

# 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.

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

**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**