

**FORM NO. 3-A**  
**(Prescribed under Rule 12A)**  
**Notice of change of manager**

Name of factory : Registration Number :

Postal Address : License Number :  
of factory  
(Town/village  
Pin Code number.)

1. (a) Name of the outgoing :  
manager.
- (b) Date of Relinquishing Charge:  
of outgoing manager.
2. (a) Name of the new manager :  
(b) Residential address :  
(c) Telephone number :
3. Date of appointment of the :  
new manager.
4. Signature of the new manager:

Signature of the Occupier :  
Name (in block letters)  
Address and Telephone :  
Number.

Date :