

**APPLICATION PROCEDURE FOR SERVICES OF LEGAL
METROLOGY DEPARTMENT**

- Register and Log-in to the Single Desk Portal (SDP).
- Fill in all the relevant details for your organization on SDP
- Under the Legal Metrology Services on the SDP, select relevant service from the below list of services applying for

Sl.No	Services	Fee to be Paid	Security Deposit in the form of NSC
1	Grant of Manufacturing License	10,000/-	10,000/-
2	Grant of Repairing License	5,000/-	5,000/-
3	Grant of Dealing License	2,000/-	2,000/-
4	Renewal of Manufacturing License	10,000/-	NIL
5	Renewal of Repairing License	5,000/-	NIL
6	Renewal of Dealing License	2,000/-	NIL
7	Alteration of Manufacturing/Dealing/Repairing	NIL	NIL
8	Issue of Skilled Worker Certificate	NIL	NIL
9	Registration as Manufacturer/Packer/Importer	500/-	NIL

- Fill in all the relevant details on SDP and upload the required documents as per the checklist mentioned in the **Annexure I** and relevant Forms in **Annexure II**.
- Pay necessary fee and submit the application.
- An SMS alert will be sent to the applicant regarding application submission.
- Application will be forwarded online to the concerned Assistant Controller.

- After scrutiny by the Assistant Controller, short fall in the documentation if any will be intimated through SMS along with the date of inspection.
- The premises will be inspected by the concerned Legal Metrology Officer and documents in original will be verified and security deposit if applicable would be collected.
- The Application will be forwarded online to the following officers for further scrutiny in the following sequence.
 - Regional Deputy Controller
 - Controller
 - Section officer
 - Assistant Controller (Enforcement)
 - Deputy Controller (Headquarters)
 - Controller
- The status, viz. Approval or Rejection if any will be conveyed to the applicant through an SMS.
- If approved, a digitally signed certificate can be downloaded by the applicant.

ANNEXURE - I

FOR REGISTRATIONS/ GRANTS/ ALTERATIONS

CHECKLIST FOR GRANT OF MANUFACTURING LICENCE:

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Approval of Model Certificates.
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.
7. Sales tax registration certificate i.e., CST/APGST or exemption declaration by the applicant.
8. Central Excise Registration Certificate.
9. Monogram of the Manufacturer.
10. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
11. Address proof of the applicant.
12. Id-Proof of the applicant.
13. Undertaking from the applicant that in the event of violation of any manufacturing Licence condition, his Licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

CHECKLIST FOR GRANT OF REPAIRING LICENCE:

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Security Deposit for Rs. 5,000/- 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.
6. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
7. Address proof of the applicant.
8. Id-Proof of the applicant.
9. Address proof of the Skilled worker(s)
10. Copy of the Skilled worker certificate(s)
11. List of Loan Articles.
12. List of Test Weights
13. List of Tools.
14. Undertaking from the skilled worker(s) indicating willingness to work in the firm.
15. Group photo of applicant(s) and skilled worker(s) at the workshop along with sign board of the name of the Licensing firm.
16. Undertaking from the applicant that in the event of violation of any manufacturing Licence condition, his Licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

CHECKLIST FOR GRANT OF DEALING LICENCE:

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - Managing Director - in case of Limited Company
2. Partnership deed in case of Partnership firm or Memorandum of articles in case of company.
3. Copies of Approval of Model Certificates – if applicable
4. Consent letter from original manufacturer of weights and measures.
5. Copies of Security Deposit for Rs. 2,000/- in the form of NSC.
6. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade Licence.
7. Lease/rental/ownership deed of premises
8. Sales tax registration certificate i.e., CST/APGST or exemption declaration by the applicant.
9. Solemn Affirmation declaration by the applicant on Rs. 10/- bond paper.
10. Address proof of the applicant.
11. Id-Proof of the applicant.
12. Importer registration in case of imposing weights and measures from outside the country.
13. Undertaking from the applicant that in the event of violation of any manufacturing Licence condition, his Licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.

CHECK LIST FOR REGISTRATION OF MANUFACTURER / PACKER / IMPORTER:

1. Duly filled application with photo affixed.
2. Sales Tax/GST Registration if applicable.
3. Copy of the Importer Certificate in case of Importer.
4. Id Proof of the applicant.
5. Address proof of the applicant.
6. If the applicant is an authorised signatory, proof thereof.
7. Aadhar Proof Copy
8. Municipal/GramPanchayathi trade license.
9. Registration Partnership deed in case of Partnership firm of Memorandum of articles in case of company.
10. Example copy of the Label to be used for Packing.

CHECKLIST FOR SKILLED WORKER CERTIFICATE:

1. Proof of Date of Birth.
2. Proof of Education Qualification
3. Address proof
4. Under taking affidavit.
5. SSC Marks Memo.
6. Filled application form with Photo.
7. Id proof.
8. Aadhar proof copy.

CHECKLIST FOR ALTERATION OF MANUFACTURING / DEALING / REPAIRING
LICENSE / PACKER:

- a. Valid Licence document
- b. For change of address of Licence premises:

Sl.No	Nature of Alteration	Required documents to be uploaded.
1.	Change of Address	i. Municipal Trade License of new premises. ii. Rental Deed iii. Ownership proof
2.	Change of Skilled worker/ Skilled workers	i. Original Skilled worker Certificate. ii. Willingness certificate of the skilled worker.
3.	For change of Area of Operational Jurisdiction	i. Original skilled worker certificate. ii. Willingness certificate of the skilled worker.
4.	For expanding list of manufactured articles	i. Model approval certificate.

FOR RENEWALS

CHECKLIST FOR RENEWAL OF MANUFACTURING LICENCE:

1. Photographs 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 Licence/receipt.
4. Sales tax registration certificate i.e., CST/APGST or exemption, declaration by the applicant.
5. Permission letter from the Controller, Legal Metrology, AP (if applicable).

CHECKLIST FOR RENEWAL OF REPAIRING LICENCE:

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - 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 photo 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.
6. Permission letter from the Controller, Legal Metrology, AP (if applicable).

CHECKLIST FOR RENEWAL OF DEALING LICENCE:

1. Photographs of
 - Proprietor - in case of Proprietorship
 - Managing Partner - in case of Partnership firm
 - Managing Director - in case of Limited Company
2. Existing valid Dealing Licence Document.
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade Licence/receipt.
4. Sales tax registration certificate i.e., CST/APGST or exemption, declaration by the applicant.
5. Permission letter from the Controller, Legal Metrology, AP (if applicable).

ANNEXURE - II

Application form for Grant of licence as manufacturer of weights, measures under the Legal metrology Act 2009

Proprietor/Managing

partner/

Managing director
Photo

Service Details:-

Type of service

Registration Firm details:-

Name of the manufacturing concern for which license is desired

Type of premises(leave license, owned, rented, taken on lease)

District

Mandal

Village name/Ward No

Shop No./Survey No/Plot No./Door No.

Pin code

Date of establishment of workshop/factory

Classification of establishments
(Proprietorship/partnership/limited company)

Management Details:-

Role(Managing Proprietor/ Proprietor)

Sr No	Role	Name	Age	Father/husband name	Address

The
Monogram/Trade
Mark intended to
be imprinted on
weights/Measures
to be
manufactured

Employment Details:-

Number of skilled workers -----

Number of semi skilled workers -----

Number of unskilled workers -----

Specialist trained in list -----

Details of machinery,tool,accessories owned
and used for manufacturing weights and measures -----

Details of foundry or workshop facilities arranged and Testing
Facilities Available(Ownership/long term lease etc.) -----

Facilities of Steel casiting And Hardness testing of vital Parts -----

Details of Approval of Model Received from Govt. Of India -----

Availability of Electric Energy(kw) -----

Details of loan received from Govt/Financial Institution -----

Name of bankers -----

Proposed to be manufactured items will be sold within the
(Both/Outsideof the state/within the state) -----

Date to Produce Inspection Samples of your products for
which license desired -----

Have you applied previously for a manufacturer's licence ?(YES/NO)

If YES

Details with date and results -----

Details of skilled workers:-

Sr No	Name of the skilled worker	Skill in the field of	Certificate of skill No.	Next date of renewal

Applicant Details:-

Applicant Adhaar number -----

Applicant name -----

Father/husband name -----

District -----

Mandal -----

Village name/Ward Name. -----

Pin code -----

Email -----

Mobile No. -----

Relationship(Brother/Employee/
Father/Mother/Others/Self/Sister) -----

Grant of Repairing Fresh License

Establishment Details

Name of Concern seeking License _____

Types of Premises _____

District _____

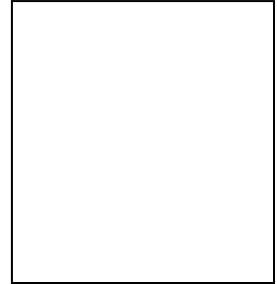
Mandal _____

Village Name _____

Pin Code _____

Shop No _____

Date of Establishment of Workshop _____



Management Details

MD/Proprietor / Partner	Name	Father name / Hus Name	Address

The type of Weights and Measures proposed to be manufactured

Weights _____ Measures _____

Weighting Instruments _____

Measuring Instruments with details in each case _____

Manufacturing Section Details

Tax Type _____ Tax number _____

Date of current registration number of establishment /Shop Muncipal trade licence _____

Number _____

No of Skilled Worker _____ No of Semi Skilled _____

No of Unskilled Worker _____ Number of Specialist Trainers _____

Details of Machinery tool accessories owned and used for manufacturing weights / Measures _____

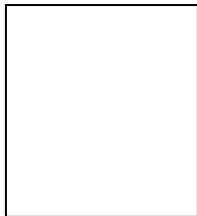
Details of foundry Or workshop facilities arranged (Ownership / long term lease) _____

Availability of Electric Energy _____

Details of loan received from Govt / Financial institution _____

Have you sufficient

The Monogram/Trade Mark intended to be imprinted on weights/Measures to be manufactured



Details of Worker

S.No	Name	Field Name	Certificate No	Date of Renewal

Applicant details

Applicant Name _____ Father/Husband Name _____
District _____ Mandal _____
Village _____ Pin Code _____
Email Id _____ Mobile No _____
Relationship _____

Application for Grant of Licence as Dealer in Weights, Measures under the Legal Metrology Act,2009

Proprietor/Managing partner/ Managing director Photo

Service Details:-

Type of Service -----

Establishment Details:-

Name of establishment/shop/person seeking -----

Door No./Plot No/Survey No/Shop No. -----

District -----

Mandal -----

Village name/Ward No -----

Pin code -----

Date of establishment -----

Proprietor/Managing partner/

Managing director Photo -----

Classification of establishments

(Proprietorship/partnership/limited company) -----

Management Details:-

Role(Managing Proprietor/ Proprietor)

Sr No	Role	Name	Age	Father/husband name	Address

Tax Details:-

Tax Type(CST/ IT Number/ PAN/TIN / Professional tax regt/ Sales tax/ VAT

Sr No	Tax type	Tax number

Registration Details:-

Current shop/Establishment/municipal trade

License number -----

Current shop/Establishment/municipal trade

License Date -----

Name of the panchayithi/municipal name -----

Categories of weights and measures sold
at present -----

Do you intend to import weights and measures from place outside the state(YES/NO)

If YES

If so, indicate sources of supply from the state(s) -----

Give details of manufacturer's trade mark/monogram -----

Manufacturer License No. -----

Approval Model No. -----

Do you intend to import weights and measures from place outside the country(YES/NO)

If YES

If so, indicate sources of supply from the Country(s) -----

Registration No. of importer of weights and measures -----

Approval of model imported into India by

central government

Have you applied previously for dealers license(Y/N)

If YES

Previous Details

Applicant Details:-

Applicant Adhaar number

Applicant name

Father/husband name

District

Mandal

Village name/Ward Name.

Pin code

Email

Mobile No.

Relationship(Brother/Employee/

Father/Mother/Others/Self/Sister)

Grant of Manufacturer/Importer/ Packer Registration

Establishment Details

Name of Firm _____

District _____

Mandal _____

Village Name _____

Pin Code _____ Landline No _____

Date of Commencement of pre-packing import _____

Management Details

MD/Proprietor / Partner	H.No	District	Mandal	Village	Pin Code	Land Line No

Premises Details

Name of Firm _____ District _____

Mandal _____ Village Name _____

Pin Code _____ Landline No _____

Label Details _____

Trade License of Municipality or Gram Panchayit _____

TIN No _____

Brand Details

Brand Name: _____

Commodity Details

S.No.	Commodity Name	Net Quantity

Applicant details

Applicant Name _____

Father/Husband Name _____

District _____

Mandal _____

Village _____

Pin Code _____

Email Id _____

Mobile No _____

Relationship _____

Applicant's Signature

Issue of Skilled Worker Certificate

Name of the Candidate _____

Father Name _____

Date of Birth _____

Age of Candidate _____

Door No _____

District _____

Mandal _____

Village Name _____

Pin Code _____

Email Id _____

Mobile No _____

AAdhar No _____

Qualification _____

Photo

Category Weighing Measuring Instruments in which the candidates shall undertaken repair

Details of articles which to repair _____

Enclosures Details:

- 1.
- 2.
- 3.
- 4.
- 5.

Applicant details

Applicant Name _____

Father/Husband Name _____

District _____

Mandal _____

Village _____

Pin Code _____

Email Id _____

Mobile No _____

Relationship _____

Applicant's Signature

Alteration of Manufacture License

License No _____

Nature of Alteration

- | | | | |
|-------------------------|--------------------------|--|--------------------------|
| Firm Name Change | <input type="checkbox"/> | Management Details | <input type="checkbox"/> |
| Firm Address Change | <input type="checkbox"/> | Changes in Articles to be manufactured items | <input type="checkbox"/> |
| Workshop Address Change | <input type="checkbox"/> | Skilled worker details | <input type="checkbox"/> |
| Monogram Change | <input type="checkbox"/> | | |

Firm Name Description -----

Firm Name _____

Firm Address Description -----

Firm Address _____

Changes in Articles to be manufactured items Description _____

Changes in Articles to be manufactured items _____

Management Description _____

Management Details

S.No.	Role (MD/ Partner/ proprietor..)				

Skilled worker Description _____

Skilled Worker Details _____

Applicant details

Applicant Name _____

Father/Husband Name _____

District _____

Mandal _____

Village _____

Pin Code _____

Email Id _____

Mobile No _____

Relationship _____

Applicant's Signature

Alteration for Repairing License

License Number _____

Nature of Alteration:-

Firm name change Firm address change

Management details Skill worker details

Change in workshop address Change in article to be repaired

Description of firm name change _____

Firm name _____

Description of Firm address change _____

Type of premises (Leave License/Owned/Rented/Taken on lease) _____

District _____

Mandal _____

Village/Area _____

Shop No. _____

Pin code _____

Description of Management Details _____

New Management Details (Director/Managing director etc.)

S.No.	Role	Name	Father/husband name	Age	Address

Description of skill worker details _____

New Skill worker details

S.No.	Name	Field Name	Certificate Number	Date of Renewal

Description of Change in workshop address _____

Address of workshop _____

Description of Change in articles to be repaired _____

Change in articles _____

Applicant details

Applicant Adhaar number_____

Applicant Name_____

Father/Husband name_____

District_____

Mandal_____

Village_____

Pin code_____

Email_____

Mobile No._____

Relationship (Bother/Employee/Father etc.) _____

Applicant's Signature

Alteration of Dealer licence

License No _____

Nature of Alteration

Firm Name Management Details

Firm Address Change in Articles to be sold

Firm Name Description _____

Firm Details _____

Description of Firm address change _____

Type of premises (Leave License/Owned/Rented/Taken on lease) _____

District _____

Mandal _____

Village/Area _____

Shop No. _____

Pin code _____

Description of Management Details _____

New Management Details (Director/Managing director etc.)

S.No	Role	Name	Father/husband name	Age	Address

Change in Articles to be sold Description _____

Firm Details _____

Applicant details

Applicant Name _____

Father/Husband Name _____

District _____

Mandal _____

Village _____

Pin Code _____

Email Id _____

Mobile No _____

Relationship _____

Applicant's Signature

Application form for Renewal of licence as manufacturer of weights, measures under the Legal metrology Act 2009

Proprietor/Managing

partner/

Managing director
Photo

Service Details:-

Type of service

Old License number

License valid upto (date)

Registration Firm details:-

Name of the manufacturing concern for
which license is desired

Type of premises(leave license, owned,
rented, taken on lease)

District

Mandal

Village name/Ward No

Shop No./Survey No/Plot No./Door No.

Pin code

Date of establishment of workshop/factory

Classification of establishments

(Proprietorship/partnership/limited company)

Management Details:-

Role(Managing Proprietor/ Proprietor)

Sr No	Role	Name	Age	Father/husband name	Address

Current Factory/Shop Details:-

Current registration no. of factory/shop/

establishment/municipal trade license date -----

Name of panchayithi/municipality name -----

Current Registration Number of factory/Shop/

establishment/municipal trade license number -----

Nature of manufacturing Activities -----

The type of weights and measures proposed to be manufactured:-

Weights -----

Measures -----

Weighing instruments -----

Measuring instrument details in each case -----

Tax Details:-

Tax Type(CST/ IT Number/ PAN/TIN / Professional tax regt/ Sales tax/ VAT

Sr No	Tax type	Tax number

The
Monogram/Trade
Mark intended to be
imprinted on
weights/Measures to
be manufactured

Employment Details:-

Number of skilled workers -----

Number of semi skilled workers -----

Number of unskilled workers -----

Specialist trained in list -----

Details of machinery, tool,accessories owned
and used for manufacturing weights and measures -----

Details of foundry Or workshop facilities arranged and
Testing Facilities Available(Ownership/long term lease etc.) -----

Facilities of Steel casiting And Hardness testing of vital Parts -----

Details of Approval of Model Received from Govt. Of India -----

Type Of weights and measures which are manufactured
as per license granted -----

Details of production and sales in last 5 years -----

Do you propose any change ?(YES/NO)

If YES

Proposed changes -----

Details of skilled workers:-

Sr No	Name of the skilled worker	Skill in the field of	Certificate of skill No.	Next date of renewal

Applicant Details:-

Applicant Adhaar number -----

Applicant name -----

Father/husband name -----

District -----

Mandal -----

Village name/Ward Name. -----

Pin code -----

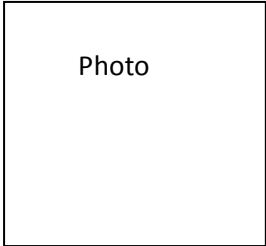
Email -----

Mobile No. -----

Relationship(Brother/Employee/

Father/Mother/Others/Self/Sister) -----

Application for Renewal of Repairing License



Service Type (Grant or Renewal)

Old License number

License valid up to (date)

Details Of Work Shop

Name of Concern seeking license

Type of premises (Leave license, Owned, Rented, Taken on lease)

District..... Mandal

Village Shop Do.No

Pin Code Date of establishment

Classification of establishment(Proprietorship, Partnership, Limited company)

Management Details

Role	Name	Age	Father Name	Address

Types Of Weights and Measures Proposed To Repair

Weights/Weighing Instruments

Measures/Measuring Instruments

Area wish to operate..... Previous experience in line.....

Applicant Details

Applicant Aadhar No

Applicant Name..... Father Name.....

District Mandal

Village Pin code

Email Id..... Mobile No

Relation

Application for Renewal of Licence as Dealer in Weights, Measures under the Legal Metrology Act,2009

Proprietor/Managing
partner/
Managing director

Photo

Service Details:-

Type of Service -----
 Old License number -----
 License valid upto (date) -----

Establishment Details:-

Name of establishment/shop/person seeking -----
 Door No./Plot No/Survey No/Shop No. -----
 District -----
 Mandal -----
 Village name/Ward No -----
 Pin code -----
 Date of establishment -----
 Classification of establishments -----
 (Proprietorship/partnership/limited company) -----

Management Details:-

Role(Managing Proprietor/ Proprietor)

Sr No	Role	Name	Age	Father/husband name	Address

Tax Details:-

Tax Type(CST/ IT Number/ PAN/TIN / Professional tax regt/ Sales tax/ VAT

Sr No	Tax type	Tax number

Registration Details:-

Current shop/Establishment/municipal trade

License number -----

Current shop/Establishment/municipal trade

License Date -----

Name of the panchayithi/municipal name -----

Categories of weights and measures sold
at present -----

Do you intend to import weights and measures from place outside the state(YES/NO)

If YES

If so, indicate sources of supply from the state(s) -----

Give details of manufacturer's trade mark/monogram -----

Manufacturer License No. -----

Approval Model No. -----

Do you intend to import weights and measures from place outside the country(YES/NO)

If YES

If so, indicate sources of supply from the Country(s) -----

Registration No. of importer of weights and measures -----

Approval of model imported into India by

central government

Applicant Details:-

Applicant Adhaar number

Applicant name

Father/husband name

District

Mandal

Village name/Ward Name.

Pin code

Email

Mobile No.

Relationship(Brother/Employee/

Father/Mother/Others/Self/Sister)
