

Checklist for Grant & Renewal of Licence for Manufacture of Weights and Measures

a. For Grant of Licence:

- i. Remittance of Rs 500/- accepted through online mode of payment in the official account.
- ii. ID proof of the applicant
- iii. Ownership/ Rent deed/ Lease Deed/ Site Plan of the premises with documentary proof
- iv. Certificate of Model approval from Director Legal Metrology New Delhi.
- v. Copy of certificate of Trade mark/ monogram.
- vi. Details of tools and accessories.
- vii. GST/Income Tax Registration.
- viii. Details of Weights and Measures to be manufactured.
- ix. No. of persons employed/proposed to be employed
 - Skilled
 - Semi-skilled
 - Un-skilled
- x. Availability of electricity connection.

b) For Renewal of Licence:

- i. Remittance of Rs 500/- accepted through online mode of payment in the official account.
- ii. Stock and Sale Statement of weights & measures Manufactured.
- iii. ID proof of the applicant.
- iv. Ownership/ Rent deed/ Lease Deed / Site Plan of the premises with documentary proof.
- v. Copy of certificate of Trade mark/ monogram.
- vi. Details of tools and accessories.
- vii. Details of Weights and Measures to be manufactured.
- viii.No. of persons employed/Proposed to be employed :-
 - Skilled
 - Semi-skilled
 - Un-skilled
- ix. Availability of Electric Energy connection.

Checklist for Grant & Renewal of Licence for Repairing of Weights and Measures

a) For Grant of Licence:

- a. Remittance of Rs 100/- accepted through online mode of payment in the official account.
- b. ID proof of the applicant.
- c. Ownership/ Rent deed/ Lease Deed/ Site Plan of the premises with documentary proof.
- d. Details of tools and accessories.
- e. Affidavit to the affect that applicant will abide by the provisions of the Act/ Rules.
- f. Documentary proof of Proprietorship / Partnership.
- g. Surety bond of Rs 2000/- (Rupees Two Thousand)

b) For Renewal of Licence:

- a. Remittance of Rs 100/- accepted through online mode of payment in the official account.
- b. Copy of Repairer Licence of preceding year issued by Legal Metrology Department.
- c. Details of tools and accessories.
- d. Affidavit to the affect that applicant will abide by the provisions of the Act/ Rules.
- e. Documentary proof of Proprietorship / Partnership.
- f. Surety bond of Rs 2000/- (Rupees Two Thousand)

Checklist for Registration of Manufacturer, Packer and Importer

1. Remittance of Rs 500/- accepted through online mode of payment in the official account.
2. Complete address of the applicant and the premises with documentary proof.
3. If applicant is an authorized signatory, proof thereto.
4. Copy of certificate of Trade mark/ monogram (if any).
5. Label containing statutory declaration as required under PC Rules 2011
6. Affidavit to the effect that applicant will abide by the provisions of the Act/ Rules.
7. Documentary Proof of Proprietorship/ Partnership.

Note:-

No renewal of registration certificate is required.

Checklist for Grant & Renewal of Dealership Licence

a) For Grant of Licence:

- a. Remittance of Rs 100/- accepted through online mode of payment in the official account.
- b. ID proof of the applicant.
- c. Documentary proof of Proprietorship/ Partnership.
- d. Importer registration in case of importing weights and measures from outside the country.
- e. Ownership / Rent Deed / Lease Deed/ Agreement / Registration / Site plan of premises.
- f. Certification of authorization from manufacturing company.
- g. Affidavit to the affect that applicant will abide by the provisions of the Act/ Rules.

b) For Renewal of Licence:

- a. Remittance of Rs 100/- accepted through online mode of payment in the official account.
- b. Sale & Purchase Statement of weights & measures during the previous year.
- c. Copy of Dealership License of previous year issued by Legal Metrology Department.
- d. Importer registration in case of importing weights and measures from outside the country.
- e. Ownership / Rent Deed / Agreement / Registration of premises.