) 3. Project Profile or Executive Report 4. Layout Plan <p>Additional documents if Constitution is "Partnership" or "LLP" company then following documents are required</p> <ul style="list-style-type: none"> 5. Partnership Deed <p>Additional Documents If Constitution is "Co-operative Society" then following documents are required</p> <ul style="list-style-type: none"> 5. Co-Operative Society Registration 6. Society Resolution for Authorised Signatory or Power of Attorney 7. Society Resolution for Establishing the project <p>Additional Documents if Constitution is "Private Limited" or "Public Limited Company" then following documents are required</p>

		<ul style="list-style-type: none"> 5. Copy of Board Resolution for Authorised Signatory or Power of Attorney 6. Copy of Board Resolution for Establishing the project 7. Memorandum and Articles of Association of the Company <p>NOTE: Application without these attachment and advance payment of premium are liable to be rejected.</p>
16	Water Connection by AKVN	<ul style="list-style-type: none"> 1. Possession Letter (Land)
12	Building Plan Approval by AKVN	<ul style="list-style-type: none"> 1. Required details (annex. A 2 to A 7) as prescribed in MPBVR – 2012 2. Copy of valid license of architect / engineer 3. Receipt of current year property tax 4. Copy of receipt of application fee, labour welfare fee, roof water harvesting fees and other fees prescribed by the competent authority 5. Key Plan/ Combined Site Plan & Layout Plan 6. Building Plans
Madhya Pradesh Pollution Control Board		
13	Consent to Establish (under Water Act 1974 & Air Act 1981)	<ul style="list-style-type: none"> 1. Land allotment letter/land allotment LOI 2. Satellite imagery of project / industry site 3. Layout plan of the project/industry 4. Project report including complete details of manufacturing process / raw materials 5. NOC of Gram Sabha / Local body 6. Article of Association memorandum of Understanding 7. Compliance of Environment clearance conditions (If applicable) <p>Documents for Water Consent (As applicable)</p> <ul style="list-style-type: none"> 8. Effluent/Sewage Treatment Plant 9. Technical Report on ETP/STP 10. Drawing of ETP/STP 11. Permission of CGWA (If applicable) 12. Water Cess returns (if applicable) <p>Documents for Air Consent (As applicable)</p> <ul style="list-style-type: none"> 13. Technical Specification of Air Pollution Control Arrangements 14. Schematic Diagram of Monitoring Facility (Port Hole & Plate form with Spiral ladder) <p>Documents for Authorization for Hazardous Waste (As Applicable)</p> <ul style="list-style-type: none"> 15. Details of SLF/Incinerator (If applicable) 16. List of hazardous waste generated 17. Form – 4 & 13
14	Consent to Operate (under Water Act 1974 & Air Act 1981)	
15	Authorization for Hazardous and other waste (Management and Trans boundary Movement) Rules, 2016	<ul style="list-style-type: none"> 1. Land allotment letter/land allotment LOI 2. Satellite imagery of project / industry site 3. Layout plan of the project/industry 4. Project report including complete details of manufacturing process / raw materials 5. NOC of Gram Sabha / local body

		<ol style="list-style-type: none"> 6. Article of Association memorandum of Understanding 7. Compliance of Environment clearance conditions (If applicable)
16	Authorization under E - Waste (Management) Rules, 2016	<ol style="list-style-type: none"> 1. Copy of agreement with Collection Centre 2. Copy agreement with Producer 3. Details of storage for dismantled e-waste 4. Copy of agreement with Recycler 5. Details of Facilities for Recycling 6. Details of storage for raw materials and recovered materials
17	Authorization under Section 16 of Solid waste Management Rules 2016	<ol style="list-style-type: none"> 1. Site clearance (local body) 2. Proof of Environmental Clearance 3. Consent for establishment 4. Agreement between municipal authority and operating agency 5. Investment on the project and expected return 6. Utilization program for waste process (Product utilization) 7. Methodology for disposal 8. Details on solid waste processing/recycling/treatment/disposal facility 9. Details of methodology or criteria followed for site selection
Food, Civil Supplies and Consumer Protection Department (Controller Weights & Measures)		
18	License as Manufacturer of Weights & Measures	<ol style="list-style-type: none"> 1. Scan Copy of Completely filled and signed self-declaration and Consent letter form 2. Model Approval Document from Govt. of India/Application submitted for model approval to Govt. of India 3. Scan Copy of PAN CARD 4. Scan Copy of AADHAR CARD 5. Scan Copy of Proof of Educational Qualification (Optional) 6. Scan Copy of Certificate of Registration under Shops and Establishment Act. (Optional) 7. Scan Copy of Electricity Bill of Premise(Optional) 8. Scan Copy of Name and AADHAR No of all the workers/Employees engaged in Manufacturing.(Self Attested) (Optional) 9. Scan Copy of Registration certificate from Industries department if registered as factory/Unit (Optional) 10. Scan Copy of GST/Professional Tax Registration Number/IT Number (Optional)
Energy Department		
19	Electricity Connection (HT)	<ol style="list-style-type: none"> 1. Registration Deed of Land 2. Partnership Deed / Proof of proprietor / certificate of registration of company
Urban Development and Housing Department		
20	NOC from Fire Department	<ol style="list-style-type: none"> 1. Copy of Ownership Document (Lease Deed / Registry (Summarized copy) / Khasra)

		<ol style="list-style-type: none">2. Building Fire Plans (each floor), Elevation Plan of Building, Section Plan of Building3. Copy of Certificate of Fire Consultant Qualification (If not listed in Department Website)4. Checklist (53 Points) certified by the fire consultant, owner or authorized person as per rules5. Copy of Approval letter and Approved Building plan (each floor) by competent Authority (Scanned in original size)6. Copy of Approval letter and Approved layout plan (each floor) by competent Authority (Scanned in original size)
--	--	--