**1.0 Particulars of Company**

1.1 Name of Company:…………………………………………………………………….

1.2 Postal Address:……………… ………………………………………………………...

1.3 Tel No:…………… Fax……………………Email ……………………………………

1.4 Location Address:………………………………………………………………………

1.5 Digital Address: ………………………………………………………………………...

**Please attach exact directions to the manufacturing facility, indicating landmarks, if any.**

(Please inform the Authority in case of re-location of the facility. Facility Licences are not transferable.)

1.6 Designated Officer (s):………………………………………………………………

1.7 Tel No:…………..……………. Email…………………..( if different from above)

**2.0 Products & Processing Methods**

2.1 Product(s):

a)……………………………………………………………………………

b)…………………………………………………………………………..

c)…………………………………………………………………………..

d)………………………………………………………………………….

2.2 State briefly the processing method(s) of product(s):

a)……………………………………………………………………………………………..

……………………………………………………………………………………………….

b)……………………………………………………………………………………………..

……………………………………………………………………………………………….

c)……………………………………………………………………………………………..

……………………………………………………………………………………………….

(Attach details/additional information, where necessary)

**3.0 Equipment, Personnel & Raw Materials**

3.1 Equipment Type Brand / Model

 ………………………. ………………………

 ………………………. ……………………….

 ………………………. ………………………..

 ………………………. ……………………….

 ……………………… ……………………….

3.2 Production Capacity

Daily/Weekly production capacity:

a)…………………………………………………………………………………

b)………………………………………………………………………………....

 Monthly/ Yearly production capacity

c)…………………………………………………………………………………

d)…………………………………………………………………………………

3.3 No. of Personnel:…………………………………………………………

3.4 No. of shifts (if any):………………………………………………………

3.5 Type and sources of raw materials

|  |  |
| --- | --- |
| RAW MATERAILS | SOURCES |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 (Attach details/additional information, where necessary)

**4.0 Management Personnel**

 Name Position Qualification(Education) Years of Experience

….…………………. ……………………… ……….…………………… ………………….

….…………………. ……………………… ……………………………… ………..….……..

….…………………. ……………………… ………..……………………. ………………….

….…………………. ……………………… ……..……………………… ………………….

**5.0 Attachments**

a. Copy of most recent manufacturing premises license if facility has previously been licensed.

b. Copy of valid Business Registration Certificate

**6.0 DECLARATION**

I,………………………………………….. hereby, declare that the information given on this application form is true and correct to the best of my knowledge.

Signature: ……………………… Position:………………….. Date: ………………………

**Note: This registration is valid for one (1) year.**