

**Checklist of documents required to be annexed with the form for application of manufacturer licence of weights and measures (Form LM1):**

1. Original Treasury challan (receipt) of the fee of Rs. 500 (Rupees Five Hundred Only) to be paid into the Department account with following details:

Major Head: 1475 (Other General Economic Services)

Minor Head: 106 (Regulation of Weights and Measures)

Detailed Head: Manufacturer licence fee.

Alternately, applicant can deposit the fee with the concerned Legal Metrology Officer against a valid Government Receipt (GR) and the original copy of that GR shall be annexed with the application form.

2. Permanent Resident Certificate of the applicant.

3. Affidavit to the effect that the applicant will abide by provisions of the Act/ rules under which the license is sought and that the information provided is true.

4. Trading Premises: If the premises is/are owned by the applicant(s) himself/herself/themselves, the documents such as Tax receipt of local body/authority. If the premises is/are owned by any other family members, their consent letter duly notarized along with document of ownership. If the premises is/are rented, the copy of registered agreement.

5. Establishment: Any document such as certificate of registration of industry, registration under Shops and Establishments Act, if the unit is located within the village panchayat area, then NOC from that Gram panchayat.

6. Constitution: In case of proprietorship/partnership firm, registered document, in case of company, registration certificate under Companies Act along with copy of Article of Association and Memorandum of Association.

7. Type of weight or measure: Certificate of model approval issued by the Central Government (through the Director, Legal Metrology, Delhi), wherever applicable.

8. Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any.

9. Trade Mark/Monogram (if any): Registration certificate from competent authority.

10. Machinery, tools and accessories: List with purchase bill.
11. Electrical energy: Latest electricity bill.
12. Objections: Newspaper cutting wherein a notice is given by the applicant calling for objections, if any, to be filed with the Department of Legal Metrology within a period of 7 days.
13. Site plan of trading premises.
14. Proof of power load sanctioned/ installed.
15. Experience certificate (if any).

**Procedure for issuance of manufacturer license:** After receipt of Form LM1 (application form for issuance of manufacturer license) duly annexed with all the documents mentioned above, the licensing authority shall scrutinize the same and issue license within 30 days of such receipt. However, if the license is refused due to non-compliance of all or any of the requirements, the decision duly reasoned shall be communicated within 7 days to the applicant. The process of issuing license, as far as possible, shall be completed within the scheduled time.

For renewal of license, applicant is required to submit Form LM2 (application form for renewal of manufacturer license of weights and measures) along with the manufacturer license to be renewed. Fee for renewal of manufacturer license is Rs. 500 (Rupees Five Hundred Only).

**Checklist of documents required to be annexed with the form for application of dealer license of weights and measures (Form LD1).**

1. Original Treasury challan (receipt) of the fee of Rs. 100 (Rupees One Hundred Only) to be paid into the Department account with following details:  
Major Head: 1475 (Other General Economic Services)  
Minor Head: 106 (Regulation of Weights and Measures)  
Detailed Head: Dealership license fee.  
Alternately, applicant can deposit the fee with the concerned Legal Metrology Officer against a valid Government Receipt (GR) and the original copy of that GR shall be annexed with the application form.
2. Permanent Resident Certificate of the applicant.

3. Affidavit to the effect that the applicant will abide by the provisions of the Act/ rules under which the license is sought and that the information provided is true.
4. Trading Premises: If the premises is/are owned by the applicant(s) himself/herself/themselves, the documents such as Tax receipt of local body/authority. If the premises is/are owned by any other family members, their consent letter duly notarized along with document of ownership. If the premises is/are rented, the copy of registered agreement.
5. Establishment: Any document such as certificate of registration of industry, registration under Shops and Establishments Act, if the unit is located within the village panchayat area, then NOC from that Gram panchayat.
6. Constitution: In case of proprietorship/partnership firm, registered document, in case of company, registration certificate under Companies Act along with copy of Article of Association and Memorandum of Association.
7. Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any.
8. Trade Mark/Monogram (if any): Registration certificate from competent authority.
9. Electrical energy: Latest electricity bill.
10. Objections: Newspaper cutting wherein a notice is given by the applicant calling for objections, if any, to be filed with the Department of Legal Metrology within a period of 7 days.
11. Site plan of trading premises.
12. Experience certificate (if any).

**Procedure for issuance of dealership license:** After receipt of Form LD1 (application form for issuance of dealership license) duly annexed with all the documents mentioned above, the licensing authority shall scrutinize the same and issue license within 30 days of such receipt. However, if the license is refused due to non-compliance of all or any of the requirements, the decision duly reasoned shall be communicated within 15 days to the applicant. The process of issuing license, as far as possible, shall be completed within the scheduled time.

For renewal of license, applicant is required to submit Form LD2 (application form for renewal of dealer license of weights and measures) along with the dealer license to be renewed. Fee for renewal of dealer license is Rs. 100 (Rupees One Hundred Only).

**Checklist of documents required to be annexed with the form for application of repairer license of weights and measures (Form LR1).**

1. Original Treasury challan (receipt) of the fee of Rs. 100 (Rupees One Hundred Only) to be paid into the Department account with following details:

Major Head: 1475 (Other General Economic Services)

Minor Head: 106 (Regulation of Weights and Measures)

Detailed Head: Repairer license fee.

Alternately, applicant can deposit the fee with the concerned Legal Metrology Officer against a valid Government Receipt (GR) and the original copy of that GR shall be annexed with the application form.

2. Permanent Resident Certificate of the applicant.

3. Affidavit to the effect that the applicant will abide by the provisions of the Act/ rules under which the license is sought and that the information provided is true.

4. Trading Premises: If the premises is/are owned by the applicant(s) himself/herself/themselves, the documents such as Tax receipt of local body/authority. If the premises is/are owned by any other family members, their consent letter duly notarized along with document of ownership. If the premises is/are rented, the copy of registered agreement shall be verified.

5. Establishment: Any document such as certificate of registration of industry, registration under Shops and Establishments Act, if the unit is located within the village panchayat area, then NOC from that Gram panchayat.

6. Constitution: In case of proprietorship/partnership firm, registered document, in case of company, registration certificate under Companies Act along with copy of Article of Association and Memorandum of Association.

7. Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any.

8. Trade Mark/Monogram (if any): Registration certificate from competent authority.
9. Machinery, tools and accessories: List with purchase bill.
10. Electrical energy: Latest electricity bill.
11. Objections: Newspaper cutting wherein a notice is given by the applicant calling for objections, if any, to be filed with the Department of Legal Metrology within a period of 7 days.
12. Site plan of trading premises.
13. Experience certificate (if any).

**Procedure for issuance of repairer license:** After receipt of Form LD1 (application form for issuance of dealership license) duly annexed with all the documents mentioned above, the licensing authority shall scrutinize the same and issue license within 30 days of such receipt. However, if the license is refused due to non-compliance of all or any of the requirements, the decision duly reasoned shall be communicated within 15 days to the applicant. The process of issuing license, as far as possible, shall be completed within the scheduled time.

For renewal of license, applicant is required to submit Form LR2 (application form for renewal of repairer license of weights and measures) along with the repairer license to be renewed. Fee for renewal of repairer license is Rs. 100 (Rupees One Hundred Only).

**Note:** I. Security deposit to be made by licensed repairer:

Repairers of weights and measures excluding Weighing and measuring instruments = Rs. 200.00

Repairers of weights and measures including weighing and measuring instruments = Rs. 200.00

II. Fee for alteration of license = Rs. 50.00 and for issuance of duplicate license = Rs. 10.00.

**Checklist of documents required to be annexed with the form for application of manufacturer/ packer of packaged commodities (Format of the application form given at Annexure “A”).**

1. Original Treasury challan (receipt) of the fee of Rs. 500 (Rupees Five Hundred Only) to be paid into the Department account with following details:  
Major Head: 1475 (Other General Economic Services)  
Minor Head: 106 (Regulation of Weights and Measures)  
Detailed Head: Packer license fee.  
Alternately, applicant can deposit the fee with the concerned Legal Metrology Officer against a valid Government Receipt (GR) and the original copy of that GR shall be annexed with the application form.
2. Residential address: Permanent Resident Certificate of the applicant.
3. Affidavit to the effect that the applicant will abide by the provisions of the Act/ rules under which the license is sought and that the information provided is true.
4. Trading Premises: If the premises is/are owned by the applicant(s) himself/herself/themselves, the documents such as Tax receipt of local body/authority. If the premises is/are owned by any other family members, their consent letter duly notarized along with document of ownership. If the premises is/are rented, the copy of registered agreement shall be verified.
5. Establishment: Any document such as certificate of registration of industry, registration under Shops and Establishments Act, if the unit is located within the village panchayat area, then NOC from that Gram panchayat, License issued under the Food Safety and Standards Act.
6. Constitution: In case of proprietorship/partnership firm, registered document, in case of company, registration certificate under Companies Act along with copy of Article of Association and Memorandum of Association.
7. Employees: Copies of appointment letters with photographs, qualification and experience certificate, if any.
8. Trade Mark/Monogram (if any): Registration certificate from competent authority.
9. Machinery, tools and accessories: List with purchase bill.
10. Electrical energy: Latest electricity bill.
11. Label containing statutory declarations including: name & address of the manufacture/ packer or importer, name of the commodity, net quantity,

maximum retail price (inclusive of all taxes), month and year of manufacture/ packing and consumer care details.

12. Objections: Newspaper cutting wherein a notice is given by the applicant calling for objections, if any, to be filed with the Department of Legal Metrology within a period of 7 days.

13. Import-Export code in case of Importers.

14. Two copies of the photographs of the proprietors / partners / Directors. One copy to be pasted on the application form.

15. Supplementary form provided at Annexure “B”.

16. Site plan of trading premises.

**Procedure for issuance of packer license:** After receipt of application form for issuance of packer license duly annexed with all the documents mentioned above, licensing authority shall scrutinize the same and issue the license within 30 days of such receipt. However, if the license is refused due to non-compliance of all or any of the requirements, the decision duly reasoned shall be communicated within 7 days to the applicant. The process of issuing license, as far as possible, shall be completed within the scheduled time. Registration certificate (packer license) of manufacturer/ packer of packaged commodities is not required to be renewed. The Certificate of registration (Packer License) will be sent to the applicant by registered post only. In no case it will be handed over to the applicant or his / her authorized representative. For registration of importers under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011, format of the form for application is provided at Annexure “C”.

FORMAT FOR APPLICATION FORM FOR ISSUANCE OF LICENSE TO  
MANUFACTURER/ PACKER OF PACKAGED COMMODITIES:

The Joint Controller,  
Legal Metrology Department,  
Jammu/Kashmir.

**Sub.: Registration of Manufacturer/ Packer as per Rule (27) of the Legal  
Metrology (Packaged Commodities) Rules, 2011.**

1. Name of the applicant: .....
2. Complete postal address of the applicant: .....
3. Name & address of Proprietor/ Partners/ Directors of Firm/ Company:  
.....
4. Location of Factories & Packing Units:
  - i. ....
  - ii. ....
  - iii. ....
  - iv. ....
5. Details of the commodities to be packed:
  - i. ....
  - ii. ....
  - iii. ....



iv. ....

DECLARATION:

I/ We do hereby declare that I/ We will comply with the provisions of the Legal Metrology (Packaged Commodities) Rules, 2011 as applicable to me/ us.

Date:

Signature of the applicant

Place:

(with official seal)

.....

(FOR OFFICE USE ONLY)

**ACKNOWLEDGEMENT**

Received an application for registration under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011 from .....

R/o ..... today on .....

Receipt No:

Dated:

Seal & Signature of Receiving Official

**SUPPLEMENTARY FORM FOR REGISTRATION UNDER RULE 27 OF LEGAL METROLOGY (PACKAGE COMMODITIES) RULES, 2011**

1.	Name of the firm	
2.	Address of the firm	
3.	Date of commencement of pre-packing / import	
4.	Declarations which are made on the package (Please Tick)	
	(a) Name & complete address of the registered office of the firm / partnership firm / company	Yes / No
	(b) Maximum retail price (inclusive of all taxes) Rs.....	Yes / No
	(c) Date of manufacturing / packing / import	Yes / No
	(d) Date of expiry in case of food items	Yes / No
	(e) Net contents in terms of weights / volume / length	Yes / No
	(f) Generic name of the commodity	Yes / No

6.	Quantities in which packing is made i.e below 5 g, 5 g, 10 g, 20 g, etc (Please specify)	
7.	Whether the packing is made in Standard quantities as specified in Rule 5 of the Legal Metrology (Packaged Commodities) Rules, 2011	Yes / No
8.	Whether the package is a combination package or group package or multi-piece package. Please specify.	
9.	Whether the package is a retail package or whole sale package	
10.	Whether the package contains perishable commodity or food items	
11.	Whether the packed items will also be exported out of country	
12.	Whether the items are being packed for specific industry only as raw material. If yes, specify	
13.	Whether the package contains fast food items.	
14.	Whether the package contains any schedule / non-scheduled formulations covered under the Drugs (price control) order or any agricultural farm produces of 50 kg and	

	above.	
15.	Whether the shop / factory / warehouse is located in area declared as residential / non-conforming?	Yes / No
16.	Whether the shop / factory is located in commercial area ? If yes, attach proof	Yes No
17.	Whether the shop / factory / premises is owned / rented	
18.	The date on which your premises was last inspected by the inspector of W & M Department. Attach copy of the inspection report, if available	
19.	Whether your firm has been challaned during the last three years for any violation of Weights & Measures laws. If yes, date of challan. Attach copy of notice if available.	
20.	Offences for which challaned and whether it is compounded or not. Attach receipt if available.	

**DECLARATION:**

I / We \_\_\_\_\_ hereby solemnly affirm and declare that the information in this form is true to the best of my/our knowledge and belief.

Signature : \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

(Prop. / Partner / Director / Karta of HUF)

Date : \_\_\_\_\_

.....

**AFFIDAVIT**

I, \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_,

do hereby solemnly affirm and declare as under :

1. That I am the citizen of India.

2. That I am having a place of business located at \_\_\_\_\_ and manufacturing / packing unit / warehouse located at :

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. That the above mentioned business premises are not located in non-conforming areas

3. No notice for sealing / demolition / relocation has been served upon me / us by the local municipal authority.

4. That in case any sealing / demolition / relocation is carried out in r/o the above business premises, I will inform the Weights & Measures Department immediately.

DEPONENT

**VERIFICATION :**

Verified at ....., on \_\_\_\_\_, that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

**PERFORMA FOR REGISTRATION AS IMPORTERS**

**APPLICATION FOR REGISTRATION OF IMPORTERS**

Under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

1. Name of the applicant \_\_\_\_\_  
(Firm/Company)

\_\_\_\_\_

2. Complete address \_\_\_\_\_  
(including district)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

District \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

3. Addresses of warehouses \_\_\_\_\_  
where the goods are imported and kept.

\_\_\_\_\_

District \_\_\_\_\_ PIN \_\_\_\_\_



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4 Details of the packaged

commodities being imported /

to be imported along with the country  
from where it is to be imported

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5 Name and address of all the  
Directors/ partners / proprietor  
of the company / firm.

Date :

(SIGNATURE OF THE APPLICANT)

Place :

Fees receipt No. \_\_\_\_\_

**ACKNOWLEDGEMENT**

Received an application for registration under Rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011

from \_\_\_\_\_

R/o \_\_\_\_\_

Dated \_\_\_\_\_ .

SIGNATURE

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