

**Government of Andhra Pradesh  
Legal Metrology Department**

**ANNEXURE-I**

**Check Lists for Grant & Renewal of licences**

**1. CHECKLIST FOR INSPECTION OF MANUFACTURING LICENCE - GRANT**

**ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW MANUFACTURING LICENCE:**

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 what so ever it may be by the Controller, Legal Metrology.

## **2. CHECKLIST FOR INSPECTION OF REPAIRING LICENCE - GRANT**

### **ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW REPAIRING LICENCE:**

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.

### **3. CHECKLIST FOR INSPECTION OF DEALING LICENCE - GRANT**

#### **ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION FOR GRANT OF NEW DEALING LICENCE:**

1. On line application Photo/ Photos of
  - i. Proprietor - in case of Proprietorship
  - ii. Managing Partner - in case of Partnership firm
  - iii. 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 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.

#### **4. CHECKLIST FOR INSPECTION OF MANUFACTURING LICENCE - RENEWAL**

- I. ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION:
  1. On line application with Photo of  
Proprietor - in case of Proprietorship  
Managing Partner - in case of Partnership firm  
Managing Director - in case of Limited Company
  2. Existing valid Manufacturing Licence Document
  3. Copy of Certificate indicating Number and date of registration number of current shop establishment/municipal trade receipt
  4. GST registration certificate or exemption declaration by the applicant (if applicable).
  
- II. DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:
  1. Registered partnership deed in case of Partnership firm of Memorandum of articles in case of company
  2. Copies of Approval of Model Certificates
  3. Copies of Security Deposit for Rs, 10,000/- in the form of NSC
  4. 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.
  5. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
  6. Aadhaar for ID proof and Address proof of the applicant.
  7. 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 Assistant Controller's concerned.

## 5. CHECKLIST FOR INSPECTION OF REPAIRING LICENCE - RENEWAL

### I ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION:

1. Photographs of
  - i. Proprietor - in case of Proprietorship
  - ii. Managing Partner - in case of Partnership firm
  - iii. Managing Director - in case of Limited Company
2. Existing valid Repairing Licence Document
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence/receipt
4. Address proof of the skilled worker(s)
5. Group photo of applicant(s) and skilled worker(s) at the workshop along with sign board of the name of the Licensing firm.

### II DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:

1. Registered partnership deed in case of Partnership firm of Memorandum of articles in case of company
2. Copies of Security Deposit for Rs, 5,000/- in the form of NSC
3. 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.
4. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
5. Aadhaar for ID proof and Address proof of the applicant.
6. Copy of the skilled worker certificate(s) issued by the Controller, Legal Metrology, Andhra Pradesh.
7. List of Loan articles
8. List of test weights
9. List of Tools
10. Undertaking from the skilled worker(s) indicating willingness to work in the firm
11. 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/Dist. Inspectors concerned
12. Aadhaar for ID proof and Address proof of the Skilled worker(s)

## **6. CHECKLIST FOR INSPECTION OF DEALING LICENCE - RENEWAL**

### **I ATTACHMENTS TO BE SUBMITTED/UPLOADED ONLINE AND SHOWN DURING INSPECTION**

1. Photographs of
  - i. Proprietor - in case of Proprietorship
  - ii. Managing Partner - in case of Partnership firm
  - iii. Managing Director - in case of Limited Company
2. Existing valid Repairing Licence Document
3. Copy of Certificate indicating Number and date of registration number of current shop/ establishment/municipal trade licence/receipt
4. GST registration certificate or exemption declaration by the applicant (if applicable)

### **II. DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:**

1. Registered partnership deed in case of Partnership firm of Memorandum of articles in case of company
2. Copies of Security Deposit for Rs, 2,000/- in the form of NSC
3. 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.
4. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
5. Aadhaar for ID proof and Address proof of the applicant.
6. Importer registration in case of importing weights and Measures from outside of the Country.
7. 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