



Complete Factory License Renewal Checklist

Prepared by: Bhargava Building Atelier Pvt Ltd (BBAPL)

Authority: MP Labour Department

Portal: factory.mponline.gov.in

Last Updated: December 2025

About BBAPL

Bhargava Building Atelier Pvt Ltd is a trusted name in industrial and architectural solutions with **40+ years of proven expertise**. We specialize in:

- ✓ **Architecture & Design** - Industrial facility planning and layout optimization
- ✓ **Interior Design** - Functional and compliant workspace design
- ✓ **Structural Engineering** - Safe and durable factory structures
- ✓ **MEP Systems** - Mechanical, Electrical, and Plumbing integration
- ✓ **HVAC Solutions** - Climate control for manufacturing environments
- ✓ **Fire Safety** - Compliance with safety regulations and standards
- ✓ **Material Testing** - Quality assurance and certification support

We serve: Commercial projects, Industrial facilities, Government institutions across India

Expert Support: BBAPL is here to support you through your **Factory License Renewal process** with compliance expertise and regulatory guidance.

1. Pre-Renewal Preparation

1.1 Check Renewal Deadline

- Current license expiry date noted
- Renewal deadline calculated (minimum 30 days before expiry)
- Backup reminder set (60 days before expiry)
- No late renewal penalties risk identified

1.2 Gather Existing Documentation

- Original factory license copy located and verified
- Previous license renewal records archived
- All historical compliance documents organized
- Certificate of occupancy/ownership confirmed

1.3 Factory Information Verification

- Factory name verified as per original license
 - Factory address confirmed (exact as per registration)
 - Factory registration number confirmed
 - Occupier details current and accurate
 - Manager/CEO details updated (if changed)
-

2. Documents Required for Renewal

2.1 License & Application Forms

- **Original Factory License** - for endorsement of renewal
- **Copy of Previous Factory License** - for reference
- **Form No. 2** - duly filled in all aspects, signed by occupier
 - Form downloaded from official portal
 - All fields completed accurately
 - Signature of proprietor/partner/director obtained
 - Digital copy prepared

2.2 Factory Details & Specifications

- **Process Flow Chart** - current manufacturing process diagram
 - Updated if process has changed
 - Clear representation of production steps
 - Signed by occupier
- **Process Description** - detailed written description
 - Raw materials listed
 - Manufacturing steps explained
 - Finished goods specified
- **List of Raw Materials & Finished Goods**
 - All materials documented
 - Quantities/categories specified

2.3 Occupier & Manager Identification

- **Occupier Photo ID & Residence Proof**
 - Valid photo ID copy (Passport/Aadhaar/Voter ID/PAN)
 - Residence proof (Electricity bill/Water bill/Rental deed)
 - Dated within last 6 months
- **Manager/CEO Photo ID & Residence Proof**
 - Valid photo ID copy
 - Residence proof
 - Current contact details

2.4 Property Ownership/Lease Documentation

- **Proof of Premises Ownership/Possession** (select applicable):
 - **If Owned:** 7/12 Extract (Satbara) from revenue office + Tax receipt
 - **If Rented:** Notarized rental deed + recent rental receipt
 - **If Leased:** Leasehold agreement + ownership proof
 - **If MIDC/Industrial Park:** Allotment letter from MIDC/Industrial Development Board

2.5 Electrical & Infrastructure Details

- **Electricity Bill** - proof of installed HP/capacity
 - Recent (within last 3 months)
 - Shows installed load/sanctioned load
 - Consumer number visible
- **Updated Electricity Capacity** - if load increased
- **Generator/Backup Power Details** - if applicable

2.6 Company-Specific Documents (if applicable)

- **Memorandum of Association (MOA)** - for Private/Public Limited Companies
 - Certified copy obtained
 - Latest amendments included
- **List of Directors** - with residential addresses
 - Certified by Company Secretary
 - Current as per MCA records
- **Board Resolution** - authorizing the renewal application

2.7 Additional Identity & Signature Verification

- **Recent Passport-Size Photograph** - of occupier (2 copies)
 - Colored, high resolution
 - Recent (within 6 months)
 - **Signature Samples** - of authorized signatories
 - On application form
 - On each supporting document
-

3. Fee Calculation & Payment

3.1 Fee Assessment

- **Number of workers determined**
 - 10-20 workers: ₹1,000–₹3,000
 - 50-100 workers: ₹5,000–₹15,000
 - Larger setups with power: ₹15,000–₹40,000+
- **Hazard classification confirmed** (hazardous vs. non-hazardous)
- **Final renewal fee amount calculated**

3.2 Payment Preparation

- Payment mode selected (online gateway/treasury challan)
 - **Treasury Challan** prepared (if offline payment required)
 - Filled with factory details
 - Amount entered correctly
 - Bank receipt retained
 - **Online Payment Gateway** link saved
 - Payment receipt saved/printed for records
-

4. Online Portal Submission (factory.mponline.gov.in)

4.1 Portal Account & Login

- MPOne portal account active
- Login credentials verified
- 2-factor authentication set up (if required)
- Account profile updated

4.2 Application Submission Steps

- Logged into MPOne portal successfully
- Clicked "Renewal Options" on dashboard
- Selected "Apply for Renewal" from options list
- Factory registration number entered correctly
- Renewal period selected (1-year / 5-year / 10-year)

4.3 Form Filling & Data Entry

- Form No. 2 details entered in online system
- All mandatory fields completed (*marked fields*)
- Factory name & address verified letter-by-letter
- Number of workers updated
- Land area details entered
- Manufacturing process brief uploaded
- Occupier details confirmed
- Manager/CEO details updated
- Contact phone number & email verified

4.4 Document Upload

- All scanned documents uploaded in correct format (PDF preferred)
 - File size within portal limits (<5MB each)
 - Document quality clear and readable
 - **Upload Checklist:**
 - Form No. 2 (signed)
 - Process flow chart
 - Process description
 - Raw materials & finished goods list
 - Occupier ID & residence proof
 - Manager ID & residence proof
 - Property ownership/lease documents
 - Electricity bill
 - Company documents (if applicable)
 - MOA & Directors list (if applicable)
 - Photographs of occupier
-

5. Payment & Verification

5.1 Online Payment

- Payment gateway accessed through portal
- Renewal fee amount confirmed
- Payment method selected (credit card/debit card/net banking/UPI)
- Payment transaction completed
- Payment confirmation receipt downloaded & printed
- Transaction reference number noted

5.2 Application Status Tracking

- Application reference number noted
 - Application status tracking link saved
 - Email confirmation receipt received
 - Portal dashboard shows "Application Submitted"
-

6. Post-Submission & Scrutiny

6.1 Authority Scrutiny Process

- Scrutiny timeline understood (7 days for non-hazardous, up to 60 days overall)
- Expected timeline for renewal marked in calendar
- Status monitored regularly on portal

6.2 Possible Query/Deficiency Response

- Portal monitored for department queries daily
- Email inbox checked for deficiency notices
- If deficiency raised: Documents revised within 7-10 days
- Revised documents uploaded immediately
- Response submitted with original query reference

6.3 Inspection (if required)

- Factory site ready for inspection (if called)
 - Safety compliance documents compiled
 - Staff briefed on inspection requirements
 - Contact person designated for inspector
-

7. Final Approval & License Issuance

7.1 License Approval Notification

- Email confirmation received from Labour Department
- Approval letter downloaded & printed
- New license number noted
- License validity period confirmed

7.2 License Collection/Download

- New renewed license downloaded from portal (if digital)
- Physical license collected from department office (if required)
- License details verified:
 - Factory name correct
 - Address matches
 - License number new & correct
 - Validity dates correct
 - Manager/occupier names accurate

7.3 Documentation & Archival

- Renewed license scanned & backed up (digital copy)
 - Physical license filed safely
 - All approval documents organized in folder
 - Renewal records added to compliance file
 - Copy shared with relevant departments (Finance/HR/Legal)
-

8. Compliance & Ongoing Management

8.1 Post-Renewal Compliance

- All employees notified of renewed license
- Renewed license displayed prominently in factory
- Certificate/license details updated in company records
- Information updated on company website (if applicable)

8.2 Ongoing Maintenance During License Period

- Any changes to occupier/manager reported within 30 days
- Changes to manufacturing process documented & submitted
- New equipment additions reported
- Increase in workforce notified
- Safety compliance maintained throughout period

8.3 Next Renewal Planning

- Renewal expiry date marked in calendar
 - 90-day pre-renewal reminder set
 - 60-day preparation timeline established
 - Document gathering process planned for next cycle
-

9. Common Issues & Solutions

Issue	Solution
Deficiency Notice Received	Review notice carefully, gather required docs within deadline, upload immediately with reference number
Payment Failed	Verify amount, try alternate payment method, screenshot error, contact MPOnline support with transaction ID
Delayed Processing	Check status on portal, follow up with local Labour Department office, escalate if beyond 60 days
Document Rejected	Re-scan in clear format (PDF), ensure all pages included, check file size, resubmit with revised version
Address Mismatch	Verify address in current documents, submit corrected documents with explanation, update records
Manager/Occupier Changed	Submit affidavit with new details, provide ID & residence proof for new person, update occupier details
Calculation Error	Recalculate worker count, review fee structure, submit corrected amount, contact department for adjustment

10. Contact & Support Resources

MP Labour Department Contacts

- **Portal:** factory.mponline.gov.in
- **MPOnline Customer Care:** 0755-4019400
- **Hours:** 8:30 AM - 10:00 PM (all days)
- **Email:** Check MPOne portal for department-specific email

Processing Timeline

- **Non-Hazardous Factory:** 7 days (if all documents correct)
- **Hazardous Factory:** Up to 60 days (as per RTS notification)
- **Deficiency Response Window:** 7-10 days (after notice)

Important Notes

- ✓ All documents must be signed by occupier (proprietor/partner/director)
- ✓ Keep digital copies of all submissions for future reference
- ✓ Renew before expiry to avoid closure/fines
- ✓ Update occupier details immediately if changed
- ✓ Maintain safety compliance throughout license period
- ✓ Keep license displayed visibly at factory premises

11. Renewal Timeline Tracker

Activity	Planned Date	Actual Date	Status
Review current license expiry			
Gather all documents			
Fill Form No. 2			
Create process flow chart			
Calculate renewal fee			
Submit application online			
Pay renewal fee			
Monitor scrutiny progress			
Address deficiencies (if any)			
Receive approval notification			
Download/collect new license			
Update company records			

12. Checklist Completion Status

Overall Checklist Completion: _____ %

Sections Completed:

- 1. Pre-Renewal Preparation
- 2. Documents Required for Renewal
- 3. Fee Calculation & Payment
- 4. Online Portal Submission
- 5. Payment & Verification
- 6. Post-Submission & Scrutiny
- 7. Final Approval & License Issuance
- 8. Compliance & Ongoing Management
- 9. Common Issues & Solutions
- 10. Contact & Support Resources
- 11. Renewal Timeline Tracker

Prepared By: Bhargava Building Atelier Pvt Ltd (BBAPL)

Date: _____

About This Document

Document Version: 2.0

Last Updated: December 2025

Jurisdiction: Madhya Pradesh, India

Reference: Factories Act, 1948 & MP Labour Department Guidelines

Prepared By: BBAPL Compliance Team

This comprehensive checklist is prepared based on current MP Labour Department guidelines and factory license renewal procedures. Our expert team at **Bhargava Building Atelier Pvt Ltd** has compiled this based on 40+ years of industry experience.

For latest updates:

- Visit: factory.mponline.gov.in
 - Contact MPOnline support: 0755-4019400
 - Reach out to BBAPL: We offer expert guidance on factory license renewal and compliance matters
-

Connect with BBAPL

Bhargava Building Atelier Pvt Ltd

Your trusted partner for industrial compliance, design, and construction solutions

For assistance with factory license renewal, structural compliance, safety certifications, and MEP systems, connect with our expert team.

This checklist is prepared with care by BBAPL's compliance and regulatory experts. We are committed to helping industries succeed through proper regulatory compliance and best practices.