

**Government of Andhra Pradesh  
Legal Metrology Department**

**ANNEXURE-II**  
**Inspection/work reports for Grant & Renewal of licences**

**1. INSPECTION/WORK REPORT FOR GRANT OF MANUFACTURING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Manufacturer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

**Documents:-**

Sl.No	Particulars	Remarks
1	1. On line application with the Photo of the Proprietor- in case of Proprietorship a. Managing Partner- in case of Partnership firm b. Managing Director - in case of Limited Company	
2	Registered Partnership deed, in case of Partnership firm or Memorandum of articles in case of company	
3	Copies of the Certificates of Approval of Model	
4	Copies of Security Deposit for Rs.10,000/- in the form of NSC	
5	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
6	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.	
7	GST registration certificate or exemption declaration by the applicant (if applicable)	
8	Monogram of the Manufacturer	
9	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper	
10	Aadhaar for ID proof and Address proof of the applicant.	
11	Undertaking from the applicant that in the event of violation of any manufacturing licence conditions, his/her licence shall be liable for cancellation without citing the reasons whatsoever it may be by the Controller, Legal Metrology.	

Signature of the Inspecting Officer

**Comments**

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## 2. INSPECTION/WORK REPORT FOR GRANT OF REPAIRING LICENCE

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Repairer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### Documents:

Sl.No	Particulars	Remarks
1	On line application with the Photo of the Proprietor- in case of Proprietorship a.Managing Partner- in case of Partnership firm b.Managing Director - in case of Limited Company	
2	Registered Partnership deed, in case of more one skilled worker	
3	Copies of Security Deposit for Rs.5000/- in the form of NSC	
4	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
5	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.	
6	Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper.	
7	Aadhaar for ID proof and Address proof of the applicant.	
8	Aadhaar for ID proof and Address proof of the skilled worker(s)	
9	Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh.	
10	List of Loan articles.	
11	List of Test weights	
12	List of tools	
13	Undertaking from the skilled worker(s) indicating willingness to work in the firm for the current year	
14	Group photo of skilled worker(s) in the case of more than one skilled worker	
15	Undertaking from the applicant that in the event of violation of any repairing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.	

Signature of the Inspecting Officer

### Comments:

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### **3. INSPECTION/WORK REPORT FOR GRANT OF DEALING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

#### **Documents**

Sl.No	Particulars	Remarks
1	On line application with the Photo of the Proprietor- in case of Proprietorship a. Managing Partner- in case of Partnership firm b. Managing Director - in case of Limited Company	
2	Registered Partnership deed, in the case of Partnership firm or Memorandum of articles in case of company.	
3	Copies of Security Deposit for Rs.2000/- in the form of NSC	
4	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
5	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.	
6	GST registration certificate or exemption declaration by the applicant (if applicable)	
7	Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper.	
8	Aadhaar for ID proof and Address proof of the applicant.	
9	Importer registration in case of importing weights and measures from outside the country	
10	Undertaking from the applicant that in the event of violation of any dealing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.	

Signature of the Inspecting Officer

#### **Comments**

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#### **4. INSPECTION/WORK REPORT FOR RENEWAL OF MANUFACTURING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Manufacturer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

#### **Documents**

Sl.No	Particulars	Remarks
1.	On line application with the Photo of the a. Proprietor- in case of Proprietorship b. Managing Partner- in case of Partnership firm c. Managing Director - in case of Limited Company	
2.	Registered Partnership deed, in case of Partnership firm or Memorandum of articles in case of company	
3.	Copies of the Certificates of Approval of Model	
4.	Copies of Security Deposit for Rs.10,000/- in the form of NSC	
5.	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
6.	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner.	
7.	GST registration certificate or exemption declaration by the applicant (if applicable)	
8.	Monogram of the Manufacturer	
9.	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper	
10.	Aadhaar for ID proof and Address proof of the applicant	
11.	Undertaking from the applicant that in the event of violation of any manufacturing licence conditions, his/her licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.	
12.	Existing valid Licence document	
13.	A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date, which are to be attested by the Inspectors concerned	

Signature of the Inspecting Officer

#### **Comments**

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## **5. INSPECTION/WORK REPORT FOR RENEWAL OF REPAIRING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Repairer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	On line application the Photo of the Proprietor - in case of Proprietorship Managing Partner- in case of Partnership firm Managing Director- in case of Limited Company	
2.	Registered Partnership deed, in case of more one skilled worker	
3.	Copies of Security Deposit for Rs.5000/- in the form of NSC	
4.	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
5.	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner	
6.	Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper	
7.	Aadhaar for ID proof and Address proof of the applicant	
8.	Aadhaar for ID proof and Address proof of the skilled worker(s)	
9.	Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh	
10.	List of Loan articles	
11.	List of Test weights	
12.	List of tools	
13.	Undertaking from the skilled worker(s) indicating willingness to work in the firm for the current year	
14.	Group photo of skilled worker(s) in the case of more than one skilled worker	
15.	Undertaking from the applicant that in the event of violation of any repairing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology	
16.	Existing valid Licence document	
17.	A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date, which are to be attested by the Inspectors concerned.	

Signature of the Inspecting Officer

### **Comments:**

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## **6. INSPECTION/WORK REPORT FOR RENEWAL OF DEALING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	On line application the Photo of the <ul style="list-style-type: none"><li>• Proprietor - in case of Proprietorship</li><li>• Managing Partner - in case of Partnership firm</li><li>• Managing Director - in case of Limited Company</li></ul>	
2.	Registered Partnership deed, in case of more one skilled worker	
3.	Copies of Security Deposit for Rs.2000/- in the form of NSC	
4.	Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence	
5.	Lease/Rental /Ownership deed of premises, as the case may be along with the proof that the said premises is in the name of the Lessor/Owner	
6.	GST registration certificate or exemption declaration by the applicant (if applicable)	
7.	Solemn Affirmation declaration by the applicant/applicants on Rs.10/- bond paper	
8.	Aadhaar for ID proof and Address proof of the applicant.	
9.	Importer registration in case of importing weights and measures from outside the country	
10.	Undertaking from the applicant that in the event of violation of any repairing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.	
11.	Existing valid Licence document	
12.	A declaration from the applicant stating that periodical returns are submitted and registers are maintained up to date, which are to be attested by the Inspectors concerned.	

Signature of the Inspecting Officer

### **Comments**

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## **7. INSPECTION/WORK REPORT FOR SKILLED WORKER CERTIFICATE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents:**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Address Proof of the applicant that he shall be the resident of Andhra Pradesh	
2.	Proof of Date of Birth	
3.	Aadhar Card of the applicant	
4.	Copy of Educational Qualification Certificate	
5.	Genuineness/Veracity of the educational qualification certificate obtained from the competent authority	
6.	Undertaking from the applicant for issuance of skilled worker certificate, in the following performa	

Signature of the Inspecting Officer

### **Comments**

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## **8. INSPECTION/WORK REPORT FOR ALTERATIONS IN MANUFACTURING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Inclusion of Proprietor - <ul style="list-style-type: none"><li>• Partnership deed</li><li>• Aadhaar proof of person to be included</li><li>• Address Proof of person to be included</li><li>• Photo of person to included</li></ul>	
2.	Change in Name of the firm <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
3.	Change in Address <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
4.	Change of Workshop <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
5.	Changes in articles to be Manufactures/sold <ul style="list-style-type: none"><li>• Approval of Model Certificates to be Included</li></ul>	
6.	Change in Monogram <ul style="list-style-type: none"><li>• Approval of Model Certificate Indicating Change in Monogram</li></ul>	
7.	Change in Skilled Worker <ul style="list-style-type: none"><li>• original skilled worker certificate</li><li>• Address Proof of Skilled worker certificate</li></ul>	

Signature of the Inspecting Officer

### **Comments**

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### **9. INSPECTION/WORK REPORT FOR ALTERATIONS IN REPAIRING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

#### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Inclusion of Proprietor - <ul style="list-style-type: none"><li>• Partnership deed</li><li>• Aadhaar proof of person to be included</li><li>• Address Proof of person to be included</li><li>• Photo of person to included</li><li>• Skilled worker Certificate (For repairing licence issued after new Enforcement Rules i.e after 01-04-2011, only persons having skilled worker certificate shall be included as partner)</li></ul>	
2.	Change in Name of the firm <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
3.	Change in Address <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
4.	Change of Workshop <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
5.	Change in Skilled Worker <ul style="list-style-type: none"><li>• original skilled worker certificate</li><li>• Address Proof of Skilled worker certificate</li></ul>	
6.	Changes in Articles to be repaired <ul style="list-style-type: none"><li>• Skilled worker certificate</li></ul>	

Signature of the Inspecting Officer

#### **Comments**

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## **10. INSPECTION/WORK REPORT FOR ALTERATIONS IN DEALING LICENCE**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Inclusion of Proprietor – <ul style="list-style-type: none"><li>• Partnership deed</li><li>• Aadhaar proof of person to be included</li><li>• Address Proof of person to be included</li><li>• Photo of person to included</li><li>• Skilled worker Certificate (For repairing licence issued after new Enforcement Rules i.e after 01-04-2011, only persons having skilled worker certificate shall be included as partner)</li></ul>	
2.	Change in Name of the firm <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
3.	Change in Address <ul style="list-style-type: none"><li>• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities</li></ul>	
4.	Changes in articles to be sold <ul style="list-style-type: none"><li>• Approval of Model Certificates to be Included</li></ul>	
5.	In case of importing <ul style="list-style-type: none"><li>• copy of import registration issued by Government Authority</li></ul>	

Signature of the Inspecting Officer

### **Comments**

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## **11. INSPECTION/WORK REPORT FOR REGISTRATION OF MANUFACTURER/PACKER/ IMPORTER**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	On line application with the Photo of the Proprietor- in case of Proprietorship <ul style="list-style-type: none"><li>• Managing Partner- in case of Partnership firm</li><li>• Managing Director - in case of Limited Company</li></ul>	
2.	Registered Partnership deed, in case of Partnership firm or Memorandum of articles in case of company.	
3.	Copy of Certificate indicating Number and date of registration number of current shop/ establishment/ municipal trade licence	
4.	GST registration certificate or exemption declaration by the applicant (if applicable)	
5.	Cross check whether the commodity for which packing licence applied is an item mentioned in Schedule-II of PC Rules 2011, if yes, check whether the sizes of packing indicated is in conformity with sizes mentioned thereof.	
6.	If applicant is an authorized signatory, proof thereto	
7.	Sample copy of Label is to be crosschecked for compliance of declarations of PC Rules	
8.	Aadhaar card of the Proprietor/authorized signatory	

Signature of the Inspecting Officer

### **Comments**

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## **12. INSPECTION/WORK REPORT FOR ALTERATION OF MANUFACTURER/PACKER/ IMPORTER**

<b>Inspection Report Number (System Generated Unique Identification No.):</b>	
Name and address of the Dealer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application:

### **Documents**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Inclusion of Proprietor <ul style="list-style-type: none"><li>• Partnership deed</li><li>• Aadhaar proof of person to be included</li><li>• Address Proof of person to be included</li><li>• Photo of person to included</li></ul>	
2.	Change in Name of the firm <ul style="list-style-type: none"><li>• Registration certificates on Proposed name from Commercial tax dept/ Municipal/Panchayat/Revenue/IT authorities.</li></ul>	
3.	Change in Address of the Manufacturer/ Packer/ importer <ul style="list-style-type: none"><li>• Registration certificates on Proposed address from Commercial Tax dept/ Municipal/Panchayat/Revenue/ IT authorities.</li></ul>	
4.	Inclusion of Places of packing units <ul style="list-style-type: none"><li>• Registration certificates on Proposed address from Commercial Tax dept/ Municipal/Panchayat/Revenue/ IT authorities/GST.</li></ul>	
5.	Change in Monogram <ul style="list-style-type: none"><li>• Approval of Model Certificate indicating Change in Monogram.</li></ul>	
6.	Changes in Commodities to be Manufactured/ Packed/ Imported <ul style="list-style-type: none"><li>• List of Commodities to be Manufactured/ Packed/ Imported.</li></ul>	

Signature of the Inspecting Officer

### **Comments**

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