



User Manual for Factory License Application – EDMC

Citizen Interface

<https://mcdonline.nic.in>

Municipal Corporations of Delhi

March 2021

Note: This document will be amended on regular basis as per the upgradation done in the application.



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1. Introduction

1.1. About Factory License (FL)

Section 416 of the MCD Act, 1957 places an obligation power to obtain prior permission of Commissioner MCD in writing on the person desirous to establish in any premises or materially alter, enlarge or extend any factory, workshop or trade premises in which it is intended to employ, steam, electricity, water or other mechanical.

Once the permission is granted under this Section to install some machinery in a premise, it is also an obligatory to obtain a trade license as laid down under Section 417 (i) before starting the trade. In order to streamline the smooth and orderly growth of industries as per provisions of DMC Act, 1957, the Master Plan of Delhi & Pollution Control Committee, G.N.C.T.D., and as per directions/judgements delivered by the Supreme Court of India, the provisions are implemented in the NCT of Delhi to minimize the nuisance, health hazard and pollution for the orderly industrial growth in the NCT of Delhi. In order to achieve this, certain restrictions are imposed in form of licensing conditions for different categories of licenses.

1.2. Purpose

The purpose of the FL portal is: -

- Transformation of legacy process and afresh development of web application as per the current functional and technical requirements.
- Facilitate citizens with cashless, paperless, and faceless system.
- Advanced GUI of Online registration system can help the citizen to easily apply, renewal, amendment and surrender the factory license.
- Allows preservation of reporting forms in digital mode.
- Process oriented architecture which helps citizen to do easy registration for factory license without visiting MCD department from any internet point.

1.3. Factory License Categories

License Validity Period = One Year and valid up to 31-March of the Financial Year

Sl. No.	Trade Classification
1	Conforming (Industrial) Area
2	DDA/DSIDC/DI Built-up auction/allotted sheds
3	Industries Outside Industrial Area
4	Household Category
5	Local Commercial Category

2. User Manual

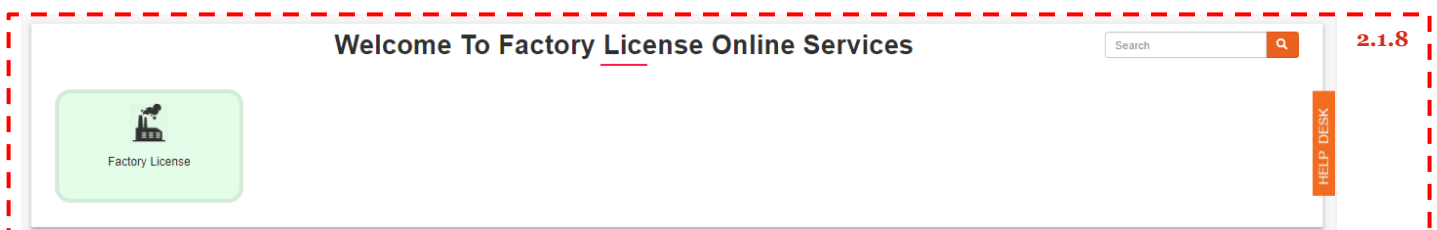
2.1. Citizen Signup/ Login

1. Go to MCD Website through https://mcdonline.nic.in/ftl_edmc and Click on “Citizen Login”
2. If your Mobile number is registered, you can login directly.
3. If your mobile No. is not registered, please “New User Click Here for Signup/ Registration” (at the bottom of the page)



4. Registration page will open, fill mandatory details and then click on Submit button

5. You will be redirected to Citizen Login Page with message “Registered successfully. Now, login with Registered Mobile No:98xxxxxx66”.
6. You can Login in the system through mobile OTP authentication.
7. Citizen can also change mobile number and other details through “Edit Profile” option available under name display at top right corner
8. On successful login, you will be redirected to Online Services Page.



9. Click on “Factory License”, your login account will be opened with previous details of factory registration if any.

10. Important instructions and Guidelines may also be read by the Citizen for self-help.

2.2. Citizen Dashboard

1. Dashboard provides listing of all factory registration records submitted by you alongwith key detail and status.

2.2.1

REGISTERED FACTORY LICENSE DETAILS

S.No	Factory Registration Number	License Number	Request Number	Request Type	Company Status	Applicant Name	Factory/Trade Name	Trade Classification	Industry Type	Applied Date	Request Status	Action
107	20102308108796934	FL23102014	2010230547171017	RENEWAL		MOHAN	INDIAN	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	LABELS/STICKERS	23/10/2020	Request Rejected	+ ACTIONS
108	20102308108796934	FL23102014	201023052509109	NEW		MOHAN	INDIAN	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	LABELS/STICKERS	23/10/2020	License Issued	VIEW
103	20102806105922284	FL29102027	201028110506106	NEW		SECOND	ABC	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	CONTAINERS LIDS	28/10/2020	Request Rejected	+ ACTIONS
70	20110800110388136	FL081120103	2011080337291129	SURRENDER		RAJESH KUMAR NEW	RAJESH PAN MASHALA	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	ELECTRIC LAMP SHADES, FIXTURES	08/11/2020	License Surrendered	+ ACTIONS
72	20110800110388136	FL081120103	2011080307541154	AMENDMENT		RAJESH KUMAR NEW	RAJESH PAN MASHALA	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	ELECTRIC LAMP SHADES, FIXTURES	08/11/2020	License Issued	VIEW
73	20110800110388136	FL081120103	201108022801111	NEW		RAJESH KUMAR	RAJESH PAN MASHALA	DDA/DS/DC/DI BUILT UP AUCTION/ALLOTTED SHEDS	PAN MASALA	08/11/2020	License Issued	VIEW
74	20110800111584015	FL081120102	201108021101111	NEW		NAME OF APPLICANT CONFORMING	A TO Z TRADE	CONFORMING INDUSTRIAL AREA	ASSEMBLY AND REPAIR OF ELECTRONIC GOODS	08/11/2020	Request Under Process	+ ACTIONS
31	20112801111588282		201128093801111	NEW				LOCAL COMMERCIAL CATEGORY	INFORMATION TECHNOLOGY ENABLED SERVICES	28/11/2020	Draft	+ ACTIONS

To Know Important Instructions while filling Factory License

- Preferably, use your Aadhaar linked mobile number for Signup and registration. You will receive SMS on the registered mobile number.
- All applicants must apply for factory license through MCD portal only.
- License Validity Period will be valid up to 31-March of the Current Financial Year.
- Maximum validity of provisional license will be for 90 Days for all categories from date of registration - For all other categories except Household Trade category
 - If Factory's land area is above 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date or FIRE NOC date whichever is lesser,
 - If Factory's area is below 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date
- Fire NOC Document will be non-mandatory in case of Household category and for other categories where Land Area is less than 250 Sq. Mtr.

General Guidelines

Kindly Read SOP and User Manual before start :

- Read SOP
- Read User Manual
- MPD - 2021

Fill all the correct details as per the prescribed form online.

Supporting Documents can be uploaded only in PDF format having maximum file size of 2MB.

Before payment & submission of the form, Check filled-in details.

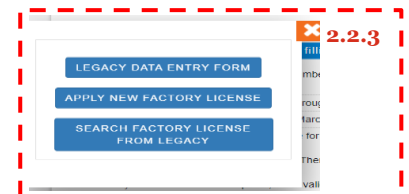
Pay the applicable fees online using Debit/ Credit card etc.

If payment is deducted but payment receipts not generated, then please use "Print Payment Status" action available in "Action".

2.2.2

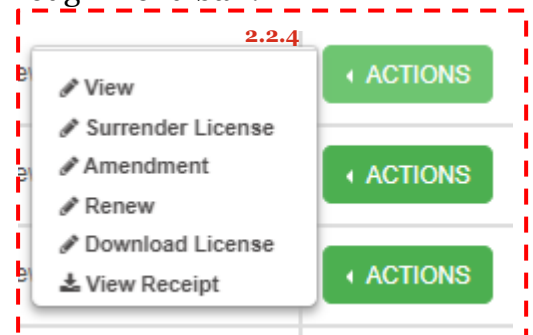
HOUSEHOLD LEGACY DATA ENTRY FORM
APPLY NEW FACTORY LICENSE
SEARCH FACTORY LICENSE FROM LEGACY

2. At the bottom of page, you can avail options for “House Hold Legacy Data Entry Form”, “Apply for New license” and “Search Legacy Record” after reading the Important instructions and General Guidelines



3. “House Hold Legacy Data Entry Form”, “Apply for New license” and “Search Legacy Record” option can also be availed through menu bar .

4. You can access various services using Action button such as Apply for Amendment, Renewal and Surrender based on request status alongwith download Provisional License, download payment receipt and download Final License etc.



2.3. Search Legacy Record

1. Searching can be done using –
 - License Number
 - Or
 - Factory Name

2.3.1 SEARCH FROM OLD DATA

DETAILS OF FACTORY

LICENSE NUMBER *

or

FACTORY NAME *

BACK RESET SUBMIT

- After filling the mandatory details mentioned above (minimum 2 characters are required to search), click on the Submit button.
- If the data is available in respect of the entered searching parameters, it will be reflected.

2.3.3 or

FACTORY NAME *

BACK RESET SUBMIT

FACTORY SEARCH DETAILS

SHOW ENTRIES SEARCH:

Factory/Trade Name *	Applicant Name	License Number	Mobile Number	Registration Date	Action
Amit Singh Visen		120075135			<input type="button" value="ACTIONS"/>
Amit Gupta		120075138			<input type="button" value="ACTIONS"/>

- Click on the Action tab available against the concerned application and relevant options will appear like –Download license, Apply for Amendment, Renewal and Surrender based on License Validity and Request Status details.

2.3.4 **FACTORY SEARCH DETAILS**

SHOW ENTRIES SEARCH:

Factory/Trade Name *	Applicant Name	License Number	Mobile Number	Registration Date	Action
Amit Singh Visen		120075135			<input type="checkbox"/> Renew License <input type="checkbox"/> Amendment <input type="checkbox"/> Surrender License <input type="checkbox"/> Download License <input type="button" value="ACTIONS"/>
Amit Gupta		120075138			<input type="button" value="ACTIONS"/>
M/S SAMITECH ELECTRONICS PVT. LTD		410006888	0000		<input type="button" value="ACTIONS"/>

- You may select and proceed as per the requirements.

Note: Mechanisms for Amendment, Renewal and Surrender have been explained in Sr. No. 3.5, 3.6 and 3.7.

2.4. Apply for New License

Using following steps, you can register to obtain New License:

1. Fill the New License Registration form correctly with all mandatory fields and click on Submit. It will not allow submission unless mandatory items are filled.
2. There are multiple sections available in the New License Registration form i.e., Category and Industry Details, Personal Details, Trade Details, Factory Details, Manufacturing Details, Storage Details and Upload Documents.
3. First section covers Trade category, Industry type and area etc. Industry type is dependent on Trade Category and Industry area only needs to be filled in case of 2 categories i.e., Confirming Industry Area and DDA/DSIDC/DI Built-up auction/allotted sheds.

4. Further, second section covers about personal information such as Name of Trade, Applicant, Photograph, Address, Phone number, Zone, Ward, Floor no. Status of firm, relationship, Authorized Signatory etc.

Note: In case of Local Commercial Category only Ground Floor is allowed for selection.

5. Next section covers information related of Trade in terms of Machinery power consumption

☰ TRADE DETAILS
2.4.5

TRADE FOR WHICH LICENSE IS REQUIRED *

☰ PETROL

REQUIRED MACHINERY/POWER WATTAGE *

Power Watts Requirement	HP	Killo Watts
Electricity *	<input type="text" value="2"/>	<input type="text" value="1.49"/>
Water	<input type="text"/>	<input type="text"/>
CNG / PNG	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="2"/>	<input type="text" value="1.49"/>

(PLEASE ENTER EITHER TRADE GOING TO START OR ALREADY STARTED)

DATE FROM WHICH SITE WAS OCCUPIED BY APPLICANT *

☰

DATE ON WHICH TRADE IS STARTED OR GOING TO START *

☰

Note:

- Total HP of Power Wattage will be less than or equal to 14 in case of Household and Local Commercial category.
- For Conforming category and DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS category, Total HP of Power Wattage will be less than or equal to 20 in case if Total Land Used is between 300 sq ft to 500 sq ft i.e. 27.87 sq. mt to 46.45 sq. mt . There is no HP restriction above 500 sq ft i.e. 46.45 sq. mt.

5. Next sections cover important information about factory details, manufacturing details and machinery details. In case of machinery details, “ADD/ REMOVE” buttons can be used to add more rows or remove extra rows as per requirement.

3.4.6

FACTORY DETAILS

In The Case Of CONFORMING INDUSTRIAL AREA Or DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS, Total Land Used Should Be At Least 27.87 SQ. MT.

TOTAL NUMBER OF EMPLOYEES * TOTAL LAND USED W.R.T. MASTER PLAN (IN SQ.MTRS)(WORKING AREA - 50% OF PLOT AREA) *

LIST OF MACHINERY

[+ ADD NEW ROW](#)

S.No.	Machine Name * <small>(Max length 50 chars)</small>	No. of Machines * <small>(Max length 10 chars)</small>	HP of Each Machine * <small>(Max length 10 chars)</small>	Total HP	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	CLEAR

MANUFACTURING DETAILS

MAIN PROCESS * (MAX LENGTH 255 CHARS)

INDICATE WHETHER THE FACTORY IS INSIDE THE BUILDING OR ADJACENT TO BUILDING, WHICH IS USED FOR RESIDENTIAL PURPOSE

Yes No

DETAILS ABOUT WASTE PRODUCTS COMING OUT OF FACTORY, THEIR QUANTITY AND MEASURES TO CONTROL THEM. * (MAX LENGTH 255 CHARS)

GIVE THE DETAILS OF HEALTH BENEFITS THAT ARE GIVEN TO MALE & FEMALE WORKERS OF THE FACTORY * (MAX LENGTH 255 CHARS)

BUILDING PLAN SANCTION LETTER NO

DATE

SANCTIONING AUTHORITY (MAX LENGTH 255 CHARS)

Note:

- For House Hold Category, the number of employee restriction is up to 09 workers only.
- Total HP of machinery will be less than or equal to Total HP of Power Wattage.
- For all 4 categories Building Plan Sanction Letter No, Date and Sanctioning Authority is non-mandatory.

6. Next sections cover information about trade, DPCC sanction number, sanction date and valid upto date. DPCC validity is also considered validity of Provisional License if it is less than 90 Days from date of registration. Also, this section captures storage information.

Note: By default, provisional license validity will be for 90 Days for all categories from date of registration

- For all 4 categories except Household

1. If Factory's area is above 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date and FIRE NOC date whichever is lesser,
2. If Factory's area is below 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date if it is lesser

☰ PROVIDE THE INFORMATION
2.4.7

<p>FREE SPACE LEFT IN THE PREMISES (IN SQ.MTRS) *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter Free Space Details (in Sq.Mtrs)</div> <p style="color: #c00000; font-size: small;">DPCC Sanction Date Should Be Under Previous Three Years</p> <p>NAME OF THE TRADE *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter Trade Name</div> <p>VALID UP TO *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">01/12/2020</div>	<p>AVAILABLE LAND FOR LOADING, UNLOADING OF LOAD AND VEHICLE PARKING (IN SQ.MTRS) *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter Available Land Details (in Sq.Mtrs)</div> <p>DPCC SANCTION NO *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter DPCC Sanction No</div> <p>HAS EQUIPPED WITH FIRE FIGHTING EQUIPMENT AS PER THE SPECIFICATION OF DELHI FIRE SERVICE *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
	<p>DATE *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select Date</div> <p>FIRE NOC VALID UP TO DATE</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select Date</div>

☰ STORAGE DETAILS

<p>HOW MUCH SPACE IS AVAILABLE TO THE APPLICANT FOR STORING RAW MATERIAL AND ON WHICH FLOOR (IN SQ.MTRS) ? *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter Space Details (in Sq.Mtrs)</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Select Floor</div>
<p>HOW MUCH SPACE IS AVAILABLE TO THE APPLICANT FOR STORING FINISHED GOODS / FINAL PRODUCTS AND ON WHICH FLOOR (IN SQ.MTRS) ? *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Enter Space Details (in Sq.Mtrs)</div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">☰ Select Floor</div>

7. Last section is Document section where all mandatory and required documents need to upload. After uploading all mandatory documents and filling mandatory information, click the confirmation check box and click Submit button to save details and proceed for further Fee Payment. “Save as Draft” can be used to save filled information and submit later on using Edit option available under Action button in Dashboard.

☰ DOCUMENT REQUIRED TO BE SUBMITTED

Note:

A. Enclosures / Attachments Hereby applicant requested to upload self attested copies of all the documents

B. For uploading documents max size should be 2 MB and scan copy should be PDF format only

1. COPY OF ELECTRICITY BILL MENTIONING KW AND PROOF OF START OF TRADE *	Choose File No file chosen *
2. DPCC CONSENT *	Choose File No file chosen *
3. COPY OF ELECTRICITY BILL OF PREVIOUS MONTH *	Choose File No file chosen *
4. AFFIDAVIT AS PRESCRIBED *	Choose File No file chosen *
5. FIRE NOC (IF AREA GREATER THAN 250 SQ. MT)	Choose File No file chosen
6. COPY OF THE LEASE DEED. IF NOT EXECUTED, COPY OF AUCTION LETTER, POSSESSION LETTER, NOC REGARDING TRADE *	Choose File No file chosen *
7. ONE COPY EACH OF BUILDING PLAN, SITE PLAN AND KEY PLAN. *	Choose File No file chosen *
8. ADDITIONAL DOCUMENT	Choose File No file chosen

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

SAVE AS DRAFT

SUBMIT

Cancel

Note: Only PDF files can be uploaded with max. size of 2MB

Note:

1. Fire NOC Document will be non-mandatory in case of Household category and if Land Area is less than 250 in other categories
2. Additional Document is optional and can be uploaded as per requirement

- On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

2.4.9 FEE PAYMENT DETAILS

FACTORY DETAILS

APPLICATION REFERENCE NO. * 210301154054554930	REGISTRATION DATE * 01-03-2021	NAME OF THE FACTORY * ASGDJH
NAME OF THE APPLICANT * HJASDGJH	NAME OF THE FATHER/HUSBAND * HGASJDG	FACTORY ADDRESS * ASDASD

PAYMENT DETAILS

(A) FACTORY LICENCE REGISTRAION FEE(RS.) * 10000.00	(B) PROCESS FEE(RS.) * 500.00	(C) = (A+B) REGISTRATION FEE TOTAL(RS.) * 10500.00
(D) FACTORY LICENSE PERMISSION FEE(RS.) * 1200.00	(E) LICENCE FEE(RS.) * 10000.00	(F)=(D+E) LICENCE TOTAL FEE(RS.) * 11200.00
Unit Charge+ (H.P Rate X Total H.P) (G) = (C+F) TOTAL FEE(RS.) *	(H) ONLINE PAYMENT CONVENIENCE FEE(INCLUSIVE OF SERVICE TAX)(RS.) * 562.83 <small>(*2.5937% of the total amount)</small>	(I) = (G+H) TOTAL AMOUNT TO PAY(RS.) * 22262.83
(J) NET FEE(RS.) * 22262.83	INDUSTRY LICENCE PERIOD * Current FY -20-21	

SUBMIT AND PAY
CANCEL

- After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

2.4.10 Online Payment

*** Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference :	1598106974577
Total Amount :	7

* For ItzCash Card Transaction Fee @2.0% Service Tax Will Be Charged By Payment Gateway Service Provider.
 * For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

Payment Gateway List *

Credit/Debit Card Payment Gateways

AXIS BANK

ICICI Bank

Pay Now

- Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS. All the request will be assigned to Factory Inspector at first level for verification.

View

ACTIONS

View Payment Receipt

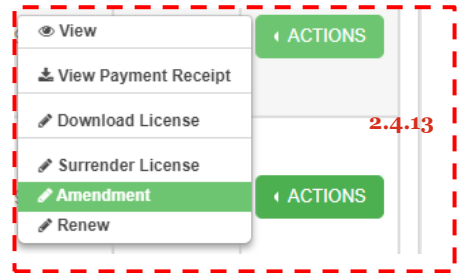
2.4.12

Note: In case your payment has been deducted but payment receipt is not available then then use “Verify Payment Status” option after 15 min.

- While application is under progress, you can download Payment receipt and Provisional License from Action button available in citizen Dashboard

Note: For Category Industry type (Group F), Provisional License will not be issued.

12. If application is approved, license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Amendment, Renewal and Surrender.



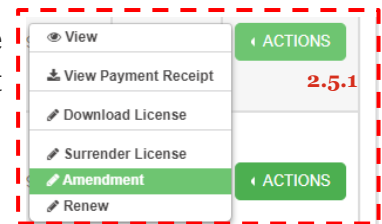
13. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

14. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval as per deficiency remarks given in deficiency letter.

2.5. Apply for Amendment

Note: Amendment can only be done if License is Valid.

1. If License is valid, Amendment option will be available to the citizen in the dashboard under the Action tab available against the approved application.



2. Amendment Form will open on selection of Amendment option with all the allowed fields in editable mode.

3. Category cannot be changed but industry type can be changed. Also, Personal details such as name of Trade/ Applicant/ Applicant Father’s or Husband’s and photograph can also be changed.

2.5.3
APPLICATION FORM FOR AMENDMENT LICENSE

(Fields marked * are mandatory)

SELECT THE CATEGORY * CONFORMING INDUSTRIAL AREA

LICENSE NUMBER * SFL1202100570

INDUSTRIAL AREA AND TYPE

INDUSTRIAL TYPE * ALUMINIUM PRODUCTS

INDUSTRY AREA * OKHLA INDUSTRIAL AREA PHASE-I

PERSONAL DETAILS

<p>NAME OF THE TRADE/FACORY * TEST</p>	<p>NAME OF THE APPLICANT * NNN</p>	<p>NAME OF APPLICANT'S FATHER/HUSBAND NAME * KKKK</p>
<p>UPLOAD YOUR PHOTOGRAPH (IN JPEG/JPG FORMAT) *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input type="text" value="Choose file"/> No file chosen </div>	<p>RESIDENTIAL ADDRESS * ASDASD</p>	<p>RESIDENTIAL ADDRESS PIN CODE * 333333</p>

4. Power consumption details can also be changed

TRADE DETAILS 2.5.4

TRADE FOR WHICH LICENSE IS REQUIRED *

ASSEMBLY AND REPAIR OF ELECTRICAL GADGETS

REQUIRED MACHINERY/POWER WATTAGE *

Power Watts Requirements	HP	Killo Watts
Electricity *	<input type="text" value="2"/>	<input type="text" value="1.491"/>
Water	<input type="text" value="2"/>	<input type="text" value="1.491"/>
CNG / PNG	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="4"/>	<input type="text" value="3"/>

5. Upload required documents, click the declaration and Click Amendment License Button

DOCUMENT REQUIRED TO BE SUBMITTED 2.5.5

Note:

A. Enclosures / Attachments Hereby applicant requested to upload self attested copies of all the documents

B. For uploading documents max size should be 2 MB and scan copy should be only PDF format

1. UNDERTAKING ON COMPANY LETTER HEAD. *
2. CONSTITUTION OF FIRM/INCORPORATION CERTIFICATE IN CASE OF PUBLIC OR PRIVATE LIMITED COMPANY.(FOR CHANGE OF CONSTITUTION OF FIRM) *
3. NOC/AUTHORITY IN FAVOR OF APPLICANT (FOR CHANGE OF NAME DIRECTOR/PARTNER) . *
4. CONSENT FROM DPCC, IF ANY, AS PER NORMS LAID DOWN FOR THE APPLIED INDUSTRY. (REQUIRED FOR ALL PURPOSES AND FOR CHANGE OF TRADE) *
5. DETAILS OF PROPOSED MACHINERY WITH H.P. RATING.(FOR CHANGE IN POWER LOAD). *
6. ADDITIONAL DOCUMENT

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

No file chosen *
 No file chosen *
 No file chosen *
 No file chosen *
 No file chosen *
 No file chosen *

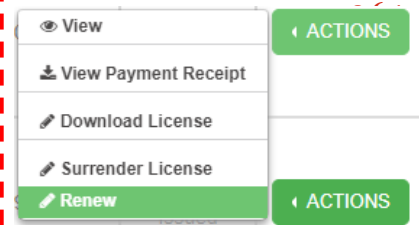
6. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button. (Similar to 3.4.9)
7. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc. (Similar to 3.4.10)
8. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.
9. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard
10. If application is approved, amended license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Renewal and Surrender.
11. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

- Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval.

2.6. Apply for Renewal

Note: Renewal can be applied on expiry of License.

- If License is expired, Renewal option will be available to the citizen in the dashboard under the Action tab available against the approved application.
- Renewal Form will open on selection of Renewal option with all the allowed fields in editable mode.
- To renew the license, DPCC Sanction no., Date and Valid upto could be changed before submit request



2.6.3

PROVIDE THE INFORMATION

FREE SPACE LEFT IN THE PREMISES (IN SQ.MTRS) * AVAILABLE LAND FOR LOADING, UNLOADING OF LOAD AND VEHICLE PARKING (IN SQ.MTRS) *

No And Date Of Sanction Letter From Delhi Pollution Control Committee For Carrying Out Trade

NAME OF THE TRADE * DPCC SANCTION NO * DATE *

VALID UP TO * HAS EQUIPPED WITH FIRE FIGHTING EQUIPMENT AS PER THE SPECIFICATION OF DELHI FIRE SERVICE *

Yes

- Upload required documents, click the declaration and Click Renewal License Button

2.6.4

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

- On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button. (Similar to 3.4.9)
- After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc. (Similar to 3.4.10)
- Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.
- While application is under progress, you can download Payment receipt from Action

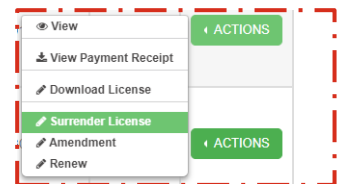
button available in citizen Dashboard

9. If application is approved, Renewal license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Amendment and Surrender.
10. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.
11. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval.

2.7. Apply for Surrender

Note: Surrender can be applied on Valid License.

1. If License is valid, surrender option will be available to the citizen in the dashboard under the Action tab available against the approved application.



2. Surrender Form will open on selection of Surrender option.
3. To surrender the license, click the declaration and Amendment License Button

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

2.7.3

SURRENDER LICENSE
CANCEL

4. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button. (Similar to 3.4.9)
5. After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc. (Similar to 3.4.10)
6. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.
7. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard
8. If application is approved, surrender receipt will be available for download to the citizen in the dashboard under the Action tab available against the submitted application
9. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.
10. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval.

2.8. Submit Deficiency

1. If any deficiency is raised on request, click on “View Deficiency” under Action tab in Dashboard.



2. Deficiency form will open, check for Deficiency remarks in deficiency letter where deficient documents will be mentioned.

2.8.2

APPLICATION FORM FOR RECTIFICATION OF DEFICIENCY DURING INSPECTION

(Fields Marked * Are Mandatory)

DEFICIENCY DETAILS FOUND DURING INSPECTION OF DOCUMENTS

DEFICIENCY INSPECTION REMARKS *

doc

DOCUMENT RECEIVED FROM INSPECTION *

[Download Deficiency Inspection Document](#)

SELECT THE CATEGORY *

DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS

INDUSTRIAL AREA AND TYPE

INDUSTRIAL TYPE *

PAN MASALA

INDUSTRY AREA *

HASTSAL POCKET-A

3. Re-upload deficient documents and submit.

2.8.3

DEFICIENCY RECTIFICATION REMARKS *

Enter Deficiency Rectification Remarks

DOCUMENT REQUIRED TO BE SUBMITTED

Note:

A. Enclosures / Attachments Hereby applicant requested to upload self attested copies of all the documents

B. For uploading documents max size should be 2 MB and scan copy should be PDF format

1. AFFIDAVIT TO THE EFFECT THAT THE BUILDING HAS BEEN CONSTRUCTED AS PER SANCTIONED PLAN * Choose File No file chosen [View File](#)
2. A COPY EACH OF THE SANCTIONED BUILDING PLANS AND A COPY OF SANCTIONS LETTER * Choose File No file chosen [View File](#)
3. CONTITUITION OF FIRM, IF ANY. IN CASE OF PUBLIC OR PRIVATE LIMITED COMPANY. * Choose File No file chosen [View File](#)
4. DETAILS OF PROPOSED MACHINERY WITH H.P. RATING * Choose File No file chosen [View File](#)
5. DPCC CONSENT * Choose File No file chosen [View File](#)
6. FIRE NOC (IF AREA GREATER THAN 250 SQ. MT) * Choose File No file chosen [View File](#)
7. PROOF OF OWNERSHIP FOR LEASE HOLD PLOTS BY DDA, DSIDC, DELHI GOVT., AND ANY OTHER GOVT AGENCY I.E, COPY OF LEASE DEED. IN CASE THE LEASE DEED HAS NOT BEEN EXECUTED , A COPY OF ACTION LETTER/ ALLOCATE LETTER/ POSSESSION LETTER. IN CASE OF FREEHOLD PROPERTY , COPY OF CONVEYANCE DEED IS TO BE SUBMITTED. * Choose File No file chosen [View File](#)
8. ADDITIONAL DOCUMENT Choose File No file chosen [View File](#)

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

SUBMIT
CANCEL

2.9. Check Rejection Remarks

1. If request is rejected, then check Rejection letter (Document received from inspection) to view rejection remarks.

2.9.1	
SOUTH DELHI MUNICIPAL CORPORATION	
Dr. SPM CIVIC CENTER	
J.L. NEHRU MARG NEW DELHI -02	
Ref No:	FL - 1606461278166
Dated:	27-11-2020
DEFICIENCY LETTER	
To,	
GHFJG55555555555555555555	
Sub: Deficiency Letter	
Dear Sir/Madam,	
Your Application 2011271243271127 for Factory License Registration is deficient due to following reasons :	
doc	
Please resubmit the following documents to clear deficiency mentioned as under :	
A COPY EACH OF THE SANCTIONED BUILDING PLANS AND A COPY OF SANCTIONS LETTER	✓
You are requested to remove above deficiencies within a period of 30 days from the date of issue of this letter, otherwise your case will be treated as closed.	
Your's faithfully, Fd Test Factory Inspector ADDITIONAL INSPECTOR GENERAL	

3. *Factory License Fees and Charges*

3.1. *EDMC Fee Chart while issuance of New License*

Total Amount = Registration fee + Processing fee + Factory License fee + Permission fee

1. **Permission fee** = Unit charge + (HP rate x Total HP)

*In case of Household – Permission fee is fixed as 0.00/-

2. **Registration fee (Rs)** -

- a. Upto 5 H.P = 2000.00/-
- b. 6 to 15 H.P = 4000.00/-
- c. 16 to 50 H.P = 10000.00/-
- d. ABOVE 50 H.P = 15000.00/-

*In case of Household – Registration fee is fixed as 0.00/-

3. **License fee (Rs)** -

- a. Upto 5 H.P = 4000.00/-
- b. 6 to 15 H.P = 5000.00/-
- c. 16 to 50 H.P = 10000.00/-
- d. Above 50 H.P = 15000.00/-

* In case of Household: License fee for 1 Year is fixed as 5000.00/-

License fee for 3 Year is fixed as 10000.00/-

4. **Processing fee (Rs)** = 500.00/-

*In case of Household – Processing fee is fixed as 1000.00/-

5. **Unit Charge (Rs)** = 1000.00/-

*In case of Household – Unit Charge is fixed as 0.00/-

6. **Per H.P (Rs)** = 10.00/-

*In case of Household – Per H.P is fixed as 0.00/-

7. **Convenience Fee (Rs)** = 2.5937% of the Total Amount

3.2. *Charges associated while Renewal of License*

1. **Renewal in grace period i.e. April every year**

➤ **Total Amount = Permission Fee + Processing Fee + Transaction Fee + Convenience Fee**

- a. License Fee = H.P. rate × Total H.P.
- b. Permission Fee = Unit Charge + License Fee
- c. Processing Fee = 50% of License Fee
- d. Transaction Fee = 10 (Fixed)

*In case of Household:

Total Amount = License Fee + Transaction Fee + Convenience Fee

- a. License Fee = 5000.00/- for 1 year or 10000.00/- for 3 year

b. Transaction Fee = 10 (Fixed)

2. Renewal after April and prior to ending of current financial year.

➤ **Total Amount = Permission Fee + Processing Fee + Transaction Fee + Late fee + Convenience Fee**

- a. License Fee = H.P. rate × Total H.P.
- b. Permission Fee = Unit Charge + License Fee
- c. Processing Fee = 50% of License Fee
- d. Late fee = 10% of License fee per month
- e. Transaction Fee = 10 (Fixed)

*In case of Household:

Total Amount = License Fee + Transaction Fee + Late fee + Convenience Fee

- a. License Fee = 5000.00/- for 1 year or 10000.00/- for 3 year
- b. Late fee = 10% of License fee per month
- c. Transaction Fee = 10 (Fixed)

3. Renewal after One year

➤ **Total Amount = Permission Fee + Processing Fee + Transaction Fee + Late fee + Arrear + Convenience Fee**

- a. License Fee = H.P. rate × Total H.P.
- b. Permission Fee = Unit Charge + License Fee
- c. Processing Fee = 50% of License Fee
- d. Late fee = 10% of License fee per month
- e. Transaction Fee = 10 (Fixed)
- f. Arrear = License fee X 2

*In case of Household:

Total Amount = License Fee + Transaction Fee + Late fee + Arrear + Convenience Fee

- a. License Fee = 5000.00/- for 1 year or 10000.00/- for 3 year
- b. Late fee = 10% of License fee per month
- c. Transaction Fee = 10 (Fixed)
- d. Arrear = 10000 (5000 License fee X 2.) for 1 year
= 30000 (10000 License fee X 2.) for 3 year

* **Convenience Fee** (Rs) will be charged as 2.5937% of the Total Amount

3.3. Charges associated while Amendments of License

1. **Application/Processing Fees** – Rs.550-00 + 2.5937% of the total amount towards Online Payment Convenience Fee will be collected at the time of Submission of Application Form for Amendment of Factory License
2. **Registration Charges** – NIL
3. **Amendment Fee** – will be decided by EDMC officials depending on the Type of Amendment at the time of approval of the application.

3.4. Charges associated while Surrender of License

Application/Processing Fees Rs.550-00 + 2.5937% of the total amount) towards Online Payment Convenience Fee will be collected at the time of Submission of Application Form for Surrender of Factory License

4. Factory License Documents Required

4.1. Documents are to be Submitted for Issuance of New Factory License

The following documents should be accompanied with the application form for obtaining a factory license:

Conforming (Industrial) Area	DDA/DSIDC/DI Built-up auction/allotted sheds	Industries Outside Industrial Area	Household Category	Local Commercial Category
<ol style="list-style-type: none"> Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required). Company details i.e., certificate of incorporation/MOU, authority letter in name of applicant/NOC of partner with partnership deed. Building plan or sanction letters i.e. Form C & D. Self-undertaking/Self declaration on letter head (No affidavit required) Additional/Optional documents, if any. DPCC consent. Fire NOC (If premises come under purview above 250 sqm). 	<ol style="list-style-type: none"> Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required). Company details i.e., certificate of incorporation/MOU, authority letter in name of applicant/NOC of partner with partnership deed. Building plan or sanction letters i.e. Form C & D. Self-undertaking/Self declaration on letter head (No affidavit required) Additional/Optional documents, if any. DPCC consent. Fire NOC (If premises come under purview above 250 sqm). 	<ol style="list-style-type: none"> Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required). Company details i.e., certificate of incorporation/MOU, authority letter in name of applicant/NOC of partner with partnership deed. Self-undertaking /Self declaration on letter head (No affidavit required) Key plan/Site plan. Additional/Optional documents, if any. DPCC consent. Fire NOC (If premises come under purview above 250 sqm). 	<ol style="list-style-type: none"> Ownership/registered occupancy proof /lease deed alongwith NOC of owner Details applicant i.e. Photo ID proof. Copy of electricity bill & Site plan/key plan. Self-undertaking /Self declaration on letter head (No affidavit required) Additional/Optional documents, if any. DPCC consent. (Not required being A category non-polluting trade) 	<ol style="list-style-type: none"> Ownership/registered occupancy proof /lease deed alongwith NOC of owner Copy of electricity bill Sanctioned building plan & site plan/key plan. Self-undertaking /Self-declaration on letter head (No affidavit required) DPCC consent Certificate of safety of explosives. Fire NOC (If premises come under purview above 250 sqm).

4.2. Documents are to be Submitted for Renewal of Factory License

- ✓ DPCC
- ✓ Fire NOC (If area greater than 250 Sq. Mt)

4.3. Documents are to be Submitted for Amendments of Factory License

- ✓ Constitution of firm/Incorporation certificate in case of public or private limited company. (for Change of constitution of firm)
- ✓ NOC/Authority in favor of applicant (for change of name of director/partner).
- ✓ Details of proposed machinery with H.P. rating. (For change in power load).
- ✓ Undertaking on company letter head.
- ✓ Consent from DPCC, If any, as per norms laid down for the applied industry (Required for all purposes and for change of trade)
- ✓ Additional Undertaking/indemnity Bond/affidavit as prescribed for clusters of industrial concentration earmarked for redevelopment into conforming industrial areas as per MPD-2021

4.4. Documents are to be Submitted for Surrender of Factory License

- ✓ UID
- ✓ Undertaking