

Directorate of Industrial Safety and Health (DISH): Procedure for Renewal of Factory License

1	Competent Authority	Directorate of Industrial Safety and Health (DISH)		
2	Stage	Renewal		
3	Approving Authority	Joint Director, Industrial Safety and Health		
4	Procedure & Documents Required	<ul style="list-style-type: none"> Applicant to fill the online form on the Single Window Portal (SWP) with the required details and submit the following documents: 		
		Sl.	Document/ Item	Mode of Submission: Online/ Speed Post
		1	Proof for Occupier Identity (Issued by a Government Authority), in case of change in Occupier	Online, on the Single Window Portal
		2	Proof for Occupier Address (Issued by a Government Authority), in case of change in Occupier	Online, on the Single Window Portal
		3	Proof for Manager Identity (Issued by a Government Authority), in case of change in Manager	Online, on the Single Window Portal
		4	Proof for Manager Address (Issued by a Government Authority), in case of change in Manager	Online, on the Single Window Portal
		5	Copy of Memorandum and articles of Association under Companies Act/ Partnership Deed (In case of amendment in Company Details)	Online, on the Single Window Portal
		6	Copy of List of Directors (In case of amendment in Director Details)	Online, on the Single Window Portal
		7	List of Machinery with Horse Power details (In case of amendment in machinery details)	Online, on the Single Window Portal
		<ul style="list-style-type: none"> The applicant is to pay the concerned fee through the online payment gateway. The application and the supporting documents are reviewed by the 		

		<p>Joint Director. In case of any queries in the application form or supporting documents, queries shall be raised by the Joint Director through the SWP within 3 days from the receipt of documents. In such cases, the applicant shall respond to the queries through the SWP.</p> <ul style="list-style-type: none"> • Based on the decision, the application is approved/ rejected and the renewal certificate is sent to the applicant through the SWP. • Note: SMS and Email notifications are sent to an applicant after submission of documents online, query raised by the Joint Director, and approval/ rejection of registration.
5	Process Time*	7 working days

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along 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