

**Government of Andhra Pradesh
Legal Metrology Department**

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

1. INSPECTION/WORK REPORT FOR GRANT OF MANUFACTURING LICENCE

Name and address of the Manufacturer		Contact No:-
		E-mail Id:-
Date of Inspection:-	Date of Submission of Application through Meeseva:-	

Attachments:-

Sl.No	Particulars	Remarks
1	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	
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 whatsoever it may be by the Controller, Legal Metrology.	

Signature of the Applicant

Signature of the Inspecting Officer

Comments

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2. INSPECTION/WORK REPORT FOR GRANT OF REPAIRING LICENCE

Name and address of the Repairer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application through Meeseva:-

Attachments:-

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 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	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.	

Signature of the Applicant

Signature of the Inspecting Officer

Comments:

3. INSPECTION/WORK REPORT FOR GRANT OF DEALING LICENCE

Name and address of the Dealer		Contact No:-
		E-mail Id:-
Date of Inspection:-	Date of Submission of Application through Meeseva:-	

Attachments:-

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 the case of Partnership firm or Memorandum of articles in case of company.	
3	Copies of Security Deposit for Rs.2000/- 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	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 in case of importing weights and measures from outside the country	
10	Undertaking from the applicant that in the event of violation of any dealing licence conditions, his licence shall be liable for cancellation without citing the reasons what so ever it may be by the Controller, Legal Metrology.	

Signature of the Applicant

Signature of the Inspecting Officer

Comments

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4. INSPECTION/WORK REPORT FOR RENEWAL OF MANUFACTURING LICENCE

Name and address of the Manufacturer		Contact No:-
		E-mail Id:-
Date of Inspection:-	Date of Submission of Application through Meeseva:-	

Attachments:-

ANNEXURE-A

Sl.No	Particulars	Remarks
1	Photographs of Proprietor - in case of partnership 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	GST registration certificate or exemption declaration by the applicant (if applicable)	

Documents to be submitted for physical Inspection ANNEXURE-B

Sl.No	Particulars	Remarks
1	Registered Partnership deed in case of partnership firm of Memorandum of articles in case of company	
2	Copies of Approval of Model Certificate	
3	Copies of Security Deposit for Rs.10,000/- in the form of NSC	
4	Lease/rental/ownership deed of premises, with the proof that the said premises is in the name of the Lessor/Owner.	
5	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper	
6	Address proof of the applicant	
7	Id-Proof of the applicant	
8	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 Assistant Controller's concerned	

Signature of the Applicant

Signature of the Inspecting Officer

Comments

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5. INSPECTION/WORK REPORT FOR RENEWAL OF REPAIRING LICENCE

Name and address of the Repairer	Contact No:- E-mail Id:-
Date of Inspection:-	Date of Submission of Application through Meeseva:-

Attachments:-

ANNEXURE-A

Sl.No	Particulars	Remarks
1	Photographs of Proprietor - in case of partnership 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 proof of the skilled worker(s)	
5	Group photo of applicant(s) and skilled workers(s) at the workshop along With sign board of the name of the Licencing firm	

Documents to be submitted for physical Inspection ANNEXURE-B

Sl.No	Particulars	Remarks
1	Registered Partnership deed in case of partnership firm of Memorandum of articles in case of company	
2	Copies of Security Deposit for Rs.5000/- in the form of NSC	
3	Lease/rental/ownership deed of premises, with the proof that the said premises is in the name of the Lessor/Owner	
4	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper	
5	Address proof of the applicant	
6	Id-Proof of the applicant	
7	Copy of the skilled worker certificate(s)	
8	List of Loan articles	
9	List of Test Weights	
10	List of Tools	
11	Undertaking from the skilled worker(s) indicating willingness to work in the firm	
12	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/Dist. Inspectors concerned	
13	Id proof of the Skilled Workers(s)	

Signature of the Applicant

Signature of the Inspecting Officer

Comments:

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:-

Attachments:-

ANNEXURE-A

Sl.No	Particulars	Remarks
1	Photographs of Proprietor - in case of partnership 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	GST registration certificate or exemption declaration by the applicant (if applicable)	

Documents to be submitted for physical Inspection ANNEXURE-B

Sl.No	Particulars	Remarks
1	Registered Partnership deed in case of partnership firm of Memorandum of articles in case of company	
2	Copies of Security Deposit for Rs.2000/- in the form of NSC	
3	Lease/rental/ownership deed of premises, with the proof that the said premises is in the name of the Lessor/Owner.	
4	Solemn Affirmation declaration by the applicant on Rs.10/- bond paper	
5	Address proof of the applicant	
6	Id-Proof of the applicant	
7	Importer registration in case of importing weights and measures from outside of the Country.	
8	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 Applicant

Signature of the Inspecting Officer

Comments