Registration on Single Sign On Portal & Mapping of Existing Users

For New User & Existing Users of RajFAB Web Application:-

Register on https://sso.rajasthan.gov.in website

You can register by using these options:-

- If you have BhamashahID then click on first radio button.
  After click on button you have to enter BhamashahID and click on Next Button.

- If you have both Bhamashah and Aadhar ID(UID) then click on Second radio button.
  After click on button you have to enter both bhamashahid andaadhar card id and click on next Button.

- If you have only AadharID (UID) then click on Third radio button.
  After click on button you have to enter aadhar card idand click on Next Button.

- If you have only UdhyogAadhaar Number(UAN) then click on Fourth radio button.
  After click on button you have to enter udhyogaadhaar numberand click on Next Button.

You can register with social networking also:

- You can register With Facebook account after click on facebook button.
- You can register With Google account after click on google button.
➢ After this system asks you that you have already registered with RajFAB web application or not:-

   o If **Yes**, then click on ‘Yes’ radio button:

   o If **No**, then click on ‘No’ radio button

   o The user will be asked to update his/her profile by updating details.

   This is a one time activity.
List of Documents and Procedure for Registration and Renewal of factory under Factories Act, 1948

*Please see first Step-by-step procedure to login to Single Sign On to use RAJFAB

Registration (Renewal can be done for 10 Years at a time)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Visit RajFAB web application at <a href="http://www.rajfab.rajasthan.gov.in">www.rajfab.rajasthan.gov.in</a></td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Register and make a user ID &amp; get password to use the application.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>List of documents to be enclosed</td>
</tr>
<tr>
<td></td>
<td><strong>Form no. 2</strong></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.rajfab.rajasthan.gov.in">Click here</a> to download Form No. 2</td>
</tr>
<tr>
<td></td>
<td><strong>Firm/Company ownership Document</strong></td>
</tr>
<tr>
<td></td>
<td>• Latest List of partners / Latest List of Directors.</td>
</tr>
<tr>
<td></td>
<td>• In case of change of Directors submit Form No. 32 of the Companies Act, 1956.</td>
</tr>
<tr>
<td></td>
<td>• (Partnership deed / Memorandum of Articles of Association.</td>
</tr>
<tr>
<td></td>
<td><strong>Land ownership document</strong></td>
</tr>
<tr>
<td></td>
<td>• Land ownership documents (Sale deed/Rent deed / Lease deed).</td>
</tr>
<tr>
<td></td>
<td>• RIICO lease deed or Land use conversion document (in case land is not in RIICO industrial area).</td>
</tr>
<tr>
<td></td>
<td><strong>Documents related to electrical power and date of start of production</strong></td>
</tr>
<tr>
<td></td>
<td>• Load sanction copy &amp; First electricity bill for registration.</td>
</tr>
<tr>
<td></td>
<td><strong>Identification document</strong></td>
</tr>
<tr>
<td></td>
<td>• Photo ID and address proof of the Occupier and the Factory Manager.</td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>List of documents as per step 3 required to be Scanned and uploaded with form 2 (<a href="http://www.rajfab.rajasthan.gov.in">Click here</a> to download Form No. 2)</td>
</tr>
<tr>
<td><strong>Step 5</strong></td>
<td>Enter the web application <a href="http://www.rajfab.rajasthan.gov.in">www.rajfab.rajasthan.gov.in</a></td>
</tr>
<tr>
<td><strong>Step 6</strong></td>
<td>Click Factory (Form 2) under Registration as shown below</td>
</tr>
<tr>
<td><strong>Step 7</strong></td>
<td>Read checklist and document required carefully and Click <a href="http://www.rajfab.rajasthan.gov.in">GO TO FORM</a> button.</td>
</tr>
<tr>
<td><strong>Step 8</strong></td>
<td>Fill in all mandatory fields marked as * in form no .2</td>
</tr>
<tr>
<td><strong>Step 9</strong></td>
<td>Go to online pay option as per section 12 and pay fees as per fees schedule.(<a href="http://www.rajfab.rajasthan.gov.in">Click here</a> to know about fee schedule)</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Registration Charges for the first year is 50% of the fees as mentioned in fee schedule.</td>
</tr>
<tr>
<td><strong>Step 10</strong></td>
<td>Submit Application</td>
</tr>
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</table>
Registration:-

List of Documents:-

1. Form No. 2 duly signed [View Form 2]
2. Partnership deed/Memorandum of Articles Association/order of managing agent
3. Load Sanction Copy / Electricity Bill
4. ID Proof of Occupier
5. ID Proof of Factory Manager
7. Residential Address Proof of Factory Manager.

Renewal (Renewal can be done for 10 Years at a time)

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<td>List of documents to be enclosed</td>
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<td>4</td>
<td>List of documents as per step 3 required to be Scanned and uploaded with form 2 (<a href="http://www.rajfab.rajasthan.gov.in">Click here</a> to download Form No. 2)</td>
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<td>Enter the web application <a href="http://www.rajfab.rajasthan.gov.in">www.rajfab.rajasthan.gov.in</a></td>
</tr>
<tr>
<td>6</td>
<td>Click Factory (Form 2) under RENEWAL as shown below-</td>
</tr>
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Step 7 | Read [checklist and document required](http://www.rajfab.rajasthan.gov.in) carefully and Click [GO TO FORM](http://www.rajfab.rajasthan.gov.in) button. |

Step 8 | Fill in all mandatory fields marked as * in form no. 2 |

Step 9 | Go to online pay option as per section 12 and pay fees as per fees schedule.([Click here](http://www.rajfab.rajasthan.gov.in) to know about fee schedule) |

**Note:-** Registration Charges for the first year is 50% of the fees as mentioned in fee schedule. |

Step 10 | Submit Application |

Renewal:-

List of Documents:-

a. Latest electricity bill.
b. Form 2 duly signed by occupier. [View Form 2]
c. ID Proof of Occupier.
d. ID Proof of Factory Manager.
e. Residential Address Proof of Occupier.
f. Residential Address Proof of Factory Manager.
g. Copy of license.
### Amendment

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<tr>
<td>Step 5</td>
<td>Click Factory (Form 2) under Registration as shown below-</td>
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<tr>
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<td>Go to online pay option as per section 12 and pay fees as per fees schedule. (<a href="http://www.rajfab.rajasthan.gov.in">Click here</a> to know about fee schedule) Add Rs. 100 in the fees for all amendments.</td>
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### Amendment:-

**List of Documents**

1. **Form No. 2 duly signed**  [View Form 2](http://www.rajfab.rajasthan.gov.in)

   *(No Document shown below are mandatory. Only those document, which reflect amendment should be submitted)*:-

   1. Partnership deed/Memorandum of Articles Association/order of managing agent
   2. Load Sanction Copy / Electricity Bill
   3. ID Proof of Occupier
   4. ID Proof of Factory Manager
   5. Residential Address Proof of Occupier.
   6. Residential Address Proof of Factory Manager.
CHECKLIST & Guide for Registration and grant of license under The Factories Act, 1948

www.rajfab.rajasthan.gov.in

CHECKLIST NOTE:
This application shall be accompanied by the following documents:
1. This form no. 2 should be completed in block letters or typed.
2. Every page of the form should be signed by the Occupier.
3. If power proposed is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories and Boilers immediately.
4. If any of the persons named against items 7(a) and 7(b) is minor, the fact should be clearly stated along with documents.
5. Any correction made in the Form should be duly signed by the Occupier or the Factory Manager.
6. List of documents to be enclosed:
   (i) Latest List of partners / Latest List of Directors.
   (ii) In case of change of Directors submit Form No. 32.
   (iii) Partnership deed / Memorandum of Articles of Association.
   (iv) Load sanction copy & First electricity bill for registration.
   (v) Photo ID and address proof of the Occupier and the Factory Manager.
7. Every page of the Documents submitted along with the Form should be self attested by the Occupier or the Factory Manager along with date.

office procedure
1. Clerk forwards to officer for examination
2. Officer examines and submit recommendation or comments to CIFB
3. CIFB register the factory and grants the license.

- In section 1 of the online Form, financial year should be clearly mention for which license is required. Application can be made for 10 years at a time.
- Entries in Scanned Form No. 2 should be readable.
- Every page of the form should be signed by the Occupier.
- Registration Charges for the first year is 50% of the fees as mentioned in fee schedule.
- Every page of the Documents submitted along with the Form should be self attested by the Occupier or the Factory Manager along with date.
CHECKLIST & Guide for Renewal & Amendment of license under The Factories Act, 1948

www.rajfab.rajasthan.gov.in

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6. List of documents to be enclosed:
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   (ii) In case of change of Directors submit Form No. 32.
   (iii) latest electricity bill for renewal.
   (iv) Photo ID and address proof of the Occupier and the Factory Manager.
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- Every page of the Documents submitted along with the Form should be self attested by the Occupier or the Factory Manager along with date.

Note : licence is amended only by CIFB

Licence can be renewed for a maximum period of 10 years