Government of Andhra Pradesh Legal Metrology Department

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

	1. INSPECTION/WC	ORK REPORT FOR GRANT OF MANI	JFACTURING LICENCE
Name and address of the Manufacturer		Contact No:-	
		rer	E-mail Id:-
Date of Inspection:- Date of Submission of Application through Meeseva		gh Meeseva:-	
Attack	hments:-		
Sl.No	Particulars		Remarks
1	Proprietorship a. Managing Partner- in	th the Photo of the Proprietor- in cas case of Partnership firm n case of Limited Company	e of
2	Registered Partnershi	p deed, in case of Partnership firm o	
		les in case of company	
3	<u> </u>	ates of Approval of Model	
4	Copies of Security De	posit for Rs.10,000/- in the form of N	SC
5	' '	dicating Number and date of registra op/establishment/municipal trade lic	
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 certi applicant (if applicab	ficate or exemption declaration by the	ne
8	Monogram of the Man	ufacturer	
9	Solemn Affirmation de paper	eclaration by the applicant on Rs.10/	- bond
10	Aadhaar for ID proof	and Address proof of the applicant.	
11	manufacturing licence	applicant that in the event of violatice conditions, his/her licence shall be citing the reasons whatsoever it may rology.	liable for
Signature of the Applicant Signature of the Inspecting Office Comments			Signature of the Inspecting Officer

2. INSPECTION/WORK REPORT FOR GRANT OF REPAIRING LICENCE

	2. INSPECTION/W	ORK REPORT FOR GRANT OF REP	AIRING LICE	INCE
Name and address of the Repairer		Contact No:-		
		E-mail Id:-	E-mail Id:-	
Date of Inspection:- Date of Submission of Application through Meeseva		ugh Meeseva:-	-	
Attach	iments:-			
Sl.No	Particulars			Remarks
1	On line application with the Photo of the Proprietor- in case of Proprietorship			
	a.Managing Partner- in ca	se of Partnership firm		
	b.Managing Director - in o	case of Limited Company		
2	Registered Partnership de	eed, in case of more one skilled work	er	
3		t for Rs.5000/- in the form of NSC		
4	of current shop/establish	ating Number and date of registrat ment/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 declar bond paper.	aration by the applicant/applicants	on Rs.10/-	
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	Test weights			
12	List of tools			
13	Undertaking from the skil to work in the firm for th	led worker(s) indicating willingness e current year		
14	Group photo of skilled wo skilled worker	orker(s) in the case of more than one	,	
15		olicant that in the event of violation		
		onditions, his licence shall be liable		
	may be by the Controller	citing the reasons what so ever it , Legal Metrology.		
Signat	Signature of the Applicant Signature of the Inspecting Officer			
Comments:				

3. INSPECTION/WORK REPORT FOR GRANT OF DEALING LICENCE

			Contact No:-	
Name and address of the Dealer			C	
			E-mail Id:-	
Date of	f Inspection:-	Date of Submission of Application thro	ugh Meeseva:	-
Date of hispection.				
_				
	ments:-			D 1 .
Sl.No 1	Particulars On line application with t	he Photo of the Proprietor- in case	of	Remarks
1	Proprietorship	the Photo of the Proprietor- in case	OI .	
	a.Managing Partner- in ca			
	b.Managing Director - in o	case of Limited Company		
2	Pagistared Partnership de	eed, in the case of Partnership firm	or	
2	Memorandum of articles i	•	O1	
3		t for Rs.2000/- in the form of NSC		
4		ating Number and date of registrat	ion number	
	of current shop/establish	ment/municipal trade licence		
5	Lease/Rental /Ownership	deed of premises, as the case m	ay be along	
	<u>-</u>	he said premises is in the na	me of the	
	Lessor/Owner.			
6	-	ate or exemption declaration by th	e applicant	
7	(if applicable)	pration by the applicant/applicants	on Dr 10/	
7	Solemn Affirmation declaration by the applicant/applicants on Rs.10/-bond paper.			
8		Address proof of the applicant.		
Ü	'			
9	Importer registration in	case of importing weights	and	
	measures from outside th	e country		
10		licant that in the event of violation		
	, ,	nditions, his licence shall be liable for		
	cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.			
İ	the controller, Legal Meti	otogy.		
Signat	Signature of the Applicant Signature of the Inspecting Officer			
Comments				

4. INSPECTION/WORK REPORT FOR RENEWAL OF MANUFACTURING LICENCE

Name and address of the Manufacturer E-mail Id:-					
Date of Inspection:- Date of Submission of Application through Meeseva			-		
Attach	ıments:-	ANNEXURE-A			
Sl.No	Particulars	AUTOLA ME		Remarks	
1	Photographs of				
	Proprietor - in case of	partnership			
	Managing partner – in cas	•			
	Managing Director- in cas				
2	Existing valid Manufacturi	-			
3		ing Number and date of registr			
		nt/municipal trade licence/rec			
4	_	e or exemption declaration by	the applicant		
	(if applicable)				
Docum	ents to be submitted for phy	sical Inspection ANNEXURE-B			
Sl.No	Particulars			Remarks	
1	Registered Partnership de	ed in case of partnership firm o	of Memorandum		
	of articles in case of company				
2	Copies of Approval of Model Certificate				
3		t for Rs.10,000/- in the form of			
4	•	leed of premises, with the proo	of that the said		
	premises is in the name o				
5		ration by the applicant on Rs.10	0/- bond paper		
6	Address proof of the appl	icant			
7	Id-Proof of the applicant				
8		plicant stating that periodical r			
	submitted and registers are maintained up to date, which are to be				
	attested by the Assistant	Controller's concerned			
Signat	Signature of the Applicant Signature of the Inspecting Officer				
Jigilati	Signature of the Applicant Signature of the Inspecting Officer				
Comments					

5. INSPECTION/WORK REPORT FOR RENEWAL OF REPAIRING LICENCE

Name and address of the Repairer Contact No.		Contact No:-		
			E-mail Id:-	
Date of Inspection:- Date of Subr		Date of Submission of Application thro	ough Meeseva:	-
Attach	hments:-	ANNEXURE-A		
Sl.No	Particulars			Remarks
1	Photographs of			
	Proprietor - in case of	partnership		
	Managing partner – in cas	se of Partnership firm		
	Managing Director- in cas	e of Limited Company		
2	Existing valid Repairing Li	cence Document		
3	Copy of Certificate indica	ting Number and date of registratior	number of	
	current shop/establishme	ent/municipal trade licence/receipt		
4	Address proof of the skille	ed worker(s)		
5	Group photo of applicant	(s) and skilled workers(s) at the worl	kshop along	
	With sign board of the na	me of the Licencing firm		
Docum	nents to be submitted for phy	sical Inspection ANNEXURE-B		
Sl.No	Particulars			Remarks
1	Registered Partnership de of articles in case of comp	eed in case of partnership firm of Me Dany	emorandum	
2	Copies of Security Deposi	t for Rs.5000/- in the form of NSC		
3	Lease/rental/ownership of premises is in the name of	leed of premises, with the proof tha f the Lessor/Owner	t the said	
4	† '	ration by the applicant on Rs.10/- bo	ond paper	
5	Address proof of the appl		pape.	
6	Id-Proof of the applicant			
7	Copy of the skilled worke	r certificate(s)		
8	List of Loan articles	· cer imodee(s)		
9	List of Test Weights			
10	List of Tools			
11		led worker(s) indicating willingness	to work in	
	the firm	rea worker (s) mareaung willing ress		
12	A declaration from the ap	plicant stating that periodical return	ns are	
	·	re maintained up to date, which are		
	attested by the Inspector	s/Dist. Inspectors concerned		
13	Id proof of the Skilled Wo			
	cure of the Applicant		Signature of	f the Inspecting Officer
Comm	nents:			-

6. INSPECTION/WORK REPORT FOR RENEWAL OF DEALING LICENCE

Name and address of the Dealer			Contact No:	-
		E-mail Id:-		
Date of Inspection:- Date of Submission of Application through Meeseva			:-	
Attach	nments:-	ANNEXURE-A		
Sl.No	Particulars			Remarks
1	Photographs of			
		partnership		
	Managing partner – in cas	se of Partnership firm		
	Managing Director- in cas	se of Limited Company		
2	Existing valid Repairing Li	cence Document		
3		ting Number and date of registrati		
		ent/municipal trade licence/receip		
4		e or exemption declaration by the	applicant	
	(if applicable)			
Docum	ents to be submitted for phy	sical Inspection ANNEXURE-B		
Sl.No	Particulars	Sical Hispection / HTTLE/CHL B		Remarks
1		eed in case of partnership firm of N	Memorandum	THE THE THE
_	of articles in case of comp	· · · · · · · · · · · · · · · · · · ·		
2		t for Rs.2000/- in the form of NSC		
3		deed of premises, with the proof the	nat the said	
	premises is in the name o	•		
4	•	ration by the applicant on Rs.10/-	bond paper	
5	Address proof of the appl	•		
6	Id-Proof of the applicant			
7		ase of importing weights and mea	sures from	
	outside of the Country.			
8	A declaration from the ap	plicant stating that periodical retu	ırns are	
	submitted and registers a	re maintained up to date, which a	re to be	
	attested by the Inspector	s concerned		
Signature of the Applicant Signature of the Inspecting Officer				
Comments				