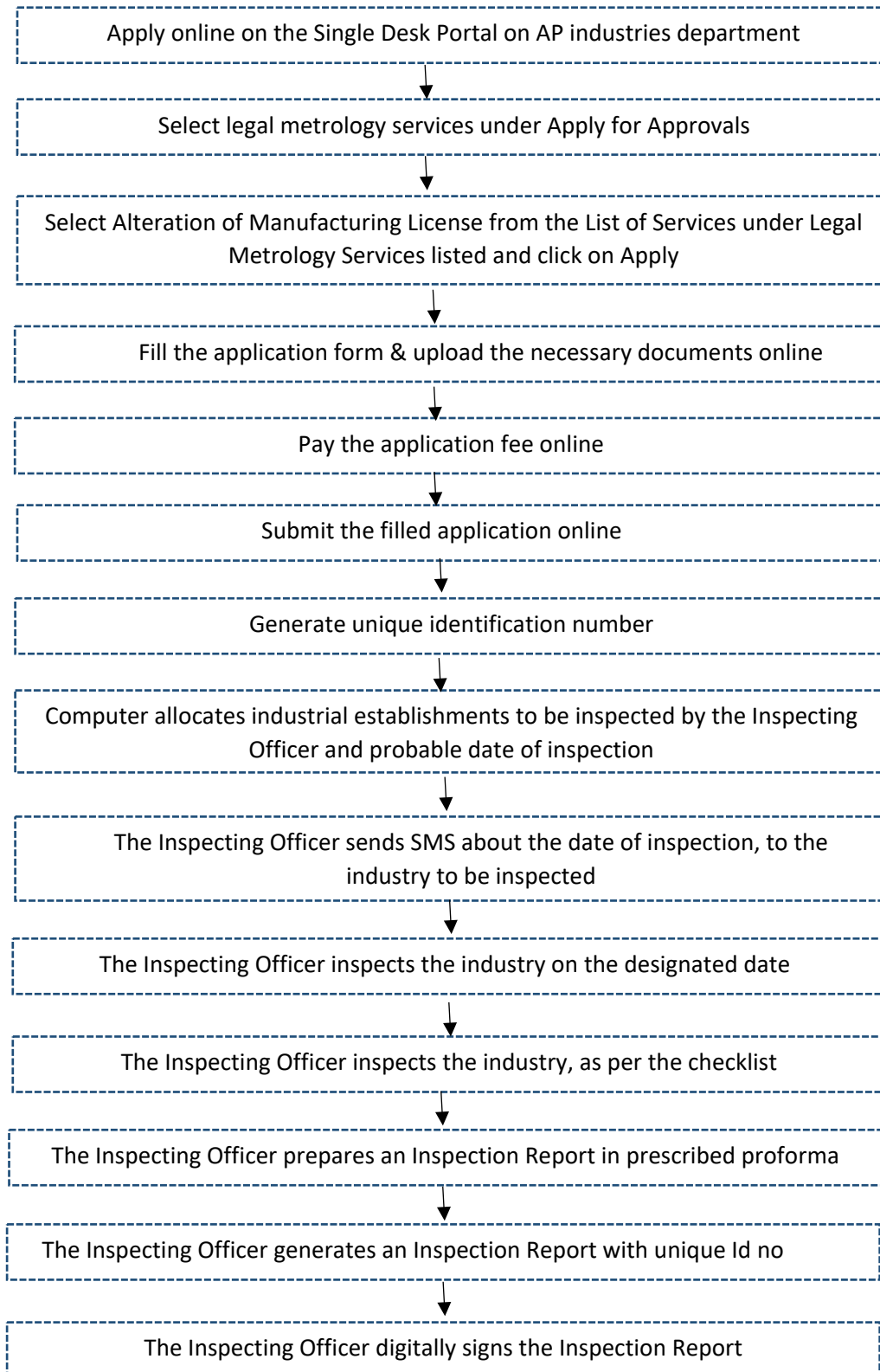


Legal Metrology Department
Alteration of Manufacturing License

Process Flow for Alteration of Manufacturing 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 track 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 Manufacturing certificate online.

Checklist for Alteration of Manufacturing License

UPLOADED DURING ALTERATION OF MANUFACTURING LICENSE

If the alteration is:-

S.No	Particulars
1.	Inclusion of Proprietor – <ul style="list-style-type: none">• Partnership deed• Aadhaar proof of person to be included• Address Proof of person to be included• Photo of person to included
2.	Change in Name of the firm <ul style="list-style-type: none">• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
3	Change in Address <ul style="list-style-type: none">• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
4	Change of Workshop <ul style="list-style-type: none">• Registration certificates on proposed address from Commercial Tax dept/ Municipal/Panchayat/ Revenue/ IT authorities
5	Changes in articles to be Manufactures/sold <ul style="list-style-type: none">• Approval of Model Certificates to be Included
6	Change in Monogram <ul style="list-style-type: none">• Approval of Model Certificate Indicating Change in Monogram
7	Change in Skilled Worker <ul style="list-style-type: none">• Original skilled worker certificate• Address Proof of Skilled worker certificate

Timeline: 21 Days