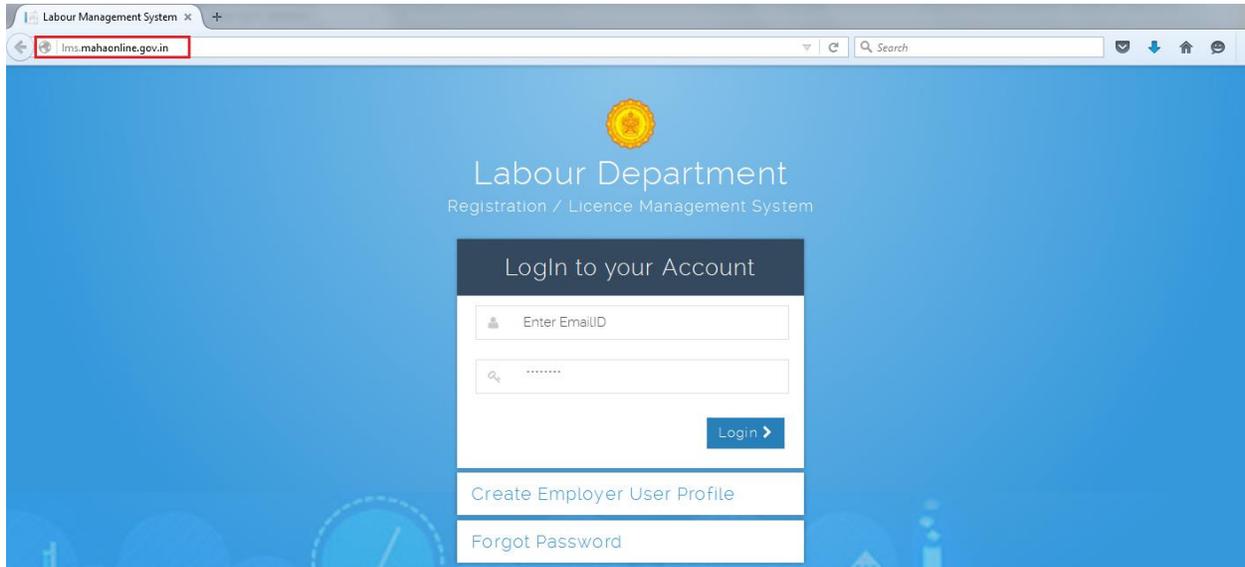
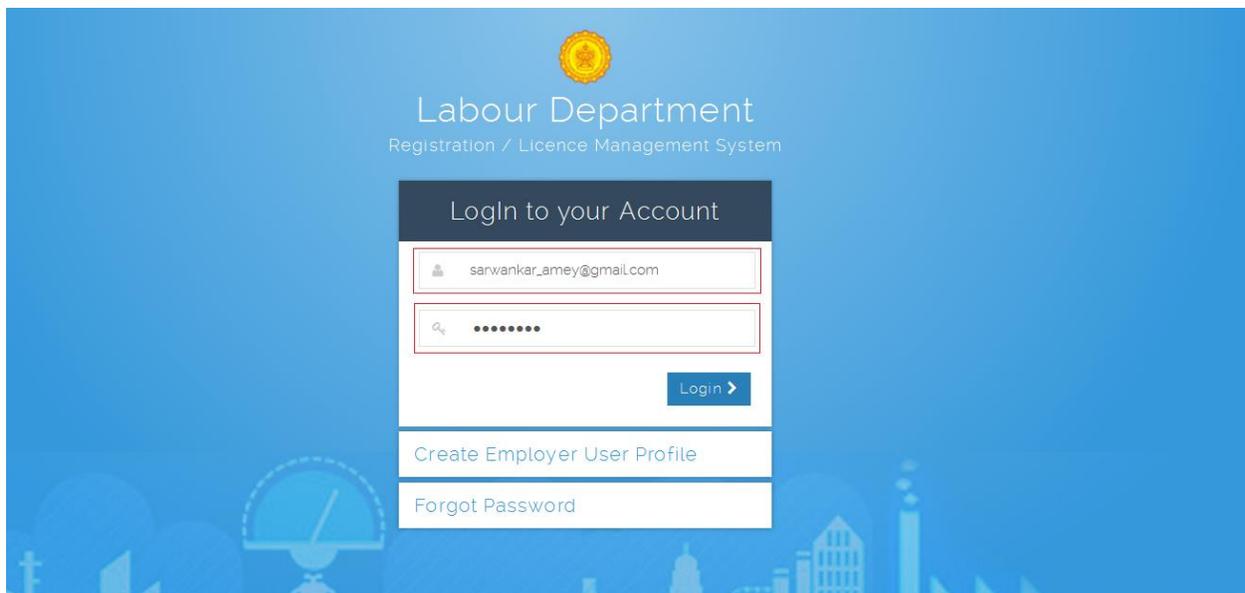


User Manual for Factory License Renewal

Step 1: Enter this URL: lms.mahaonline.gov.in

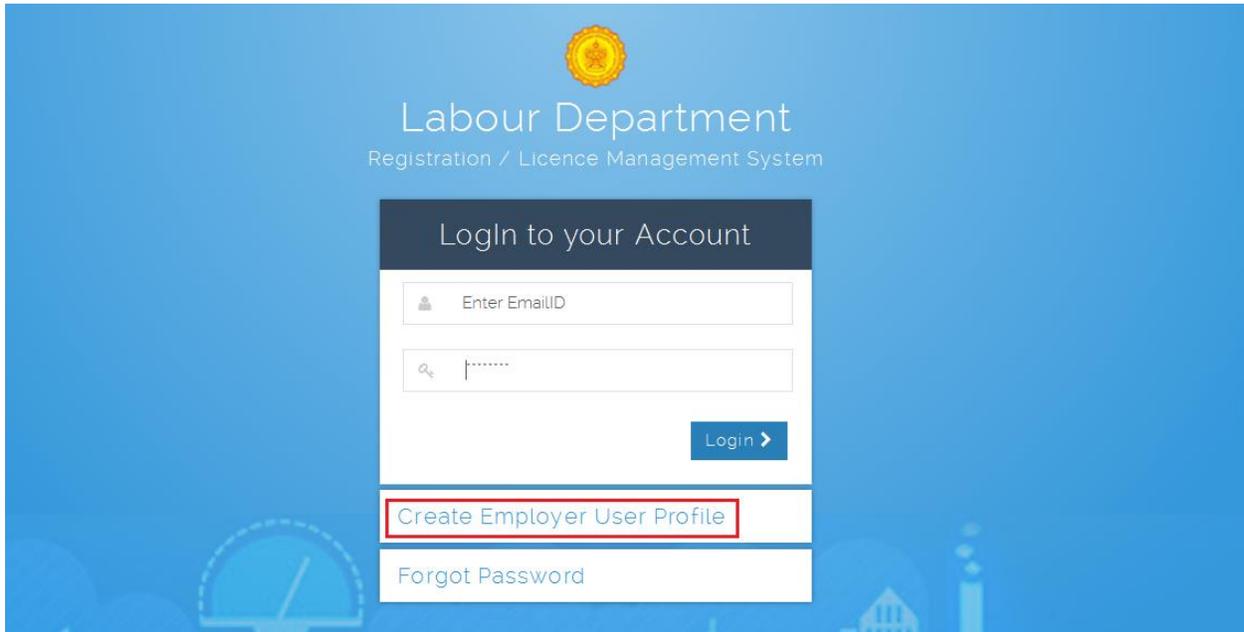


Step 2: Enter Login Credentials (User ID, Password)



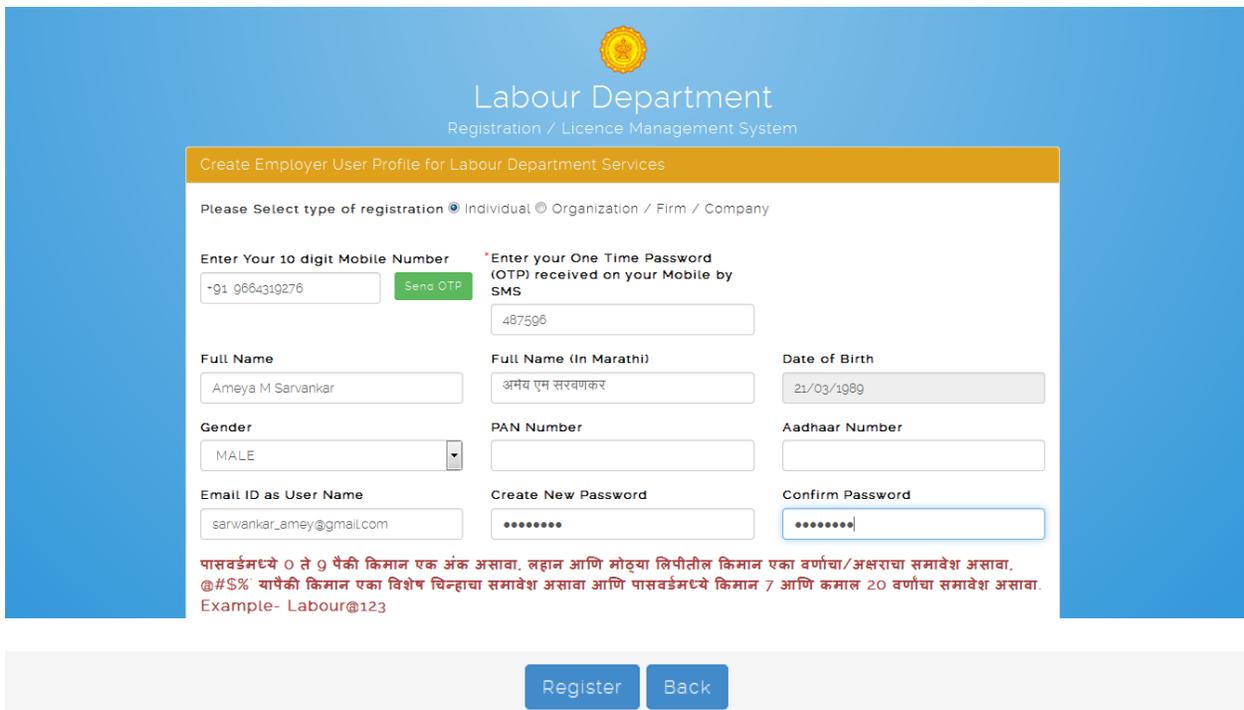
For First Time User – (Follow below steps for registration)

A. click the link “Create Employer User Profile”



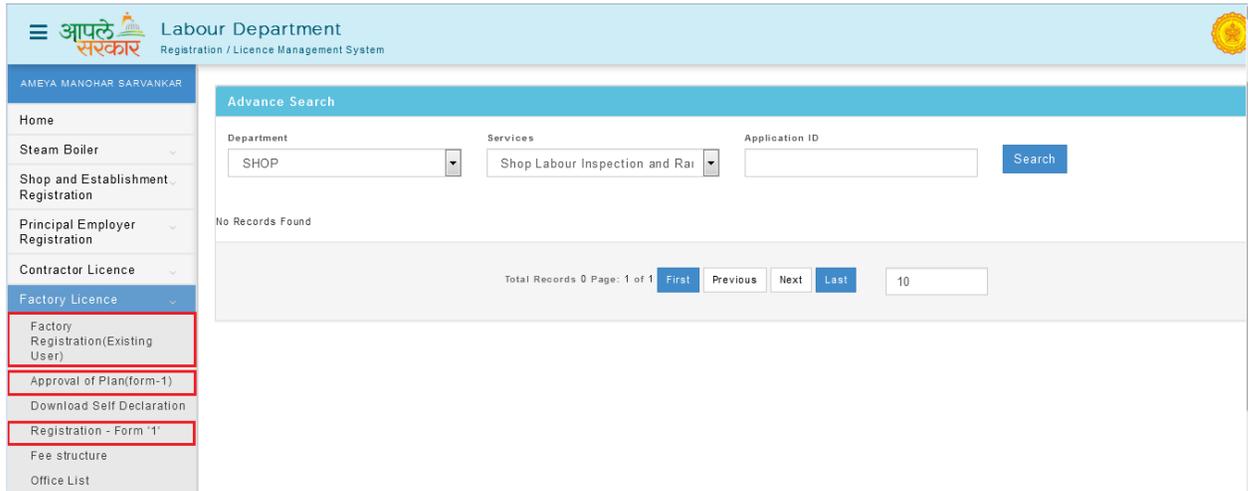
B. Please fill below mention information to create User Name and Password.

- Select type of registration – **Individual OR Organization / Firm / Company**
- Enter Your 10 digit Mobile Number to get OTP on applicant mobile for verification, Enter 6 digit number in respective place i.e. **Enter your One Time Password (OTP) received on your Mobile by SMS**
- Enter full name, Date of Birth, Gender
- Enter applicant valid **eMail ID** as a **User Name** for LMS application.
- Create New Password & Confirm Password. - Ex. like **Pass@123** OR **Password#123** Or **Labour@123**.



Step 3: After login with User Name & Password, on left side user can see Factory department Service like **Factory Registration (Exiting User), Approval of Plan (Form-1) & Registration Form-1** application forms.

- Click of **Factory License** User can see -
 - A. **Factory Registration (Exiting User)** to fill **Renewal Factory License** application.
 - B. **Approval of Plan (Form-1)** to fill **Factory plan as per Rule 3 of MFR, 1963** application.
 - C. **Registration Form-1** to fill conditional license for other than Hazardous factory and permanent license for Hazardous as well as Other than Hazardous factory.

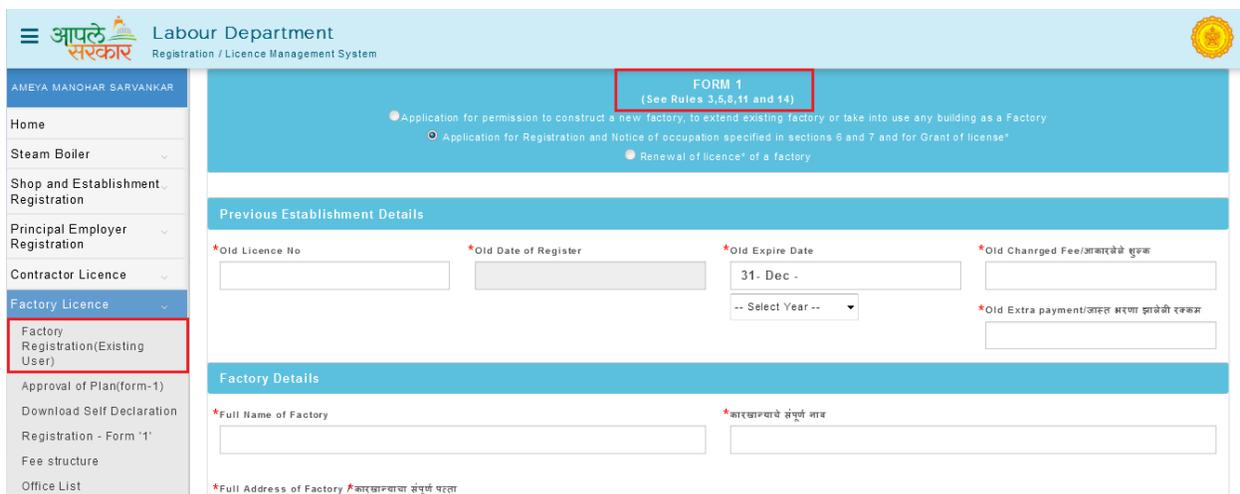


Steps for Factory License Renewal

Factory Registration – Factory Registration (Existing User)

Step 1: Click on **Factory Registration (Existing User)** from menu **Factory Registration**. User can see Form “1” (Application for factory renewal of license).

(Note: Fill & attached document of **Factory Registration (Existing User)** application for apply **Renewal of factory license**.)



Step 2: Fill **Old License No., Old date of registration, old expiry date, Factory name and Address** etc. fill whole form as per given labels and instruction.

Labour Department
Registration / Licence Management System

AMEYA MANOHAR SARVANKAR

FORM 1
(See Rules 3,5,8,11 and 14)

Application for permission to construct a new factory, to extend existing factory or take into use any building as a Factory
 Application for Registration and Notice of occupation specified in sections 6 and 7 and for Grant of license*
 Renewal of licence* of a factory

Previous Establishment Details

*Old Licence No.

*Old Date of Register

*Old Expire Date

*Old Changed Fee/अकारचे शुल्क

*Old Extra payment/अस्त भरणे द्वारेची रक्कम

Factory Details

*Full Name of Factory *कारखान्याचे संपूर्ण नाव

*Full Address of Factory /कारखान्याचा संपूर्ण पत्ता

Labour Department
Registration / Licence Management System

AMEYA MANOHAR SARVANKAR

Factory Details

*Full Name of Factory *कारखान्याचे संपूर्ण नाव

*Full Address of Factory /कारखान्याचा संपूर्ण पत्ता

*Name of Building Name of Building (In Marathi) Plot No/House No/Gala No Gat No/Survey No

Block No/Ward No Building No *Street *Street (In Marathi)

*Landmark *Landmark (In Marathi) *Locality / Ward *Locality / Ward (In Marathi)

*State *District *Taluka Village

*PinCode *Phone Number/दूरधनी क्रमांक *Mobile Number/भ्रमणधनी क्रमांक Fax Number

Step 3: After fill application form user can **submit** application, so user will get application save successfully message and application ID of Existing user application form.

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Factory Details

*Full Name of Factory *कारखान्याचे संपूर्ण नाव

*Full Address of Factory /कारखान्याचा संपूर्ण पत्ता

Information
Your Application Is Saved Successfully. Your ApplicationID is - 1000200216016

OK

Step 4: After fill exiting user application form user can **Upload Document** for generated application ID.

Labour Department
Registration / Licence Management System

AMEYA MANOHAR SARVANKAR

Home

Steam Boiler

Shop and Establishment Registration

Principal Employer Registration

Contractor Licence

Factory Licence

Building and Other Construction Registration

Beedi and Cigar License

Motor Establishment Registration

ChangePassword

Logout

Advance Search

Department: FACTORY Services: Factory Registration(Old User) Application ID: 1000200216016 Search

Factory Report

Sr.No.	ApplicationID	Licence No	Factory Name	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	1000200216016	Not Generated	Ameya Industries PVT LTD	31 Dec 2016	Factory Registration(Old User)	7				Document Pending	Upload Document Download Form View Non-Satisfactory Report

Step 5: Click of **Upload Document** can show types and name of documents which is need to Upload to continue.

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Height: 200 px to 212 px
Width: 160 px
Browse... No file selected.

Height: 64 px
Width: 256 px
Browse... No file selected.

Applicant ID Proof (Submit any 1 of the following documents)

Election / Voters ID
 Driving License
 Aadhar Card
 Passport
 PAN card

Compulsory Documents (Submit any 2 of the following documents)

Previous Factory License
 Plan Approval letter

Step 6: After submission of Factory Registration (Existing User) form one new tab will available i.e. Renew Certificate option.

Labour Department
Registration / Licence Management System

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Advance Search

Department: FACTORY Services: Factory Registration(Old User) Application ID: 1000200216016 Search

Factory Report

Sr.No.	ApplicationID	Licence No	Factory Name	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	1000200216016	1861700213010	Ameya Industries PVT LTD	31 Dec 2016	Factory Registration(Old User)	7				Completed	Amendment Renew Certificate Download Form View Non-Satisfactory Report

- Registration Form "1" (Renew Factory License).

Step 1: Click of **Renew Certificate** can open application form to renew the factory license.

The screenshot shows the Labour Department Registration / Licence Management System interface. The user is logged in as AMEYA MANOHAR SARVANKAR. The 'Advance Search' section is highlighted with a red box, showing filters for Department (FACTORY), Services (Factory Registration(Old User)), and Application ID (1000200216016). Below this, the 'Factory Report' table is displayed, with the 'Renew Certificate' button highlighted in a red box for the first entry.

Sr.No.	ApplicationID	Licence No	Factory Name	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	1000200216016	1661700213010	Ameya Industries PVT LTD	31 Dec 2016	Factory Registration(Old User)	7				Completed	Amendment Renew Certificate Download Form View Non-Satisfactory Report

In Application for Renewal of Registration applicant can only change valid up to years. (Max 10 years)

The screenshot shows the 'Renewal Details' section of the Labour Department Registration / Licence Management System. The user is logged in as AMEYA MANOHAR SARVANKAR. The 'Renewal Details' section is highlighted with a red box, showing the 'Current Year' (2017) and 'Valid upto year' (2021) dropdown menus. The 'Renewal for No. of years' is set to 1.

Application ID	LicenceNo	Service Name	Factory Registration(Old User)
1000200216016	1661700213010	Factory Registration(Old User)	Factory Registration(Old User)

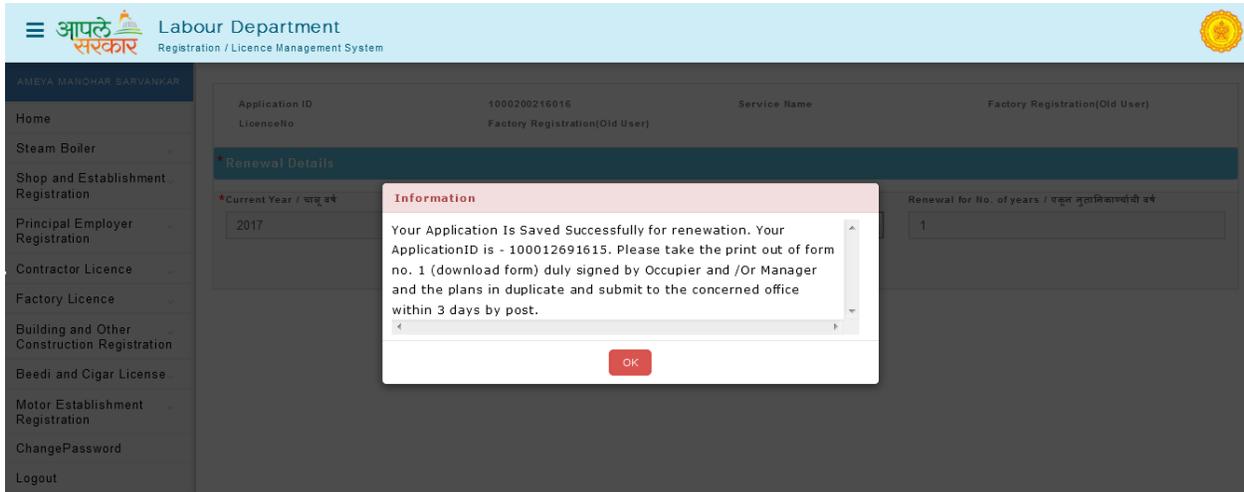
***Renewal Details**

*Current Year / वर्तमान वर्ष: 2017

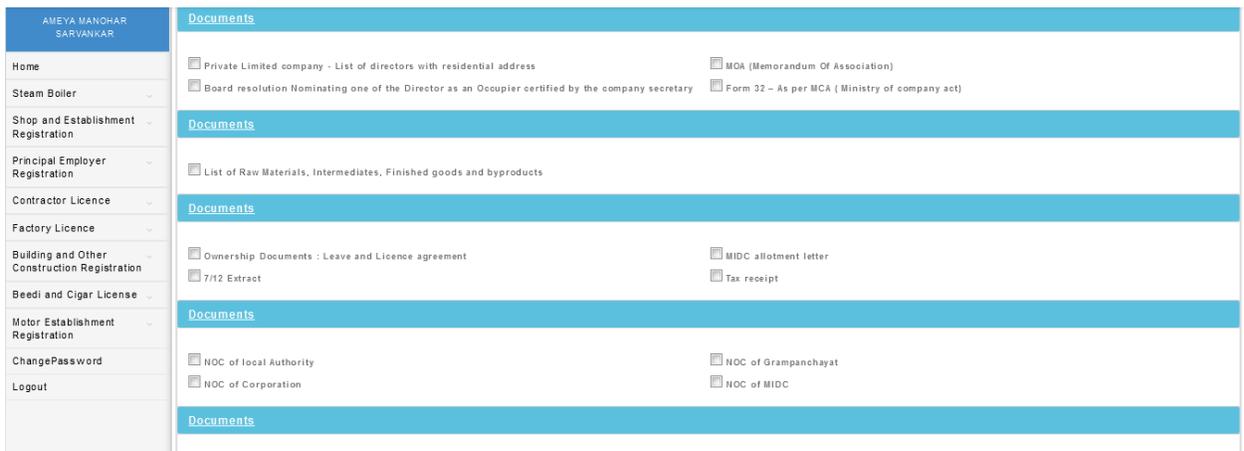
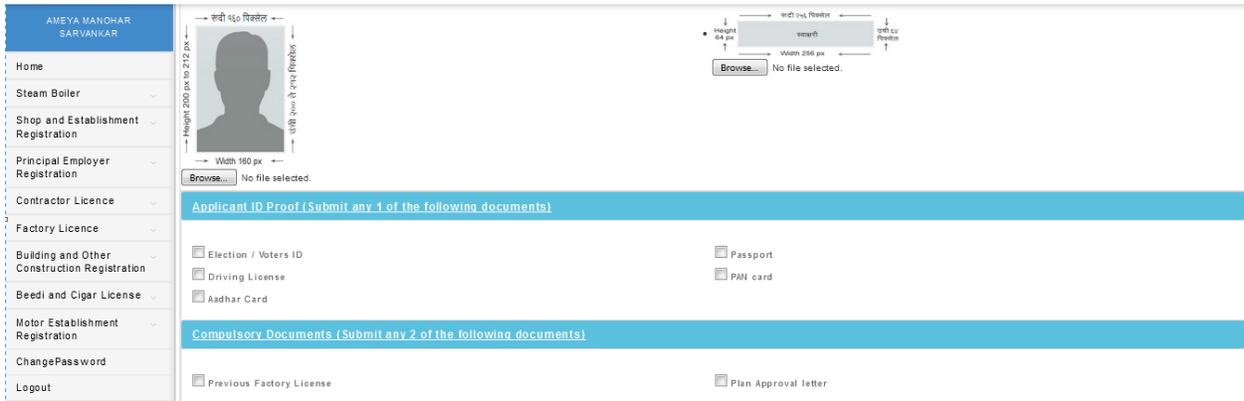
*Valid upto year / मुदतनिर्धारण करणी पावतील काहिजे: 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026

Renewal for No. of years / एकूण मुदतनिर्धारण्याची वर्षे: 1

Step 2: After save renew application form user can **Upload Document** for newly generated application ID.



Step 3: Click of Upload Document can show types and name of documents which is need to Upload to continue.



Step 4: Document upload successfully message will showing **Make Payment** option through **Online** or **Bank Challan** which will give you the transaction successful receipt after payment done.

AMEYA MANOHAR SARVANKAR

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Contractor Licence

Factory Licence

Building and Other Construction Registration

Beedi and Cigar License

Motor Establishment Registration

ChangePassword

Logout

MakePayment

Online Payment Bank Challan

Application Id	100012691615
Service Name	Factory Renewal
Name	AMEYA MANOHAR SARVANKAR
Email ID	ameya.mano@mahonline.gov.in
Registration Fee ()	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	625000
Late Fee	0
Change Fee	0
MahaOnline Service Charges	23
Security Deposit	0
Court Fee Stamp	10
Total Amount	622933

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आपले सरकार

Labour Department
Registration / Licence Management System

Thanks

Transaction is Successful

Application Id	100000951615
Service Name	Factory Renewal
Name	AMEYA MANOHAR SARVANKAR
Service Time Limit	7 (Working Days)
Email ID	ameya.mano@mahonline.gov.in
Registration Fee	0
Renewal Fee	0
Fees Amount(Reg. + Ren)	6300
Late Fee	0
Change Fee	0

THANKS!!!

