



**MP Trade & Investment Facilitation Corporation Ltd.**  
(Government of Madhya Pradesh Undertaking)



MPTRIFAC has developed an ICT (Information & Communication Technology) enabled single window system, which allows the investor to apply online for various approvals required to setup a business in the state. The documents required for each services has been mentioned below.

**DOCUMENTS REQUIRED FOR SINGLE WINDOW SYSTEM SERVICES**

S. NO	NAME OF SERVICE	DOCUMENTS REQUIRED
<b>Labour Department</b>		
1	Factory Plan approval under the Factories Act, 1948	<p>Hazardous</p> <ol style="list-style-type: none"><li>1. Flow chart / Brief description of process</li><li>2. Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant &amp; machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.)</li><li>3. List of Raw material with quantity to be used in manufacturing process</li></ol> <p>Non Hazardous</p> <ol style="list-style-type: none"><li>1. Flow chart / Brief description of process</li><li>2. Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant &amp; machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.)</li><li>3. List of Raw material with quantity to be used in manufacturing process</li></ol>
2	Factory license under the Factory Act, 1948	<p>General documents: For Non - Hazardous Category</p> <ol style="list-style-type: none"><li>1. Application in FORM-4</li><li>2. Bank Challan / Cyber Treasury Receipt of fees paid under head "0230 – Labour &amp; Employment, 104 – Fees realised under the Factories Act,1948 "</li><li>3. Proof of Ownership of Premises (Sale Deed/Rent Deed/Lease Deed etc.)</li><li>4. Proof of being Occupant (Proprietor / Partners in the Firm / Director of Company)</li><li>5. Stability certificate Form no.-2 issued by competent person</li><li>6. NOC from local bodies</li></ol>

		<ol style="list-style-type: none"> <li>7. Duly acknowledged copy of self-assessment of Construction Cess in Form-1 under BOCW Act, 1996</li> <li>8. Elevation Sectional View Plan, drawn on the scale of 1cm equal to 500 cms along with Machine layout drawn on the scale of 1cm equal to 100 cms, which includes the size and number of door, window, ventilator, eTc., as per the provisions of the Rule 3(A) of the Madhya Pradesh Factories Rules 1962</li> </ol> <p>Additional documents: For Hazardous Category</p> <ol style="list-style-type: none"> <li>1. Description of the production process in the factory</li> <li>2. Flow Chart of manufacturing Process</li> <li>3. In case of Factory established outside the Industrial area, copy of Land Diversion Order issued by SDO</li> <li>4. Registration Certificate issued by District Trade and Industries Centres or Industry &amp; Commerce Ministry, GoI</li> <li>5. Copy of Consent Letter from Madhya Pradesh Pollution Control Board (Water &amp; Air Act)</li> <li>6. Partnership Deed / Certified copy of Board of Directors / Proof of being Proprietor in case of Proprietorship Establishment</li> <li>7. Copy of Memorandum of Association and Articles of Association</li> <li>8. Copy of License / Permission issued by Gram Panchayat / Nagar Panchayat / Municipalities</li> <li>9. Names of Material / Chemicals and maximum storage amount to be brought into use during production</li> <li>10. Proof of submission of On-Site Emergency Plan, for Factories falling in the category of Hazardous Category, as per the Section – 2 of Factories Act</li> <li>11. If Pressure vessels and lifting machines are installed, Test Report issued by Competent Persons</li> <li>12. A copy of Bill issued by Madhya Pradesh Electricity Board as a proof for installed horse power For solvent plants - Plant fitness certificate and operator fitness certificate issued by a competent authority</li> </ol>
3	<p>Permission for engaging contractor for labour under provision of The Contracts Labour (Regulation and Abolition) Act, 1970</p>	<ol style="list-style-type: none"> <li>1. Apply FORM-4 through online portal to concerning district Labour Department. Take print of Application and sign with color ink other than black ink and upload to portal. (PDF Format)</li> <li>2. Applicant passport size photo (JPG Format).</li> <li>3. Copy of Applicant any photo ID(PDF Format)</li> <li>4. Certificate in Form 5 given by Principal Employer under Rule 21 (2) of Madhya Pradesh. (Refer to Annexure 5)</li> <li>5. Copy of receipt of bank challan / Cyber Treasury (receipt of challan / cyber treasury relating to Registration Fee deposited as per number of contract labour according to MP Rule 26 (1). (PDF Format)</li> <li>6. Receipt of fixed Security amount deposit of concerning bank challan / cyber treasury as per Rs.200/- per Contract labour under MP Rule 24 (1).</li> </ol>

4	Registration of Establishment under the Inter-state Migrant Workers Act 1979	<ol style="list-style-type: none"> <li>1. Form -1 by Principal Employer for Registration of Establishment</li> <li>2. Copy of receipt of concerning bank challan / cyber treasury under which registration / license fee and security amount has been deposited.</li> <li>3. Passport size photo of Applicant's Principal Employer/ Contractor OR Passport size photo of Institution Director in case if applicant is contract institution.</li> <li>4. Photo identity of applicant Voter ID, Aadhar, Driving License, Passport, PAN Card (any one)</li> <li>5. Copy of any one for address / place proof of Principal Employer / Contractor Establishment <ol style="list-style-type: none"> <li>a) Rent agreement</li> <li>b) Electricity Bill</li> <li>c) Telephone Bill</li> <li>d) Ownership deed</li> <li>e) Partnership deed</li> <li>f) Memorandum of Association</li> </ol> </li> <li>6. Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company</li> </ol>
5	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	<ol style="list-style-type: none"> <li>1. Apply FORM-1 through online portal to concerning district Labour Department. Take print of Application and sign with other then black ink and upload to portal</li> <li>2. Applicant passport size photo (JPG Format) OR If applicant is an institute than passport size photo of manager of institute</li> <li>3. Copy of Applicant photo ID (any one voter ID, Aadhar card, Driving License, either Passport or PAN) (in PDF Format)</li> <li>4. Copy of receipt of Bank Challan / Cyber Treasury (receipt of challan / cyber treasury relating to Registration Fee deposited as per number of contract labour according to MP Rule 26 (1). (PDF Format)</li> <li>5. For the authentication of place and address of shop &amp; establishment copy of any one <ol style="list-style-type: none"> <li>a) Rent Agreement</li> <li>b) Telephone bill</li> <li>c) Electric payment</li> <li>d) Ownership deed*</li> <li>e) Partnership deed*</li> <li>f) Memorandum of Association*</li> </ol> (*If these documents have many pages than scan and upload only consistent information pages only in PDF format) </li> <li>6. Copy of contract in case of partner in partnership firm and Copy of memorandum of association in case of Limited company.(PDF Format)</li> </ol>
6	Registration of Shop and Commercial	<ol style="list-style-type: none"> <li>1. Apply FORM-A through online portal to concerning district Labour Department. Take print of Application and sign with any colour other than black ink and upload to portal.</li> </ol>

	Establishments under MP Shops and Establishments Act 1958	<ol style="list-style-type: none"> <li>2. Applicant passport size photo (JPG Format)</li> <li>3. Copy of Applicant photo ID (any one voter ID, Aadhar card, Driving License, either Passport or PAN) (in PDF Format)</li> <li>4. Copy of receipt of Bank Challan / Cyber Treasury for Registration Fee (settlement fee in case of Late) under head "0230 Labour &amp; Planning, 101 Receipts under Labour Methods, MP Shops &amp; Establishment Act 1958.(in PDF Format)</li> <li>5. For the authentication of place and address of shop &amp; establishment copy of any one <ol style="list-style-type: none"> <li>a) Rent Agreement</li> <li>b) Telephone bill</li> <li>c) Electric payment</li> <li>d) Ownership deed*</li> <li>e) Partnership deed*</li> <li>f) Memorandum of Association*</li> </ol> <p>(*If these documents have many pages than scan and upload only consistent information pages only in PDF format)</p> </li> <li>6. Photograph of shop/ establishment in which name panel is visible. (JPG/ PDF format)</li> </ol>
7	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	<ol style="list-style-type: none"> <li>1. Apply FORM-1 through online portal to concerning district Labour Department. Take print of Application and sign with other then black ink and upload to portal.(PDF Format)</li> <li>2. Applicant passport size photo (JPG Format) OR If applicant is Institute than passport size photo of Manger of Institute.</li> <li>3. Copy of Applicant any one photo ID (PDF Format)</li> <li>4. Copy of receipt of Bank Challan / Cyber Treasury for Registration Fee (According to Rule 27 of MP. No. of Employed Construction Labors as per Clause 10 ) (in PDF Format)</li> <li>5. For the authentication of Construction Establishment place and address copy of any one <ol style="list-style-type: none"> <li>a) Rent Agreement</li> <li>b) Telephone bill</li> <li>c) Electric payment</li> <li>d) Ownership deed</li> <li>e) Partnership deed</li> <li>f) Memorandum of Association</li> </ol> </li> <li>6. Copy of contract in case of partnership firm OR In case of Company Ltd copy of memorandum of association (PDF Format)</li> </ol>
8	Renewal of Factory license under the Factory Act, 1948	<p>General documents: For Non - Hazardous Category</p> <ol style="list-style-type: none"> <li>1. Copy of signed application in FORM-4</li> <li>2. Factory license renewal fees paid under Bank Challan /</li> </ol>

		<p>Cyber Treasury Receipt of fees paid under head "0230 – Labour &amp; Employment, 104 – Fees realized under the Factories Act,1948 "</p> <ol style="list-style-type: none"> <li>3. Original Factory License</li> <li>4. Certificate of change in name of the Occupant / certificate of change in name of company / Certificate of change in horse power - as per requirements.</li> </ol> <p>For Hazardous Category</p> <ol style="list-style-type: none"> <li>1. Copy of signed application in FORM-4</li> <li>2. Copy of Challan / CTR of fees paid under head "0230 – Labour &amp; Employment, 104 – Fees realized under the Factories Act, 1948</li> <li>3. Original Factory Licence</li> <li>4. Pressure vessel and lifting machine test report issued by competent person, if installed</li> <li>5. In case of solvent extraction plant, plant fitness certificate issued by competent person</li> <li>6. In case of MAH Unit, proof of submitting updated onsite emergency plan to DIHS office</li> <li>7. In case of MAH Unit: Safety Audit Report</li> <li>8. Proof of change in Occupant / change in the name of company / change in power – to be provided, if applicable</li> </ol>
9	Renewal of license under MP Shops and Establishments Act 1958	<ol style="list-style-type: none"> <li>1. Apply FORM-A through online portal to concerning district Labour Department. Take print of Application and sign with any colour other than black ink and upload to portal.</li> <li>2. Applicant passport size photo (JPG Format)</li> <li>3. Copy of Applicant photo ID (any one voter ID, Aadhar card, Driving License, either Passport or PAN) (in PDF Format)</li> <li>4. Copy of receipt of Bank Challan / Cyber Treasury for Renewal Fee (settlement fee in case of Late) under head "0230 Labour &amp; Planning, 101Receipts under Labour Methods, MP Shops &amp; Establishment Act 1958.(in PDF Format)</li> <li>5. Original Registration Certificate (PDF Certificate)</li> </ol>
<b>Commerce, Industry &amp; Employment Department</b>		
10	Manufacturing of Boilers under Boilers Act 1923	<ol style="list-style-type: none"> <li>1. Approved drawing of Boiler</li> <li>2. Report generated by Inspector</li> <li>3. Boiler drawing</li> <li>4. Manufacturing fee challan copy</li> <li>5. IBR welder copy</li> </ol>
11	Registration and renewal under Boiler Act 1923 to work as erector/ repairer/ manufacturer	<ol style="list-style-type: none"> <li>1. Physical application is to be submitted</li> <li>2.No enclosures required</li> </ol>
12	Registration under Boiler Act 1923	<ol style="list-style-type: none"> <li>1. Form II (D)</li> <li>2. Form III</li> <li>3. Form III C</li> <li>4. Approved Drawing</li> <li>5. Registration challan copy</li> </ol>

		6. Steam pipeline Drawing 7. Scrutiny and Hydro Test fee for Pipeline
13	Boiler Inspection and Renewal of Registration under Boiler Act 1923	1. Boiler Inspection Fee Challan 2. Boiler Inspection Certificate (Form VI) 3. Boiler Inspection Form
14	Transfer of Boiler under Boiler Act 1923	1. Inspection Fees challan 2. Scrutiny fees challan 3. Affidavit for transfer of Boiler 4. Steam pipeline Drawing
15	Land Allotment	<p>(The maximum limit fixed for each attachment is 5 MB in Pdf format)</p> <p>If Constitution is "Proprietary" or "H.U.F" or "Self Help Group" or "Other" then following documents are required</p> <ol style="list-style-type: none"> <li>1. Scanned Copy of Self Declaration For MSME or IEM or Industry License</li> <li>2. Scanned Copy of RTGS/NEFT ( Original RTGS Receipt/NEFT to be submitted at Concerned AKVN)</li> <li>3. Scanned Copy of Project Profile or Executive Report</li> <li>4. Scanned Copy of Layout Plan</li> <li>5. Scanned Copy of Adhaar card</li> <li>6. Scanned Copy of PAN Card</li> </ol> <p>If Constitution is "Partnership" or "LLP" company then following documents are required</p> <ol style="list-style-type: none"> <li>1. Scanned Copy of Self Declaration For MSME or IEM or Industry License</li> <li>2. Scanned Copy of RTGS/NEFT ( Original RTGS Receipt/NEFT to be submitted at Concerned AKVN)</li> <li>3. Scanned Copy of Layout Plan</li> <li>4. Project Profile or Executive Report</li> <li>5. Scanned copy of Partnership deed</li> <li>6. Scanned Copy of Adhaar card</li> <li>7. Scanned Copy of PAN Card</li> </ol> <p>If Constitution is "Co-operative Society" then following documents are required</p> <ol style="list-style-type: none"> <li>1. Scanned Copy of Co-Operative Society Registration</li> <li>2. Scanned Copy of Self Declaration For MSME / IEM / Industry License</li> <li>3. Scanned Copy of RTGS/NEFT ( Original RTGS Receipt/NEFT to be submitted at Concerned AKVN)</li> <li>4. Scanned Copy of Project Profile/ Executive Report</li> <li>5. Scanned Copy of Society Resolution for Authorised Signatory or Power of Attorney</li> <li>6. Scanned Copy of Society Resolution for Establishing the project</li> <li>7. Scanned Copy of Layout Plan</li> <li>8. Scanned Copy of Adhaar card</li> <li>9. Scanned Copy of PAN Card</li> </ol>

		<p>If Constitution is "Private Limited" or "Public Limited Company" then following documents are required</p> <ol style="list-style-type: none"> <li>1. Scanned Copy of Board Resolution for Authorised Signatory or Power of Attorney</li> <li>2. Scanned Copy of Board Resolution for Establishing the project</li> <li>3. Scanned Copy of Self Declaration For MSME or IEM or Industry License</li> <li>4. Scanned Copy of RTGS/NEFT ( Original RTGS Receipt/NEFT to be submitted at Concerned AKVN)</li> <li>5. Scanned Copy of Memorandum and Articles of Association of the Company</li> <li>6. Scanned Copy of Project Profile/ Executive Report</li> <li>7. Scanned Copy of Layout Plan</li> <li>8. Scanned Copy of Adhaar card</li> <li>9. Scanned Copy of PAN Card</li> </ol> <p>NOTE-- Application without these attachment and advance payment of premium are liable to be rejected.</p>
16	Water Connection by AKVN	<ol style="list-style-type: none"> <li>1. Possession Letter (Land)</li> </ol>
17	Building Plan Approval by AKVN	<p>FOR OFFLINE FORM:-</p> <ol style="list-style-type: none"> <li>1. Application fees receipt @Rs 1/- per square mt</li> <li>2. Key Plan</li> <li>3. Site Plan</li> <li>4. Sub Divisional /Layout Plan (Approved under section 30 M.P NAGAR Tatha Gram Nivesh Adhiniyam. 1973</li> <li>5. Building Plan</li> <li>6. Service Plan</li> <li>7. Project Report Outline the proposed development</li> <li>8. Proof of Ownership</li> <li>9. Nazul NOC</li> <li>10. Proof of Authorization (* In case of Applicant is not owner)</li> <li>11. Parking Plan Along with parking calculations</li> <li>12. Certificate of supervision as prescribed in sub-rule (2) to (12)</li> <li>13. STP/ETP Provision</li> <li>14. NOC from PCB (Pollution Control Board)</li> <li>15. NOC from AKVN</li> </ol> <p>FOR ONLINE FORM:-</p> <ol style="list-style-type: none"> <li>1. Proof of the applicant having been authorized by the owner to submit this application (where the applicant is different from the Owner)</li> <li>2. Building Plans</li> <li>3. Copy of Receipt of Application Fee</li> <li>4. Key Plan</li> <li>5. Sub Division / Layout Plan</li> <li>6. NOC of Nazul</li> </ol>

		<ol style="list-style-type: none"> <li>7. Document showing proof of ownership or of any legal right in relation to the site.</li> <li>8. Parking Plans along with parking Calculations</li> <li>9. Service Plans</li> <li>10. Site Plans</li> <li>11. Specification, General and Detailed</li> </ol>
18	Registration of Partnership Firm	<ol style="list-style-type: none"> <li>1. For Online submission – <ol style="list-style-type: none"> <li>a. Partnership deed</li> <li>b. Photo of Head</li> <li>c. ID proof</li> <li>d. Address proof</li> </ol> </li> <li>2. After online submission following documents have to be sent through courier to the department– <ol style="list-style-type: none"> <li>a. Physical print of the completed application form with signatures</li> <li>b. Challan receipt of payment from treasury department and CIN Number</li> <li>c. Signed declaration form by all members and individually signed declaration form</li> <li>d. Joint and Individual signatures of all partners which has to be verified by either CA, Advocate or Gazetted officer</li> </ol> </li> </ol>

**Pollution Control Board**

19	Consent to Establish (under Water Act 1974 & Air Act 1981)	<ol style="list-style-type: none"> <li>1. DIC / SIA / DGTD / Mining lease / Conceptual Plan (In case of Building / Infrastructure project) etc</li> <li>2. Land allotment letter/land allotment LOI</li> <li>3. Satellite imagery of project / industry site</li> <li>4. Layout plan of the project/industry</li> <li>5. Project report including complete details of manufacturing process / raw materials</li> <li>6. Investment proof CA/CS certificate/annual report / Self Certificate</li> <li>7. NOC of Gram sabha / local body</li> <li>8. Article of Association memorandum of Understanding</li> <li>9. Compliance of Environment clearance conditions (If applicable)</li> </ol> <p>Documents for Water Consent:</p> <ol style="list-style-type: none"> <li>1. Effluent/Sewage Treatment Plant</li> <li>2. Technical Report on ETP/STP</li> <li>3. Drawing of ETP/STP</li> <li>4. Permission of CGWA (If applicable)</li> <li>5. Water Cess returns (if applicable)</li> </ol> <p>Documents for Air Consent:</p> <ol style="list-style-type: none"> <li>1. Technical Specification of Air Pollution Control Arrangements</li> <li>2. Schematic Diagram of Monitoring Facility (Port Hole &amp; Plate form with Spiral ladder)</li> <li>3. Documents for Authorization for hazardous waste:</li> <li>4. Details of SLF/Incinerator (If applicable)</li> </ol>
20	Consent to Operate (under Water Act 1974 & Air Act 1981)	
21	Authorization under Hazardous Waste Rules 2016	



		<ol style="list-style-type: none"> <li>5. List of hazardous waste generated</li> <li>6. Form – 4 &amp; 13</li> </ol>
22	Authorization under E - Waste (Management) Rules, 2016	<ol style="list-style-type: none"> <li>1. Copy of agreement with Collection Centre</li> <li>2. Copy agreement with Producer</li> <li>3. Details of storage for dismantled e-waste</li> <li>4. Copy of agreement with Recycler</li> <li>5. Details of Facilities for Recycling</li> <li>6. Copy of agreement with Collection Centre</li> <li>7. Copy agreement with Producer</li> <li>8. Details of storage for raw materials and recovered materials</li> </ol>
23	Authorization under Section 16 of Solid waste Management Rules 2016	<ol style="list-style-type: none"> <li>1. Site clearance (local body)</li> <li>2. Proof of Environmental Clearance</li> <li>3. Consent for establishment</li> <li>4. Agreement between municipal authority and operating agency Investment on the project and expected return</li> </ol>
24	Renewal of Consent to Operate (under Water Act 1974 & Air Act 1981)	<ol style="list-style-type: none"> <li>1. Self-Certification for Green and Orange Water Consent Renewal</li> <li>2. Environmental statement (In case of renewal/Expansion)</li> <li>3. Treated waste water analysis reports (In case of renewal/ Expansion)</li> <li>4. Point wise compliance of water consent conditions (In case of renewal/ Expansion)</li> </ol> <p>Air Consent (Renewal)</p> <ol style="list-style-type: none"> <li>5. Point wise compliance of air consent conditions (In case of renewal/ Expansion)</li> <li>6. Emission analysis reports (In case of renewal/ Expansion)</li> </ol> <p>Hazardous waste Consent (Renewal)</p> <ol style="list-style-type: none"> <li>7. Point wise compliance of authorizations conditions (In case of renewal/ Expansion)</li> </ol>
<b>Water Resources Department</b>		
25	Water from Natural Resources	<ol style="list-style-type: none"> <li>1. Fully furnished application form-199</li> <li>2. Detail Project Report</li> <li>3. Certificate of Proprietorship/Partnership/Company</li> </ol>
<b>Revenue Department</b>		
26	Diversion of Revenue Land for Industrial Purpose	<p>For Offline Application:-</p> <ol style="list-style-type: none"> <li>1. Application Form/Letter.</li> <li>2. Copy of Land Registry.</li> <li>3. Khasra, Khatoni (B-1).</li> <li>4. Approved Land use plan from T&amp;CP</li> <li>5. Approved Layout Plan.</li> <li>6. Self-Declaration Certificate.</li> </ol> <p>For Online Application:-</p> <ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. Khasra</li> <li>3. Khatoni (B-1)</li> <li>4. Affidavit letter</li> </ol>

<b>Food &amp; Civil Supplies and Consumer Protection Department (Controller Weights &amp; Measures)</b>		
27	License as Manufacturer of Weights & Measures	<ol style="list-style-type: none"> <li>1. Form LM -1 as per M.P. Legal Metrology Rules, 2011</li> <li>2. Details of land area (Constructed/Open)</li> <li>3. Memorandum of Understanding</li> <li>4. Establishment Certificate (Photocopy)</li> <li>5. Electricity Bill (Photocopy)</li> <li>6. Documents regarding Educational Qualification (Photocopy)</li> <li>7. Proof of Address(Photocopy)</li> <li>8. Proof of Identity (Photocopy)</li> <li>9. List of all individuals engaged along with documents mentioned in points 6 to 8</li> </ol> <p>*All the documents are mandatory **All attachments have to be submitted in copies each</p>
28	Renewal of License as Manufacturer of Weights & Measures	<ol style="list-style-type: none"> <li>1. Form RM -2 as per M.P. Legal Metrology Rules, 2011</li> <li>2. Details of total items manufactured, total sales, net revenue &amp; profit earned.</li> <li>3. Original copy of existing License</li> <li>4. Original Copy of Challan/e challan receipt</li> <li>5. Attachments which support/act as proof for details entered in form from point 1 to 9.</li> </ol> <p>*All the documents are mandatory</p>
<b>Energy Department</b>		
29	Electricity Connection (HT)	<ol style="list-style-type: none"> <li>1. Registration Document</li> <li>2. Khasra/Plot registry Document</li> <li>3. Adhaar Number OR ID Proof &amp; Address Proof</li> </ol>
<b>Department of Science &amp; Technology</b>		
30	Information Technology Unit Certificate	<ol style="list-style-type: none"> <li>1. Components of the Project Report serially annexed as under <ol style="list-style-type: none"> <li>a) Introduction</li> <li>b) Background of Promoter</li> <li>c) Aim of the Project</li> <li>d) Development Area/ Area of Expertise</li> <li>e) Marketing Strategy</li> <li>f) Details of Finance <ol style="list-style-type: none"> <li>i. Project Cost</li> <li>ii. Building</li> <li>iii. Plant &amp; Machinery</li> <li>iv. Interior</li> </ol> </li> <li>g) Means of Finance</li> <li>h) Projected Income &amp; Expenditure Status</li> <li>i) Tentative plan of the area you intended to construct</li> </ol> </li> <li>2. Processing fee receipt</li> <li>3. Certification from MPSEDC that the unit is an IT outfit</li> <li>4. Audited balance sheet copy of 3 yrs preceding the financial year</li> <li>5. Certificate of incorporation / registration of establishment/ Memorandum of articles of association</li> <li>6. Registered partnership deed if the firm is a partnership firm</li> </ol>

		<ol style="list-style-type: none"> <li>7. Bye-laws of the firm if registered under cooperative society</li> <li>8. Authority letter / board resolution from the board if it is a Pvt. Ltd company authorizing the person to sign all the documents</li> <li>9. Registered sale deed / allotment letter of land / building. If the building is in rental agreement of the last 2 yrs with proof</li> <li>10. DPR / Documents to be attached serially</li> </ol>
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**Urban Development and Environment Department**

31	NOC from Fire Department	<ol style="list-style-type: none"> <li>1. 2 Sets of Fire Plan, Elevation, Section of Buildings</li> <li>2. Ownership Title Photo Copy (Lease, Conveyance, Sale Deed or Khasra, Etc)</li> <li>3. Approved layout Plan &amp; Order Copy</li> <li>4. Approved Building Plan &amp; Order/ Gram Panchayat NOC Copy</li> <li>5. Service Plan &amp; Parking and circulation Plan</li> <li>6. Checklist (53 Points) certified by the fire consultant , owner or authorized person as per rules</li> <li>7. Qualification certificate of fire consultant, which are not listed in the website: <a href="http://www.mpurban.gov.in">www.mpurban.gov.in</a></li> </ol>
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32	Change of Land Use from MP Town & Country Planning	<ol style="list-style-type: none"> <li>1. Land Ownership Document <ul style="list-style-type: none"> <li>○ Latest Khasra Paanchsala –II Form</li> <li>○ Consent of the present land owner to change the land use</li> <li>○ In case the present proponents are in association / consortium / joint venture, then the necessary legal document for the same</li> </ul> </li> <li>2. Land use certificate as issued by the Town &amp; Country Planning</li> <li>3. Description of the Land <ul style="list-style-type: none"> <li>○ Khasra Plan showing survey numbers of land in question and also adjoining khasra nos. falling within 500 meters from the outer limit of the land on all sides.</li> <li>○ Location Plan indicating land in question, main approach road, important public buildings, water bodies &amp; the existing uses surrounding the area</li> <li>○ Survey plan to scale of 1:500 to 1:2000</li> <li>○ The survey plan shall show the boundary of land in question, natural features like nallah, ponds, trees, slopes, electric lines, etc.</li> </ul> </li> <li>4. General Project Report: land ownership, location/site plan, development proposals/ layout, sketches of proposed building, planning for infrastructure like water supply, sewerage, electrification, drainage, fire safety, rain water harvesting, garbage disposal, recycle of waste water.</li> <li>5. Environmental Impact study of the proposed development &amp; its mitigation measures</li> <li>6. The report showing the proposed development with respect to employment generation, enhancement of the</li> </ol>
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		<p>facilities for the public, enhancement of environment quality of the area and improvement of the quality of life of the beneficiaries of the proposed use.</p> <ol style="list-style-type: none"><li>7. Project Cost Estimates</li><li>8. Cost of up gradation of the external infrastructure with reference to roads, water supply, sewage, etc.</li><li>9. Financial arrangement &amp; investment plan and timeline for completion of the project</li><li>10. Phases of implementation</li><li>11. An affidavit of the owner stating that he has been duly authorized to apply for the modification by the co-owners and that the contents of the application and the documents produced are true.</li></ol>
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