

Step by step process to apply for verification certificate for ENTERPRENUER

Step 1: Go to Industries web site www.apindustries.gov.in

Step 2: Click on Apply for Approvals

Step 3: Sign up and Login with credentials.

Step 4: Now add organization details and submit.

Step 5: Now click on proceed.

Step 6: Now click on other services dropdown and click other services dropdown and select DBRAP Services.

Step 7: Now at District Business Reform Action Plan, click on Apply, side to Legal Metrology.

Step 8: Now at Certification of Verification for Weights & Measures, click on click here to submit details of weights & measures to be verified.

Step 9: Now fill the details of Enterprise and Details of weights & measures and click on Add New Instrument then tick mark on declaration and submit.

Step 10: Now click on click here to proceed further.

Step 11: Now upload all the documents required one by one, by marking tick at each option once in online Enclosures and upload.

Step 12: After uploading the documents, now click on click here at point (i) to submit the DD details.

Step 13: Now fill the DD details like DD No., choose DD Date, Bank Name & Branch details and submit.

Step 14: Now click on send to Department.

Step 15: Now click on ok at the popup, proceed to send clearance to the respective department.

Step by step process to Approve the received Verification Certificate by Legal Metrology Officer

Step 1: Go to Industries web site www.apindustries.gov.in

Step 2: Click on Department Login, below Apply for Approvals.

Step 3: Now Click on verify at pending clearances of the received application.

Step 4: Now click on yes (radio button) at Action on Application.

Step 5: Now click on click here to enter the verification result details.

Step 6: Now at Details of Weights & Measures, select type of weights/measures and sub Category and give the details of Number of Seals, Location of Seals, Repaired by and mention remarks if any and click on add.

Step 7: Now click on submit.

Step 8: Now click on ok, at the popup, verification results have been updated successfully.

Step 9: Now click on click here to download verification report.

Step 10: Now click on No (radio button) at is there any discrepancies in Fee payment.

Step 11: Now click on Approve (radio button) at do you want to approve/reject the application.

Step 12: Now mention comments in the text box at, approval authority comments.

Step 13: Now click on Approve.

Step 14: Now click on ok at the popup, clearance has been approved.