



Government of Arunachal Pradesh

User Manual

For

“Apply for Registration and Grant of
Factory License and Notice of
Occupation”

Department of Industries

Year 2021



Step 1: Navigate to the EODB Link <https://eodb.arunachal.gov.in/login.do>> Go to “Services” > Click on “How To Apply”> Download PDF and Apply for UBIN as given in the User Manual.

Step 2: Navigate to the EODB Link and Click on “Login”

Link: <https://eodb.arunachal.gov.in/login.do>

Step 3: Go to “Services”> Then Click on “Department of Industries” >Click on “Apply” against the service for “Apply for Registration and Grant of Factory Licence and Notice of Occupation”

https://eodb.arunachal.gov.in/resources/homePage/12eodb/services.html

EASE OF DOING BUSINESS
Government of Arunachal Pradesh

Home Services Documents Contact Login

SERVICES

DEPARTMENT WISE SERVICES OFFERED

Know How To Apply ?	+
Finance, Planning and Investment	+
Apply for Inner Line Permit	+
Labour and Employment	+
Department Of Industries	-
Apply For Registration and Grant of Factory Licence and Notice of Occupation	See Requirements Apply
Apply For Auto-Renewal of Registration and Grant of Factory Licence and Notice of Occupation	See Requirements Apply
Arunachal Pradesh State Pollution Control Board	+
Cooperative Societies	+

Step 4: Put your Login ID, Password and Captcha correctly as shown in the image and Click on “LOGIN”

Official website for Ease of Doing Business

https://eodb.arunachal.gov.in/login.do

EASE OF DOING BUSINESS
Government of Arunachal Pradesh

Contact Login

LOG IN

Login ID

Password

266669

Captcha

LOG IN

Arunachal's... le Factory by

What makes the unit special is that it is the brainchild of retired IAF officer, Group Captain Mohonto Panging whose love affair with the textile industry took him from flying Sukhois to starting a venture of his own.



Step 5: After login Go to “Apply for Services”> View Services>Choose “Arunachal Pradesh”> Type “Industries” in Search Box> Click on “Application for Registration and Grant of Factory License and Notice of Occupation”

This screenshot shows the 'View All Available Services' page on the ServicePlus portal. The page has a blue header with the 'ServicePlus' logo and the text 'Metadata-based Integrated eService Delivery Framework'. A left-hand menu is visible with options like 'Manage Profile', 'Apply for services', and 'View all available services' (which is highlighted with a red box). The main content area shows a search filter for 'ARUNACHAL PRADESH' (highlighted with a red box) and a search box containing 'Industries' (also highlighted with a red box). Below this is a table with one entry: 'Application for Registration and Grant of Factory Licence and Notice of Occupation' under the 'Department of Industries'. The page footer contains logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, Deity, and PMINDIA.

Step 6: Put the UBIN number and PAN number and Click on “Get Details”

This screenshot shows the 'Application for Registration of Society' form. The form is titled 'FORM - W' and 'See Rule - 4(i)'. It has a section for 'UBIN Details' with input fields for 'UBIN Number' and 'PAN Number', both highlighted with red boxes. A 'Get Details' button is also highlighted with a red box. Below this are fields for 'Full Name', 'E-Mail', 'Name of Society', 'Office Address', 'Designation', 'Mobile Number', and 'Telephone'. The 'Application Form' section contains two numbered instructions and an 'Application Processing Location' dropdown menu. The footer of the form includes a field for '1) Name of the proposed Society'.



Step 7: Fill the Factory details as required

Factory Details

Name of the Factory *

Postal Address to which communication relating to the factory should be sent :

Address Line 1 *

Address Line 2 *

Address Line 3 *

Country *

State *

District

Postal / Zip Code *

Full postal address of the factory :

Same as above address details?

Yes

Address Line 1 *

Address Line 2 *

Address Line 3 *

Country *

State *

District

Postal / Zip Code *

Principal/Primary Product being manufactured/to be manufactured in the factory *

Name of the items manufactured/ to be manufactured (Pricipal Product and other product)

Step 8: Fill the details of "Name of the Items manufactured", "Worker and Power Consumption Details" and "Details of Manager"

Name of the items manufactured/ to be manufactured (Pricipal Product and other product)

a) In the factory in the last twelve months (in case of factories already in existence)

Product

b) In the factory during next twelve months (in case of all factories)

Product

Worker and Power Consumption Details

Type of factory *

Maximum number of workers proposed to be employed on any one day during the year *

Number of workers proposed to be employed on any day during the year *

Nature and amount of power to be used:

Total Power installed/ to be installed (in HP) *

Details of the Manager

Full Name of the person who shall be the Manager of the factory for the purpose of the Act & Rules *

Residential address of the person who shall be the Manager of the factory for the purpose of the Act & Rules

Address Line 1 *

Address Line 2

Address Line 3



Step 9: Fill the "Details of the Occupier" and "Details of the Owner of the Premises"

The screenshot shows two form sections. The first section, titled "Details of the Occupier", includes a dropdown for "Type of factory/Business/Firm", a text field for "Name of the Occupier", and a table for "Details of the Occupier and the other Partners/Directors/Shareholders/Chief Administrative head/ Secretary/ President" with columns for Full Name, Address line 1, Country, State, District, Zip Code, and Mobile Number. The second section, titled "Details of the Owner of the premises", includes a text field for "Full Name of the Owner of the premises or building including the precincts thereof referred to in Section 93", three text fields for "Address of the Owner of the premises or building including the precincts thereof referred to in Section 93" (Address line 1, Address Line 2, Address Line 3), dropdowns for Country, State, and District, text fields for Postal / Zip Code and Mobile Number, and a question "Is there any arrangement made for disposal of trade wastes and effluents" with Yes/No radio buttons.

Step 10: Fill the "Payment Details", Click on "I agree", Fill the Captcha as shown in the picture and Click Submit

The screenshot shows three form sections. The first section contains text boxes for "Chief Inspector", "Reference Number of the approval of the arrangements, if any, made for disposal of trade wastes and effluents", "Date of approval of the arrangements, if any, made for disposal of trade wastes and effluents", and "Name of Authority granting such approval for the arrangement for disposal of trade wastes and effluents". The second section, titled "Payment Details", includes a dropdown for "Validity of the license (as sought by the applicant)" and a text field for "Amount Payable". The third section, titled "Declaration", contains the text "All the above information is correct to the best of my knowledge and belief." and a checkbox labeled "I Agree". The fourth section, titled "Additional Details", includes a dropdown for "Apply to the Office" with "Department of Industries (STATE)" selected. Below this is a "Word verification" box showing the characters "jw62ka" and a text input field. At the bottom right, there are buttons for "Draft", "Submit", "Close", and "Reset".



Step 11: Keep the Application Acknowledgement for future reference.

Application Acknowledgment

Date: 13/08/2021

Dear Kakadiya Advinkumar Bhilbhahai,
Thank you for using ServicePlus.
Your application for Apply For License as Dealer has been successfully submitted to Legal Metrology, ARUNACHAL PRADESH.

Application Summary

Application Reference Number is AFLD/2021/00018

Your application was received by Online mode on 13/08/2021.

List of Enclosures with Application

Type of document(s)	Document(s) Attached
Trading Licence	Trading Licence
Aadhar Card	Aadhar Card
PAN Card	PAN Card
GST Registration Certificate Copy	GST Registration Certificate Copy
Authorization letter issued by manufacturer to sell weight or measure	Authorization letter issued by manufacturer to sell weight or measure
Model approval certificate issued by the Govt. of India	Model approval certificate issued by the Govt. of India

Service Designated Officer:
Name: Department Admin Legal Metrology ds
Address: swiss,
Email: eodb@arunachal@gmail.com
Phone No:

Regards
ServicePlus

Buttons: Print, Export to PDF, Close

Step 12: After getting the approval confirmation through SMS and email, Login <https://eodb.arunachal.gov.in/login.do> > View Status of Application > Track application Status > Click on "Make Payment"

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu: Manage Profile, Apply for services, View Status of Application, Track application status, View Incomplete Application, Revalidate Payment, Modify Submissions, Messages & Alerts

View Status Of Application | Track Application Status

From Date: 28/04/2021 To Date: 28/04/2021

App Ref No.

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Application form for new commercial water connection /sewer connection	PHE-WC/2021/00005	28/04/2021	NA	Make Payment
2	Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-XI	DHS/2021/00004	28/04/2021	NA	Make Payment

Showing 1 to 2 of 2 entries

Page navigation: First, Previous, Next, Last

Footer: MINISTRY OF PANCHAYATI RAJ, Digital India, data.gov.in, india.gov.in, PMINDIA



Step 13: Click on "click here"

The screenshot shows the ServicePlus web portal. A modal window titled "Status of Application" is open, displaying the following details:

- Application Reference Number: DHS/2021/00004
- Name of the Service: Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-X
- Applied By: Kakadiya Ashvinkumar Bhikhabhai
- Application due Date: 28/04/2021

An action message states: "Action to be taken by an applicant: You are required to make payment. Please [click here](#) to proceed." The "click here" link is highlighted with a red box.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Payment document	NA	NA	Completed	NA

Step 14: Click on "Make Payment"

The screenshot shows the ServicePlus web portal with the "Status of Application" modal window open to the "PAYMENT DETAILS" section. The details are as follows:

- Mode of Payment: Bill Desk Payment
- Certificate Output charges
- Registration and License Fee
- Total Amount to be paid (in Rs.):

At the bottom of the modal, there are two buttons: "Make Payment" (highlighted with a red box) and "Cancel".

Step 15: After payment has been done successfully, applicant will get a final approval SMS. He can download the final certificate by login to the EoDB portal.