

FORM NO. 3-A

Prescribed under Rule 12

Notice of Change of Manager /Occupier

This Form is to be sent to the Inspector of Factories within 7 days of the change.

1. Full Name and address of the Factory	
2. Licence Number	
3. Full Postal Address for communications relating to the factory.	
4. Whether change relates to Manager or Occupier	
5. Name of outgoing Manager/Occupier	
6. Full Name and residential address of new Manager/Occupier	
7. Date of appointment of new Manager/Occupier	

Date

Signature of Manager

Signature of Occupier

In case of any change in the Partners or Directors, a list of names of Directors/partners with their residential address shall be attached to this notice