



GV LAW CHAMBER
LLP

Industrial Compliance Reference Manual

*A Working Guide to Statutory Forms under Haryana Industrial
Compliance · 2026 Edition*

A CLIENT DELIVERABLE

A practitioner companion to the Haryana Industrial Compliance Checklist 2026



— HOW TO USE THIS MANUAL

A working guide to *licensing, safety, and hazardous operations.*

This manual is the working reference for plant managers, EHS heads, factory occupiers, and compliance teams responsible for the licensing approvals and safety obligations governing industrial units in Haryana. For each major statutory form, we set out a complete guidance card: what the form is for, who completes it, what information must be gathered, when it must be filed, the common errors we encounter in practice, and where to download the authoritative version.

A note on inter-departmental coordination

Unlike labour or environmental compliance — each of which has one or two principal authorities — industrial compliance in Haryana spans more than ten authorities, each with its own filing window and inspection cycle. The single largest cause of compliance failure we see is loss of visibility across this landscape: a fire NOC renewal that nobody tracked, an electrical inspection certificate that expired, a PESO licence the storage in-charge thought the EHS team was handling. This manual is organised by authority so each department's touch-points can be traced.

— SECTION 1

Factory Establishment under the Factories Act, 1948

Forms 1, 2 and 3 are the foundation of a factory's legal existence in Haryana. Form 1 is the pre-construction approval of site and building plan. Form 2 is the application for registration and licence after construction. Form 3 is the factory licence itself, issued by the Chief Inspector of Factories. Without these three in valid form, no manufacturing activity is lawful, irrespective of every other approval the unit might hold.

Form 1 *Application for Approval of Site, Construction or Extension*

PURPOSE

The pre-construction approval required under Section 6 of the Factories Act, 1948. Submitted before any construction commences. The Chief Inspector of Factories examines the proposed site, layout, machinery placement, ventilation, lighting, exits, and worker amenities for compliance with the Haryana Factories Rules, 1952. Approval of Form 1 is a precondition to Form 2 application.

WHO COMPLETES

The occupier of the proposed factory (typically the MD or authorised director).

WHO RETAINS / RECEIVES

Filed with the Chief Inspector of Factories, Haryana. Approval letter issued by CIF.

INFORMATION REQUIRED

Site plan with all dimensions; building plan showing all floors, mezzanines, basements; machinery layout plan; identification of hazardous operations; ventilation calculation; lighting calculation; exit and aisle marking; toilet, washing, and canteen areas; details of effluent and emission management; CTE from HSPCB (or evidence of application); fire scheme approval (or evidence of application); supplied with the prescribed fee.

TIMELINE

Pre-construction. Processing time typically 60-90 days from receipt of complete application.

COMMON ERRORS WE SEE

Site plan submitted without architect's seal (a Haryana-registered architect/engineer is required); machinery layout drawings do not match the manufacturing process flow; worker amenities inadequate for the projected headcount; submission made simultaneously with HSPCB application but the two applications carry inconsistent process descriptions.

OFFICIAL SOURCE

Labour Department Haryana — hrylabour.gov.in/factory

How GV Law Chamber LLP can help. We coordinate Form 1 submissions with the architect and process consultants so the application package is internally consistent across all authorities — the same numbers appearing in CTE, Fire Scheme, and Form 1.

Form 2

Notice of Occupation / Application for Registration and Grant of Licence

PURPOSE

After construction is complete and the factory is ready for operations, Form 2 is the application to the Chief Inspector for registration of the factory and grant of licence. It is the notice under Section 7 of the Factories Act that the occupier has taken charge of the factory and intends to commence manufacturing.

WHO COMPLETES

The occupier of the factory.

WHO RETAINS / RECEIVES

Filed with the Chief Inspector of Factories. Factory licence is granted in Form 3.

INFORMATION REQUIRED

Factory name and address; Form 1 approval reference; description of manufacturing process; list of plant and machinery with installed HP/KW; declared maximum number of workers (across all shifts); shift patterns; identification of hazardous operations; name and address of occupier; name and address of manager; details of welfare facilities; copy of occupancy certificate from ULB; fire NOC; CTO from HSPCB.

TIMELINE

After construction completion. Form 3 typically issued within 30-45 days, subject to inspection.

COMMON ERRORS WE SEE

Worker headcount under-declared to obtain a smaller-category licence (with a lower fee), which then conflicts with actual operations during inspection; manufacturing process description is generic, while inspection finds hazardous processes not declared; manager designated who is not present at the factory in practice.

OFFICIAL SOURCE

Labour Department Haryana — hrylabour.gov.in/factory

How GV Law Chamber LLP can help. *For new factories, we file the Form 2 application after a pre-submission internal audit to ensure the declared parameters (worker count, HP, hazardous processes) will be sustainable through the licence period.*

Form 3 *Factory Licence*

PURPOSE

The factory licence itself — issued by the Chief Inspector under Section 6 read with Section 9 of the Haryana Factories Rules, 1952. The licence specifies the maximum workers permitted, the installed HP/KW, the manufacturing process authorised, and the validity period. Renewal is annual (or biennial in some categories), and renewal application must be filed in Form 4 before expiry.

WHO COMPLETES

Issued by the Chief Inspector of Factories.

WHO RETAINS / RECEIVES

Held by the occupier; displayed at the factory entrance under Section 108 of the Factories Act.

INFORMATION REQUIRED

For renewal: current Form 3; declaration of any changes in machinery/workforce/process; compliance with previous inspection notices; payment of renewal fee.

TIMELINE

Annual renewal (in most Haryana categories). Renewal application must be filed at least 60 days before expiry.

COMMON ERRORS WE SEE

Renewal missed and operations continued on expired licence (a strict-liability offence under Section 92); worker count or installed HP increased without amendment, creating an undeclared variance; manufacturing process expanded but licence not amended.

OFFICIAL SOURCE

Labour Department Haryana — hrylabour.gov.in/factory

How GV Law Chamber LLP can help. *Form 3 renewals are tracked in our compliance calendar with a 90-day advance reminder. Any change in capacity, headcount, or process is addressed by way of a Form 5 amendment rather than waiting for renewal.*

— SECTION 2

Fire Safety under the Haryana Fire and Emergency Services Act, 2022

The 2022 Act repealed the 2009 Act and rationalised the fire compliance regime. A three-stage process: Fire Fighting Scheme approval pre-construction, Fire NOC after construction, and Fire Safety Certificate for continued operation. Industrial occupancies are classified by hazard level — low, moderate, high — with escalating fire-fighting requirements.

Fire Scheme Approval *Approval of Fire Fighting Scheme*

PURPOSE

The pre-construction approval of the fire-fighting design for any building covered by the 2022 Act. Required before the building plan itself is approved by the ULB/DTCP. The Scheme covers hydrant points, sprinkler system, fire pumps, water storage, fire alarms, emergency lighting, exit signage, refuge areas, and the escape stair design.

WHO COMPLETES

The building owner / occupier, through a registered fire consultant.

WHO RETAINS / RECEIVES

Submitted to the Director General, Haryana Fire and Emergency Services, through the ULB portal. Scheme approval letter issued.

INFORMATION REQUIRED

Architectural drawings (all floors, sections, elevations); fire-fighting scheme drawings (plumbing, electrical for alarms, sprinkler layout); calculations for water demand and hydraulic system; details of fire pump capacity; emergency lighting plan; exit width calculations; occupancy classification per NBC; fire consultant's certification.

TIMELINE

Pre-construction. Processing time 60 days under the Right to Service Act.

COMMON ERRORS WE SEE

Scheme prepared by an unregistered fire consultant; occupancy classification understated (e.g., declared "low hazard" when the process is actually moderate or high); water storage capacity insufficient for the building's class; refuge area provision missed for buildings above prescribed heights.

OFFICIAL SOURCE

Urban Local Bodies Haryana: ulbharyana.gov.in

How GV Law Chamber LLP can help. We coordinate the Fire Scheme submission with the architect and fire consultant, ensuring the scheme matches the manufacturing process declared in CTE and Form 1.

Fire NOC *Fire No-Objection Certificate*

PURPOSE

The post-construction certification by the Fire Service that the building has been constructed in conformity with the approved Fire Scheme, and that all fire-fighting systems are installed and functional. Required before the Occupancy Certificate is issued by ULB/DTCP and before operations commence.

WHO COMPLETES

The building owner / occupier.

WHO RETAINS / RECEIVES

Issued by the Fire Officer of the area, with copy retained by the occupier.

INFORMATION REQUIRED

Approved Fire Scheme reference; installation completion certificate from fire consultant; commissioning report of fire pump and sprinkler system; functionality test results of fire alarm; photographs of installed systems; occupancy certificate of building (or simultaneous application).

TIMELINE

Post-construction. Issued after a site inspection by the Fire Officer.

COMMON ERRORS WE SEE

Internal layout changes (mezzanine added, partition walls moved, storage relocated) after the NOC was issued, making the NOC description out of date; fire-fighting equipment maintenance lapses, leading to non-functional systems at the time of inspection; fire drills not conducted as recorded in the safety register.

OFFICIAL SOURCE

Urban Local Bodies Haryana: ulbharyana.gov.in

How GV Law Chamber LLP can help. For our retainer clients, we track Fire NOC validity and coordinate periodic system maintenance with the fire consultant so the next certification is not delayed by remediation work.



Fire Safety Certificate

Annual Fire Safety Certificate

PURPOSE

The annual operational certification that the building's fire-fighting systems have been maintained, fire drills conducted, and the building remains in compliance with the approved Fire Scheme. Required for continued operation.

WHO COMPLETES

The occupier of the building.

WHO RETAINS / RECEIVES

Issued by the Fire Officer following annual inspection.

INFORMATION REQUIRED

Previous year's Fire Safety Certificate; annual maintenance records of fire-fighting systems; fire drill records (typically two drills per year); training records for fire wardens; any incident reports.

TIMELINE

Annual. Inspection scheduled by Fire Officer; certificate issued on satisfactory inspection.

COMMON ERRORS WE SEE

Annual fire drills not conducted (or conducted but not properly recorded); fire-fighting system maintenance done but no AMC record produced at inspection; emergency lighting batteries discharged, exit signage faded.

OFFICIAL SOURCE

Urban Local Bodies Haryana: ulbharyana.gov.in

***How GV Law Chamber LLP can help.** We help our clients build a sustainable fire-safety calendar — quarterly maintenance, half-yearly drills, annual external audit — so the annual certificate becomes a formality rather than a scramble.*

— SECTION 3

Boilers under the Indian Boilers Act, 1923

Every steam boiler exceeding 25 litres water capacity must be registered, periodically inspected, and operated only by certified personnel. The Chief Inspector of Boilers, Haryana (Faridabad) administers the Act through field Inspectors. The Indian Boiler Regulations, 1950 prescribe technical standards.

Form II *Application for Registration of New Boiler*

PURPOSE

The application to register a newly-installed boiler under Section 7 of the Boilers Act. Filed after the boiler has been installed but before it is fired for production use. The Chief Inspector arranges an inspection and hydrostatic pressure test before registration.

WHO COMPLETES

The owner of the boiler.

WHO RETAINS / RECEIVES

Submitted to the Chief Inspector of Boilers, Haryana.
Registration certificate issued in Form III.

INFORMATION REQUIRED

Manufacturer's certificate (Form IIIA or equivalent); design drawings and pressure parts inspection report; manufacturer's hydrostatic test certificate; transport damage inspection report; installation report; fuel type and design pressure declaration; water treatment scheme.

TIMELINE

Post-installation, pre-firing. Registration typically within 60 days following inspection.

COMMON ERRORS WE SEE

Boiler installed and operated on the manufacturer's certificate alone, without registration with the Haryana Chief Inspector (manufacturer's certificate is necessary but not sufficient); modifications to the boiler after manufacture not disclosed; design pressure used in operations differs from registered pressure.

OFFICIAL SOURCE

Chief Inspector of Boilers, Haryana — through Labour Department: hrylabour.gov.in

How GV Law Chamber LLP can help. We coordinate Form II applications with the Boiler manufacturer and installation contractor, ensuring the test and certification are complete before the unit needs to produce steam.

Form VI *Certificate of Inspection and Steam Pressure*

PURPOSE

The certificate issued by the Boiler Inspector after periodic inspection (typically annual) confirming that the boiler is fit for operation at the approved maximum working pressure. Required for continued operation. Operation on an expired Form VI is a strict-liability offence.

WHO COMPLETES

Issued by the Boiler Inspector after inspection.

WHO RETAINS / RECEIVES

Held by the boiler owner; displayed at the boiler.

INFORMATION REQUIRED

For renewal inspection: maintenance log of the boiler; water treatment records; previous Form VI; any modifications report; safety valve test record; thickness gauge readings.

TIMELINE

Annual (in most cases). Inspection must be requested before expiry. Resumption after major repairs requires fresh inspection.

COMMON ERRORS WE SEE

Form VI expired but boiler still in operation; safety valve setting changed without re-certification; thickness gauge readings showing deterioration ignored.

OFFICIAL SOURCE

Chief Inspector of Boilers, Haryana · **Central guidelines:** cbboe.gov.in

How GV Law Chamber LLP can help. We schedule periodic Boiler inspections 30 days before expiry, so the inspection itself and any remediation are completed within the valid certificate period.

— SECTION 4

Electrical Safety — CEA Safety Regulations, 2010

The Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010 govern the safe installation, operation, and inspection of electrical installations. In Haryana, the Chief Electrical Inspector to Government is the principal authority. Distribution companies DHBVN (south Haryana) and UHBVN (north Haryana) sanction electrical loads.

Load Sanction *Sanction of Electrical Load by DHBVN / UHBVN*

PURPOSE

The approval for the electrical load that the unit will draw from the grid. Issued by the relevant distribution company depending on geographical location. Sanctioned load determines the connection class, transformer capacity, and tariff structure.

WHO COMPLETES

The consumer (industrial unit).

WHO RETAINS / RECEIVES

Issued by DHBVN (south Haryana) or UHBVN (north Haryana). Held by consumer.

INFORMATION REQUIRED

Application form with load calculations; single-line diagram of the unit's electrical system; transformer capacity; HT/LT split; details of any captive generation; demand contracted; copy of property documents; CTE/Form 1 reference where applicable.

TIMELINE

Pre-installation. Connection installed only after sanction.

COMMON ERRORS WE SEE

Connected load differs from sanctioned load (under-declaration to reduce tariff, then detected during meter reading); diesel generator capacity not declared; captive solar installation not registered with discom.

OFFICIAL SOURCE

DHBVN: dhbvn.org.in · **UHBVN:** uhbvn.org.in

How GV Law Chamber LLP can help. We coordinate load sanction with the electrical consultant and discom to ensure the declared load matches the unit's actual operational pattern.

CEI Approval *Approval of Electrical Installation by Chief Electrical Inspector*

PURPOSE

The independent safety certification of the unit's electrical installation by the Chief Electrical Inspector. Required for HT installations and for any installation that must be energised before operation. Periodic inspection by the CEI is mandated for industrial installations.

WHO COMPLETES

The occupier / consumer.

WHO RETAINS / RECEIVES

Issued by Chief Electrical Inspector, Haryana.

INFORMATION REQUIRED

Form A application; single-line diagram; earthing scheme; lightning protection plan; sub-station drawings; HT switchgear specifications; protection relay settings; HT cable routing; emergency shutdown arrangements; details of the electrical contractor (must be a licensed contractor).

TIMELINE

Pre-energisation for initial installation. Periodic inspection thereafter (intervals notified by CEI).

COMMON ERRORS WE SEE

Modifications to the electrical installation after initial approval not re-certified; unauthorised electrical contractor used (the contractor must hold a valid electrical contractor licence); earthing system deteriorated without periodic resistance testing.

OFFICIAL SOURCE

Chief Electrical Inspector, Haryana

***How GV Law Chamber LLP can help.** We coordinate the CEI approval process with the licensed electrical contractor, ensuring the installation is fully compliant before energisation.*

— SECTION 5

PESO — Petroleum and Explosives Safety Organisation

PESO administers the Petroleum Act, 1934, the Explosives Act, 1884, the Gas Cylinder Rules, 2016, the Static and Mobile Pressure Vessels (Unfired) Rules, and the SMPV (LPG) Rules. Storage of petroleum above threshold (varying by Class A, B, C), and all use of explosives, requires a PESO licence with concurrence of the District Magistrate.

Petroleum Storage Licence *Application for Licence to Store Petroleum (Form XIV)*

PURPOSE

Required for storage of petroleum exceeding threshold quantities. Class A (highly flammable, flash point below 23°C) has the lowest threshold; Class C (above 65°C) the highest. Most diesel and HSD storage exceeds the relevant Class B threshold and requires licensing.

WHO COMPLETES

The licensee (owner of the storage installation).

WHO RETAINS / RECEIVES

PESO regional office. Licence issued in Form XV.

INFORMATION REQUIRED

Site layout showing storage tanks; safety distances from boundaries and combustible occupancies; fire-fighting arrangements; bunding and spill containment; ventilation arrangements; vapour recovery (where required); NOC from District Magistrate; NOC from Fire Service; safety officer details (where required).

TIMELINE

Pre-storage. Licence validity typically 3 years. Renewal application before expiry.

COMMON ERRORS WE SEE

Petroleum stored above licence threshold without licence amendment; transitional drum storage during refurbishment unaccounted for; safety distances breached by subsequent construction within the unit.

OFFICIAL SOURCE

PESO: peso.gov.in · Online application through PESO portal

How GV Law Chamber LLP can help. We file PESO petroleum licence applications and coordinate the safety distance requirements with the unit's civil/structural planning.

— SECTION 6

MSIHC Rules — Major Accident Hazard Installations

Units handling hazardous chemicals above threshold quantities listed in Schedules 2 and 3 of the MSIHC Rules, 1989 are classified as Major Accident Hazard (MAH) installations. The consequence of MAH classification is a substantial additional regulatory regime — On-Site Emergency Plan, Safety Report, Safety Audit, Notification of major accident, and public information mandate.

Form I *Notification of MAH Installation*

PURPOSE

The initial notification under Rule 5 of the MSIHC Rules when a unit's holding of a hazardous chemical crosses the Schedule 2/3 threshold. Files identifying particulars of the installation, the chemicals, and the safety arrangements with the State Pollution Control Board (HSPCB), the District Authority, and MoEFCC.

WHO COMPLETES

The occupier of the MAH installation.

WHO RETAINS / RECEIVES

Filed with HSPCB, DDMA, and MoEFCC.

INFORMATION REQUIRED

Identification of installation; list of hazardous chemicals (with CAS numbers) held above thresholds; maximum quantities; storage arrangements; transport arrangements; safety data sheets; emergency arrangements outline; identification of safety officer.

TIMELINE

On crossing the threshold. Updates filed in Form II whenever there is a material change.

COMMON ERRORS WE SEE

Threshold crossed but Form I not filed (units sometimes miss the threshold because individual chemicals are below threshold but cumulative or process-related thresholds are crossed); Form II updates not filed when quantities or processes change.

OFFICIAL SOURCE

HSPCB: hspcb.gov.in · **MoEFCC:** moef.gov.in

How GV Law Chamber LLP can help. We audit our retainer clients' chemical inventories quarterly against the MSIHC thresholds and file Form I/II as soon as a material change is identified.

Form III *Safety Report*

PURPOSE

The comprehensive safety analysis required for MAH installations under Rule 10 of the MSIHC Rules. Identifies hazards, assesses risks, sets out preventive and mitigative measures. Must be reviewed and updated every 5 years, and whenever there is a major modification.

WHO COMPLETES

The occupier, typically with assistance of a competent safety consultant.

WHO RETAINS / RECEIVES

Filed with HSPCB and the District Authority.

INFORMATION REQUIRED

Process description; hazard identification (HAZID/HAZOP results); quantitative risk assessment (where applicable); preventive measures; mitigative measures; emergency preparedness; safety management system; review of past incidents.

TIMELINE

Once at initial MAH notification, then 5-yearly review.

COMMON ERRORS WE SEE

Safety Report prepared at initial notification but not updated despite process expansions; risk assessment relies on generic templates rather than process-specific scenarios; consultant's findings not internalised into operational procedures.

OFFICIAL SOURCE

HSPCB: hspcb.gov.in

***How GV Law Chamber LLP can help.** We coordinate the Safety Report process with a competent safety consultant and ensure the recommendations are translated into operational SOPs.*

Form IV *On-Site Emergency Plan*

PURPOSE

The on-site response plan for major accidents at an MAH installation. Identifies the emergency control centre, command structure, communication arrangements, evacuation routes, medical response, decontamination, and external agency notification. Must be tested by mock drill at least every six months.

WHO COMPLETES

The occupier of the MAH installation.

WHO RETAINS / RECEIVES

Filed with HSPCB and the DDMA. Copies provided to all employees and mutual aid partners.

INFORMATION REQUIRED

Plant layout; emergency control centre location; command structure and named responsibilities; evacuation routes; medical response (in-house + external hospitals); decontamination procedures; external agency notification protocols (police, fire, HSPCB, DDMA, MoEFCC); mutual aid arrangements; communication channels.

TIMELINE

Initial preparation, with mock drill every 6 months. Comprehensive review every 5 years.

COMMON ERRORS WE SEE

Plan exists on paper but mock drill not conducted in the preceding 6 months; emergency contact numbers in the plan are obsolete; mutual aid partner relationships not actually in place; emergency control centre location moved without plan revision.

OFFICIAL SOURCE

HSPCB: hspcb.gov.in · **DDMA (district):** through district administration

***How GV Law Chamber LLP can help.** We help our MAH clients run credible mock drills with documented learnings, and update the on-site plan to reflect each drill's findings.*



Form V *Notification of Major Accident*

PURPOSE

The mandatory notification of any major accident at an MSIHC unit. Filed within 48 hours with HSPCB, the District Authority, and MoEFCC. The form captures the accident details, casualties, environmental impact, and immediate corrective actions.

WHO COMPLETES

The occupier of the MAH installation.

WHO RETAINS / RECEIVES

Filed with HSPCB, DDMA, and MoEFCC. Copy retained by occupier.

INFORMATION REQUIRED

Date, time, location of accident; chemicals involved; quantity released; nature of accident (fire, explosion, toxic release); casualties (workers and public); environmental impact; immediate corrective actions; planned follow-up.

TIMELINE

Within 48 hours of the accident.

COMMON ERRORS WE SEE

Notification delayed beyond 48 hours (a serious offence in itself, compounding the underlying incident); quantities and casualties understated in the initial Form V, then expanded in later submissions, raising credibility issues; corrective actions described in generic terms rather than specific changes.

OFFICIAL SOURCE

HSPCB: hspcb.gov.in

How GV Law Chamber LLP can help. *When an incident occurs at a client unit, we coordinate the Form V notification within the 48-hour window and represent the client through the follow-up inquiries.*

— SECTION 7

Estate, MSME, and Municipal Permissions

HSIIDC for plot-level matters in industrial estates, Udyam Registration for MSME certification, and local Municipal Corporation or Panchayat for trade licences. These are often handled by different teams within an organisation, yet they each carry continuing obligations.

HSIIDC *Approval of Building Plan* Building Plan

PURPOSE

For units located on HSIIDC industrial plots, building plan approval is a required step between plot allotment and construction commencement. HSIIDC reviews compliance with allotment conditions, setbacks, FAR/coverage limits, and zonal regulations.

WHO COMPLETES

The plot allottee.

WHO RETAINS / RECEIVES

HSIIDC concerned Estate Office.

INFORMATION REQUIRED

Allotment letter; architectural drawings with setbacks marked; FAR and coverage calculations; structural design certificate; soil investigation report; details of manufacturing process (broadly consistent with the allotment purpose); intimation of commencement of construction.

TIMELINE

After plot allotment, before construction commencement.

COMMON ERRORS WE SEE

Construction commenced on the basis of architect's design without HSIIDC plan approval; setbacks violated and discovered at occupancy stage; manufacturing process at commissioning materially different from the use declared at allotment.

OFFICIAL SOURCE

HSIIDC: hsiidc.org.in

How GV Law Chamber LLP can help. *We coordinate HSIIDC plan approval with the architect and ensure setback / FAR / coverage compliance is verified before plans are submitted, avoiding rework.*

Udyam Registration

MSME Registration on Udyam Portal

PURPOSE

The MSME certification under the Micro, Small and Medium Enterprises Development Act, 2006. Filed online through the Udyam portal. The certificate categorises the unit as micro, small, or medium based on investment and turnover, and unlocks MSME benefits (priority sector lending, public procurement preference, delayed payment protection).

WHO COMPLETES

The proprietor / managing partner / authorised director.

WHO RETAINS / RECEIVES

Udyam Registration portal. Certificate auto-generated on portal.

INFORMATION REQUIRED

Aadhaar (proprietor / partner / director); PAN; GST registration; bank account details; investment in plant & machinery (from books); annual turnover (from GST returns).

TIMELINE

Self-declaration based registration; updates auto-synced with PAN/GST data.

COMMON ERRORS WE SEE

Investment in plant & machinery understated to remain in a smaller category, then detected through tax/GST data sync; multiple units of same group registered separately when they should be aggregated; classification not updated when investment/turnover cross thresholds.

OFFICIAL SOURCE

Udyam Portal: udyamregistration.gov.in

How GV Law Chamber LLP can help. For our clients pursuing public procurement or MSME credit, we ensure Udyam registration is correctly classified and supported by the underlying financial documentation.

Trade Licence *Trade Licence from Municipal Corporation / Panchayat*

PURPOSE

Annual licence required from the local urban local body (Municipal Corporation Gurugram for plants in the MCG area) or the Panchayat for plants in panchayat areas. The licence authorises the unit's trade activity at the specific location and is renewed annually.

WHO COMPLETES

The unit operator.

WHO RETAINS / RECEIVES

Issued by the Municipal Corporation or Panchayat.

INFORMATION REQUIRED

Application form; proof of ownership / lease of premises; consent of co-owners (if any); fire NOC; previous year's trade licence; payment of annual fee.

TIMELINE

Annual. Renewal application typically by 31 March each year.

COMMON ERRORS WE SEE

Trade licence allowed to lapse; trade activity expanded but licence describes original activity only; renewal fee paid but renewed licence not collected.

OFFICIAL SOURCE

Municipal Corporation Gurugram: mcg.gov.in

How GV Law Chamber LLP can help. We track trade licence renewals in our compliance calendar and file renewals before the fee escalation deadline.



— ENGAGE COUNSEL

Complex matters, *resolved precisely.*

GV Law Chamber LLP advises industrial and commercial enterprises across India on environmental clearances, regulatory permissions, statutory compliance, occupational safety, and the contentious matters that arise when any of these go wrong. We routinely prepare consent applications, EIA submissions, factory licence dossiers, hazardous-waste authorisations, and represent clients before the HSPCB, the State Environment Impact Assessment Authority, the NGT, and the regular courts.

If any form in this document raises a question for your unit, or if you are uncertain whether a particular filing applies to you, please reach out. The first consultation is confidential and without obligation.

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