#### Government of Andhra Pradesh Legal Metrology Department

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

	INSPECTION/WORK REPORT FOR GRANT OF MANUFACTURING LICENCE					
Inspec	ction Report Number (S	System Generated Unique Identification	No.):			
Name	and address of the Manuf	acturer	Contact No:-	-		
Name	and address of the Manuf	acturer	E-mail Id:-			
Date o	f Inspection:-	Date of Submission of Application:				
Docur	nents:-					
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 Partnership firm or Memorandum of articles in case of company					
<u> </u>						
3	Copies of the Certificates of Approval of Model  Copies of Security Deposit for Rs.10,000/- in the form of NSC					
	Copy of Certificate indicating Number and date of registration number					
5		-	i number			
6	of current shop/establishment/municipal trade licence  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		eclaration by the applicant on Rs.10/- bo	ond paper			
10	Aadhaar for ID proof a	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					

Signature of the Inspecting Officer

Comments			

Controller, Legal Metrology.

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

Inspec	ction Report Number (S	ystem Generated Unique Identif	fication No.):		
			Contact No:	-	
Name	Name and address of the Repairer  E-mail Id:-				
Date o	f Inspection:-	Date of Submission of Applicat	tion:		
Date 0	i inspection.	Date of Sabinission of Applicat			
Docum	ments:				
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			nema.ne	
2	Registered Partnershi	p deed, in case of more one skill	led worker		
3	Copies of Security De	posit for Rs.5000/- in the form o	f NSC		
4	Copy of Certificate in	ndicating Number and date of re	egistration number		
	-	lishment/municipal trade licenc			
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 of	eclaration by the applicant/app	olicants on Rs.10/-		
	bond paper.				
7		and Address proof of the applicar			
8	Aadhaar for ID proof and Address proof of the skilled worker(s)				
9	Copy of the skilled w Metrology, Andhra Pra	orker certificate(s) issued by the	e Controller, Legal		
10	List of Loan articles.				
11	List of Test weights				
12	List of tools				
13	Undertaking from the	skilled worker(s) indicating willi	ingness		
	to work in the firm fo	r the current year	_		
14	Group photo of skilled skilled worker	worker(s) in the case of more t	han one		
15	of any repairing licen	applicant that in the event of vice conditions, his licence shall be out citing the reasons what so eveller, Legal Metrology.	e liable		
Comm	nents:		Signature o	f the Inspecting Officer	

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

			Contact No:-	
Name a	and address of the Deale			
Date of	f Inspection:-	Date of Submission of Application	on:	
Docum	nents			
Sl.No	Particulars			Remarks
1	Proprietorship a. Managing Partner-	vith the Photo of the Proprietor- in in case of Partnership firm in case of Limited Company	case of	
2	_	rip deed, in the case of Partnership cles in case of company.	firm or	
3		eposit for Rs.2000/- in the form of	NSC	
4	Copy of Certificate	indicating Number and date of restingular indicating Number and date of restingular indications.	gistration number	
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 measures from outside		eights and	
10	of any dealing licenc	e applicant that in the event of viole conditions, his licence shall be licenting the reasons what so ever it is Metrology.	able for	
Comm	nents		Signature of	f the Inspecting Officer

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

Inspection Report Number (System Generated Unique Identification No.):					
Name and address of the Manufactu	rer	Contact No:- E-mail Id:-			
Date of Inspection:-					

#### **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			

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

Inspection Report Number (System Generated Unique Identification No.):					
Name and address of the Rep	airer	Contact No:- E-mail Id:-			
Date of Inspection:-	Date of Submission of App	lication:			
Documents					

S.No	Particulars	Remarks
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.	

g Officer

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

Inspec	tion Report Number (Syst	em Generated Unique Identification	No.):			
		No:-				
Name a	Name and address of the Dealer E-mail			ı.d.		
	E-mail it			u:-		
Date of	Inspection:-	Date of Submission of Application:				
Docum						
S.No	Particulars			Remarks		
1.	On line application the I					
	Proprietor - in case	•				
		n case of Partnership firm				
		in case of Limited Company				
2.		leed, in case of more one skilled worl	ker			
3.		it for Rs.2000/- in the form of NSC				
4.	* *	ating Number and date of registratio				
	-	establishment/municipal trade licen				
5.		p deed of premises, as the case may				
		t the said premises is in the name of	the			
	Lessor/Owner					
6.	_	ate or exemption declaration by the				
_	applicant (if applicable)					
7.	Rs.10/- bond paper	aration by the applicant/applicants o	n			
8.		Address proof of the applicant.				
9.	-	case of importing weights and measu	res			
	from outside the country					
10.	Undertaking from the ap	plicant that in the event of violation	of			
	any repairing licence co	nditions, his licence shall be liable fo	r			
	cancellation without cit	ng the reasons what so ever it may b	e by			
	the Controller, Legal Me					
11.	Existing valid Licence do					
12.		pplicant stating that periodical retur				
	_	are maintained up to date, which	are to			
	be attested by the Inspe	ctors concerned.				
			C:-nat	us of the Incometing Officer		
			Signatu	re of the Inspecting Officer		
Comm	Comments					

# 7. INSPECTION/WORK REPORT FOR SKILLED WORKER CERTIFICATE

Inspection	on Report Number (Syst	em Generated Unique Identification N	lo.):	
			Contac	t No:-
Name an	d address of the Dealer			
			E-mail	ld:-
Date of Ir	nspection:-	Date of Submission of Application:		
Docume				
S.No	Particulars		_	Remarks
1.	Address Proof of the ap Andhra Pradesh	oplicant that he shall be the resident o	)†	
2.	Proof of Date of Birth			
3.	Aadhar Card of the app	dicant		
4.	Copy of Educational Qu			
5.		of the educational qualification certifi	icato	
J.	obtained from the com	•	icate	
6.		applicant for issuance of skilled worker	r	
0.	certificate, in the follo	• •	'	
	, , , , , , , , , , , , , , , , , , ,			
			Signa	ture of the Inspecting Office
Commei	nts			

# **8. INSPECTION/WORK REPORT FOR ALTERATIONS IN MANUFACTURINGLICENCE**

Inspec	tion Report Number (Syste	em Generated Unique Identification I		
Name	and address of the Dealer		Conta	ict No:-
ivallie d	and address of the Dealer		E-ma	il ld:-
Date of	Inspection:-	Date of Submission of Application:		
Docum	ents			
S.No	Particulars			Remarks
1.	Inclusion of Proprietor -			
	<ul> <li>Partnership deed</li> </ul>			
	<ul> <li>Aadhaar proof of</li> </ul>	person to be included		
	<ul> <li>Address Proof of</li> </ul>	person to be included		
	<ul> <li>Photo of person t</li> </ul>	o included		
2.	Change in Name of the fir	m		
	<ul> <li>Registration certified</li> </ul>	ficates on proposed address from		
		lept/ Municipal/Panchayat/ Revenue	/ IT	
	authorities			
3.	Change in Address			
		ficates on proposed address from	/ IT	
	authorities	lept/ Municipal/Panchayat/ Revenue.	/ 11	
4.	Change of Workshop			
4.	-	ficator on proposed address from		
		ficates on proposed address from  ept/ Municipal/Panchayat/ Revenue.	/ IT	
	authorities	neper marrierpatri arieriayatr neveriae.	, ,,	
5.	Changes in articles to be I	Manufactures/sold		
	_	Certificates to be Included		
6.	Change in Monogram			
	<ul> <li>Approval of Model</li> </ul>	Certificate Indicating Change in		
	Monogram			
7.	Change in Skilled Worker			
	original skilled wo	orker certificate Skilled worker certificate		
	Address Proof of S	skilled worker certificate		
			Signa	ture of the Inspecting Officer
Comments				
Comments				

		T FOR ALTERATIONS IN REPAIRIN  em Generated Unique Identification		
Шэрсс	tion report rumber (3yst	em denerated omque raentmeation	Contact No:-	
Name a	nd address of the Dealer		Contact No	
			E-mail Id:-	
Date of	Inspection:-	Date of Submission of Application:		
Docum	ents			
S.No	Particulars			Remarks
1.	Inclusion of Proprietor -			
	<ul> <li>Partnership dee</li> </ul>	d		
	Aadhaar proof o	of person to be included		
	Address Proof o	f person to be included		
	<ul> <li>Photo of person</li> </ul>	to included		
	•	Certificate (For repairing licence issue	ed after new	
	Enforcement Ru	iles i.e after 01-04-2011, only persons ertificate shall be included as partne	s having	
2.	Change in Name of the f			
		tificates on proposed address from Co ipal/Panchayat/ Revenue/ IT authori		
3.	Change in Address			
	Registration cer	tificates on proposed address from Co ipal/Panchayat/ Revenue/ IT author		
4.	Change of Workshop			
		tificates on proposed address from Co ipal/Panchayat/ Revenue/ IT author		
5.	Change in Skilled Worke	r		
	_	vorker certificate		
	I .	Skilled worker certificate		
6.	Changes in Articles to be • Skilled worker of	•		
	1			
			Signature of th	ne Inspecting Officer
Comm	ents			

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

Inspect	ion Report Number (Syst	em Generated Unique Identification	n No.):	
Contact No:-				
Name ar	nd address of the Dealer		E-mail Id:-	
		T		
Date of Inspection:  Date of Submission of Application:				
Docume	nts			
S.No	Particulars			Remarks
1.	Inclusion of Proprietor -			
	Partnership dea			
		of person to be included		
		of person to be included		
	Photo of person			
		Certificate (For repairing licence issudules i.e after 01-04-2011, only person		
		certificate shall be included as partne	_	
2.	Change in Name of the	-	,	
	_	tificates on proposed address from (	Commercial	
	Tax dept/ Muni	cipal/Panchayat/ Revenue/ IT author	rities	
3.	Change in Address			
	Registration certificates on proposed address from Commercial			
	Tax dept/ Muni	cipal/Panchayat/ Revenue/ IT author	rities	
4.	Changes in articles to be			
	Approval of Model Certificates to be Included			
_	_			
5.	In case of importing	registration issued by Government A	uthority	
	copy of import	registration issued by Government A	utilority	
			Signature of t	the Inspecting Officer
Carrier -	to			
Comme	ents			

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

Inspection Report Number (System Generated Unique Identification No.):				
Name and address of the Dealer			Contact No:- E-mail Id:-	
Date of Inspection:- Date of Submission of Application				
Docume	ents			
S.No	Particulars		Remarks	
1.		the Photo of the Proprietor- in case	of	
	Proprietorship			
		er- in case of Partnership firm		
	<ul> <li>Managing Direct</li> </ul>	or - in case of Limited Company		
2.	Registered Partnership	deed, in case of Partnership firm or		
	Memorandum of articles in case of company.			
3.	Copy of Certificate indic	cating Number and date of registration	n	
	number of current shop	/ establishment/ municipal trade lice	nce	
4.	-	ate 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			
6.	with sizes mentioned thereof.			
7.	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.		prietor/authorized signatory		
		·		
Signature of the Inspecting Officer  Comments				

#### 12. INSPECTION/WORK REPORT FOR ALTERATIONOF MANUFACTURER/PACKER/ IMPORTER

Inspection Report Number (System Generated Unique Identification No.):					
Name and address of the Dealer			Contact E-mail		
Date of I	Date of Inspection:- Date of Submission of Application:				
		I			
Docume					
S.No	Particulars			Remarks	
1.	Inclusion of Proprietor				
	Partnership dee				
		of person to be included			
		of person to be included			
	<ul> <li>Photo of persor</li> </ul>				
2.	Change in Name of the				
	_	tificates on Proposed name from			
		dept/ Municipal/Panchayat/Revenue	e/IT		
3.	authorities.	ne Manufacturer/ Packer/ importer			
3.	~	tificates on Proposed address from			
	~	-	. /		
	IT authorities.	dept/ Municipal/Panchayat/Revenue	=1		
4.	Inclusion of Places of pa	cking units			
	Registration certificates on Proposed address from				
	Commercial Tax dept/ Municipal/Panchayat/Revenue/				
	IT authorities/G				
5.	Change in Monogram				
	Approval of Model Certificate indicating Change in				
	Monogram.				
6.		s to be Manufactured/ Packed/ Impor			
		odities to be Manufactured/ Pack	ked/		
	Imported.				
Comme	ents		Signatu	ire of the Inspecting Officer	