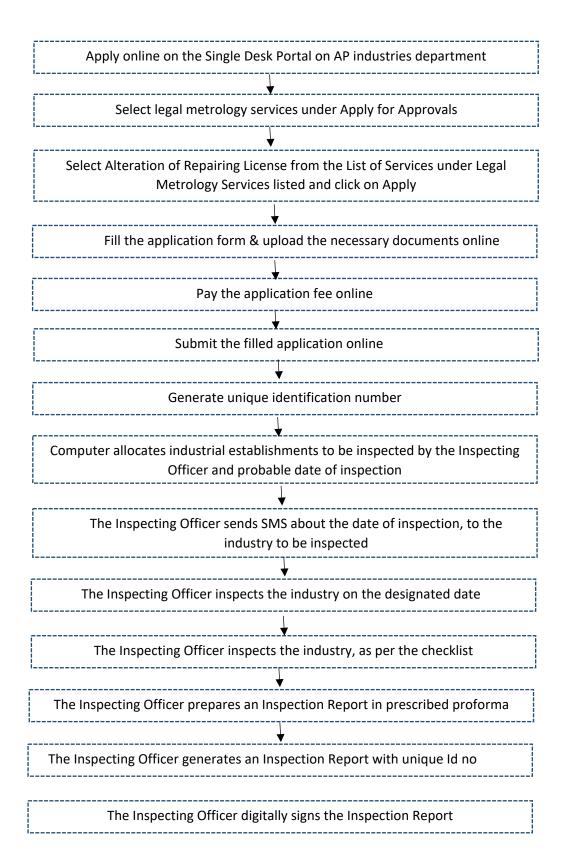
Legal Metrology Department

Alteration of Repairing License

Process Flow for Alteration of Repairing License



The Inspecting Officer uploads Inspection Report onto the website within 48 hours

The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website

The applicant downloads the Inspection Report from website

The applicant can check the status of the application using the unique identification id

After final approval, the applicant received SMS and can download the final digitally signed Alteration of Repairing certificate online.

Checklist for Alteration of Repairing License

UPLOADED DURING ALTERATION OF MANUFACTURING LICENSE

If the alteration is

S.No	Particulars
1.	Inclusion of Proprietor –
	Partnership deed
	Aadhaar proof of person to be included
	Address Proof of person to be included
	Photo of person to included
	 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)
2.	Change in Name of the firm
	 Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
3	Change in Address
	 Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
4	Change of Workshop
	 Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
5	Change in Skilled Worker
	original skilled worker certificate
	Address Proof of Skilled worker certificate
6	Changes in Articles to be repaired
	Skilled worker certificate

Timeline: 21 Days