

## INSTRUCTIONS TO FILL UP THE COMMON APPLICATION FORM FOR CLEARANCES / APPROVALS / SERVICES FOR OPERATION OF AN INDUSTRIAL UNIT

The following procedure is laid down in regard to receipt of applications in Common Application Form both by State Level and District Level Nodal Agencies and in extending prompt service to the entrepreneur in obtaining clearances / approvals required for operation.

### 1. General Instructions

- i) Information sought for in the Common Application Form (CAF) - II, Part A should be filled in, leaving no para blank except the parts which are not applicable.
- ii) Required No. of copies of the filled in Common Application Form can be taken by Photo Copying (Xerox) but signature should be affixed on each copy in ink. Please ensure legibility and use only A4 size paper for xerox.
- iii) Name of the industrial undertaking mentioned in the application should invariably tally with that mentioned in the Provisional SSI Registration / IEM / EOU / LOI

### 2. Service Charges

The entrepreneur availing the services of State Level and District Level Nodal Agencies through Common Application Form II and other services will be required to pay a service charge as indicated below :

- |   |            |
|---|------------|
| i) Entrepreneurs setting up Small Scale Industries<br>up to Rs.1.00 Crore                           | Rs. 500/-  |
| ii) Entrepreneurs setting up Large and Medium Industries<br>up to a project cost of Rs. 5.00 Crores | Rs. 2500/- |
| iii) Entrepreneurs setting up Large Industries having<br>Project cost of more than Rs. 5.00 Crores  | Rs. 5000/- |

These service charges have to be paid by the entrepreneurs while submitting the Common Application Form by way of a Demand Draft in favour of the Commissioner of Industries, payable at Hyderabad.

**Note :** These service charges also covers the approvals/clearances covered under Part A & Part B of Form II for Operation.

### 3. Fee structure for different approval / Clearances

S.No.	Name of the Clearance / Approval	Amount of Fee	Mode of Payment
1.	Registration and Licence under Factories Act	As per Annexure - A	Demand Draft in favour of Commissioner of Industries / General Manager, District Industries Centre.
2.	Registration under Boilers Act	As per Annexure - B	Demand Draft in favour of Commissioner of Industries / General Manager, District Industries Centre.
3.	Import and Storage of Petroleum / Diesel / Naptha	a) Naptha Storage Rs 500/- c) Storage of HSD / LDO above 25000 Lts. Rs. 1000/-	Demand Draft in favour of Commissioner of Industries / General Manager, District Industries Centre

## ANNEXURE A

G.O. Ms.No. 59, Labour, Employment, Training, Factories (Lab II) Department Dt. 08.09.2001

Quantity of Max. H.P/KW Installed	Maximum Number of Perons to be employed on Any Day during the year													
	9	20	50	100	150	250	500	1000	1500	2000	3000	5000	10000	Above 10000
	AMOUNT OF ANNUAL LICENCE FEE TO BE PAID IN RUPEES													
Nil	200	400	700	1400	1800	2400	3000	4500	—	—	—	—	—	—
20/15	400	700	1400	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000
50/37	600	1400	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000
100/75	1200	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000
150/112	1600	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000
250/188	2000	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000
500/373	2400	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000
1000/746	—	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000
1500/1119	—	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000
2000/1492	—	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000
3000/2238	—	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000	75000
5000/3730	—	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000	75000	100000
10000/7460	—	21000	23000	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000
20000/14920	—	23000	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000	175000
Above 20000/14920	—	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000	175000	250000

- NOTE :**
- 1) This Schedule of Liscence fee / Renewal fee shall come into force from the licensing year 2001. Those who have already paid the licence fee for the year 2001 and beyond shall pay the difference of licence fee as per this schedule.
  - 2) For deposits of difference of fee between the old and revised rates in respect of the year 2001 and beyond, the specified time for the purpose of the rule 4,5 and 6 shall be on or before the expiry of two months from the date of publication of the schedule under the rule 6 of the A.P. Factories rules in the official Gazette.
  - 3) In Case of Payment of difference of licence fee after expiry of two months from the date of publication of the above schedule in the official Gazette, a simple interest @ 2% per month or part of the month shall be payable on the difference of the fee not paid.
  - 4) Other Factories not notified under Section 85 (I) having power and less than 10 workers and non power factories with less than 20 workers need not pay licence fee.

## ANNEXURE B

### A. BOILER REGISTRATION FEE

With effect From 21.7.1999	Regulation No. 385 Rs.
For Boiler rating not exceeding 10 Square Metres	600-00
For Boiler rating exceeding 10 Sq.M. but not exceeding 30 Sq.M.	800-00
For Boiler rating exceeding 30 Sq.M. but not exceeding 50 Sq.M.	900-00
For Boiler rating exceeding 50 Sq.M. but not exceeding 70 Sq.M.	1100-00
For Boiler rating exceeding 70 Sq.M. but not exceeding 90 Sq.M.	1300-00
For Boiler rating exceeding 90 Sq.M. but not exceeding 110 Sq.M.	1500-00
For Boiler rating exceeding 110 Sq.M. but not exceeding 200Sq.M.	1700-00
For Boiler rating exceeding 200 Sq.M. but not exceeding 400 Sq.M.	1900-00
For Boiler rating exceeding 400 Sq.M. but not exceeding 600 Sq.M.	2200-00
For Boiler rating exceeding 600 Sq.M. but not exceeding 800 Sq.M.	2400-00
For Boiler rating exceeding 800 Sq.M. but not exceeding 1000 Sq.M.	2700-00
For Boiler rating exceeding 1000 Sq.M. but not exceeding 1200 Sq.M.	3200-00
For Boiler rating exceeding 1200 Sq.M. but not exceeding 1400 Sq.M.	3600-00
For Boiler rating exceeding 1400 Sq.M. but not exceeding 1600 Sq.M.	4200-00
For Boiler rating exceeding 1600 Sq.M. but not exceeding 1800 Sq.M.	4500-00
For Boiler rating exceeding 1800 Sq.M. but not exceeding 2000 Sq.M.	5000-00
For Boiler rating exceeding 2000 Sq.M. but not exceeding 2200 Sq.M.	5400-00
For Boiler rating exceeding 2200 Sq.M. but not exceeding 2400 Sq.M.	6000-00
For Boiler rating exceeding 2400 Sq.M. but not exceeding 2600 Sq.M.	3600-00
For Boiler rating exceeding 2600 Sq.M. but not exceeding 2800 Sq.M.	6800-00
For Boiler rating exceeding 2800 Sq.M. but not exceeding 3000 Sq.M.	7200-00

Above 3000 Sq.M. for every 200 Sq.M. or part thereof ..... and additional fee of Rs. 200/-

No.

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## ACKNOWLEDGEMENT

Received application No. \_\_\_\_\_ from M/s. \_\_\_\_\_

\_\_\_\_\_ in complete shape on \_\_\_\_\_

\_\_\_\_\_ for obtaining following clearances for operation.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Place :

Authorised Representative of

Nodal Agency

Date :

District Committee / State Committee

No.

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Date :

District Committee / State Committee

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## DECLARATION OF SELF CERTIFICATION TO BE FILED ALONG WITH COMMON APPLICATION FORM

(Under rule 13 of Act No. 17 of 2002)

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

I ..... S/o. D/o. W/o .....

Aged ..... Residing at .....

who is the (Designation) ..... of M/s .....

hereby give the following undertaking :

### ENTRY LEVEL

1. Our firm / Company is proposing to set up a project at ..... (Vil) .....(M)  
..... (Dist.) to manufacture / to provide services as mentioned below
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
2. We certify that the particulars furnished in the Common Application Form are true, correct and complete to the best of our knowledge and undertake to adhere to the declarations made there under. The Firm / Company shall be made liable for penal action as proposed under rule 23 of Act No. 17 of 2002 if the particulars furnished are found to be false / incorrect or incomplete and on our failure to adhere to the declarations made.

### IMPLEMENTATION LEVEL :

3. The Firm / Company hereby undertake 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.

### OPERATION LEVEL :

4. The Firm / Company under take to comply with all the provisions of applicable Acts / rules / Regulations to our industry.
5. Any losses to personal or public property caused due to wrong certification by the firm / company shall be liable to be borne by the firm / company

Place : For .....

Date : Authorised Signatory .....

Name .....

Designation .....

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**CHECK SLIP FOR COMMON APPLICATION FORM-II**  
**PART A**  
**FOR OPERATION**

**I. FACTORY LICENCE**

- a) Part A of Form –II 3 copies
- b) List of Directors/Partners with residential address (Separate sheet to be attached)
- c) Particulars of Licence fee .

D.D. No.  Amount  Date

**II. IMPORT AND STORAGE OF PETROLEUM/DIESEL/NAPHTHA**

- 1) Licence to import and store petroleum Class A in quantity not exceeding 300 litres in storage shed or approved bin .
- 2) Licence to import and store petroleum Class B other than in bulk and in quantity not exceeding 25,000 litres.
- 3) Licence to store and usage of Naptha
- a) Part A of Form –II 3 Copies
- b) SSI Registration / IEM / LOI / EOU 3 Copies
- c) Affidavit on Rs.10/- (Notary) 1 Copy
- d) Site Map 3 Copies
- e) APGST Certificate 3 Copies
- f) Copy of the letter issued by the Oil Companies. 1 Copy
- g) Sale Deed/ Rental Deed 3 Copies
- h) Explosive Licence 1 Copy
- i) Relevant Fees Particulars

D.D. No.  Amount  Date

**III. REGISTRATION UNDER BOILERS ACT**

- 1) Part A of Form - II 2 Copies
- 2) Particulars of Registration fee

D.D.No.  Amount  Date

Self Certification Enclosed

Total Copies of Part A as Above

Copy required by Nodal Agency

Total copies of Part A

Details of Service Charges Paid towards the CAF

D.D. No.  Amount  Date

SIGNATURE OF THE APPLICANT

**COVER SHEET OF FORM - II**  
**PART - A & B**  
**(FOR OPERATION)**

**PART - A** consists of the following approvals / clearances required for operation of the industry.

I am applying for the following approvals relating to the parts ticked with  for operation of the industry.

**PART - A**

- |      |  |                          |
|------|--|--------------------------|
| I.   | FACTORIES DEPARTMENT LICENCE                                     | <input type="checkbox"/> |
| II.  | LICENCE TO IMPORT AND STORAGE OF<br>PETROLEUM / DIESEL / NAPHTHA | <input type="checkbox"/> |
| III. | REGISTRATION UNDER BOILERS ACT                                   | <input type="checkbox"/> |

**PART - B**

- |    |   |                          |
|----|---|--------------------------|
| 1. | PART B1 – CONSENT FOR OPERATION UNDER AIR ACT               | <input type="checkbox"/> |
| 2. | PART B2 – CONSENT FOR OPERATION UNDER WATER ACT             | <input type="checkbox"/> |
| 3. | PART B3 – FOOD GRAIN LICENSE FROM CIVIL SUPPLIES DEPARTMENT | <input type="checkbox"/> |
| 4. | PART B4 – LICENSE FOR POSSESSION AND USE OF RS              | <input type="checkbox"/> |
| 5. | PART B5 – LICENSE FOR POSSESSION AND USE OF DS              | <input type="checkbox"/> |
| 6. | PART B6 – LICENSE TO OBTAIN AND USE OF CHLORATE OF POTASH   | <input type="checkbox"/> |

No.

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# GOVERNMENT OF ANDHRA PRADESH

## SINGLE WINDOW CLEARANCE

### COMMON APPLICATION FORM FOR OPERATION OF INDUSTRIES

#### FORM - II

#### PART A

### NODAL AGENCY

#### STATE COMMITTEE

**Additional Director of Industries**  
**O/o. Commissioner of Industries**  
Chirg-Ali lane, Hyderabad - 500 001  
Phone : 91-040-3202131-36  
E-mail : ci@industry.ap.nic.in  
          comm\_inds@ap.gov.in  
Fax : 91-040-3201335  
Web : www.apind.com  
      www.andhrapradesh.com

#### DISTRICT COMMITTEE

**General Manager**  
District Industries Center  
\_\_\_\_\_ District