# Legal Metrology Department

### Alteration of Manufacturing License

# Process Flow for Alteration of Manufacturing License

Apply online on the Single Desk Portal on AP industries department	
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Select legal metrology services under Apply for Approvals	
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Select Alteration of Manufacturing License from the List of Services under Legal	
Metrology Services listed and click on Apply	
Fill the application form & upload the necessary documents online	
Pay the application fee online	
Submit the filled application online	
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Generate unique identification number	
Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection	
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The Inspecting Officer sends SMS about the date of inspection, to the	
industry to be inspected	
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The Inspecting Officer inspects the industry on the designated date	
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The Inspecting Officer inspects the industry, as per the checklist	
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The Inspecting Officer prepares an Inspection Report in prescribed proforma	
The Inspecting Officer generates an Inspection Report with unique Id no	
The Inspecting Officer digitally signs the Inspection Report	
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The Inspecting Officer uploads Inspection Report onto the website within 48
hours
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The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
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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 –
	Partnership deed
	<ul> <li>Aadhaar proof of person to be included</li> </ul>
	<ul> <li>Address Proof of person to be included</li> </ul>
	Photo of person to included
2.	Change in Name of the firm
	<ul> <li>Registration certificates on proposed address from Commercial Tax dept/</li> </ul>
	Municipal/Panchayat/ Revenue/ IT authorities
3	Change in Address
	<ul> <li>Registration certificates on proposed address from Commercial Tax dept/</li> </ul>
	Municipal/Panchayat/ Revenue/ IT authorities
4	Change of Workshop
	<ul> <li>Registration certificates on proposed address from Commercial Tax dept/</li> </ul>
	Municipal/Panchayat/ Revenue/ IT authorities
5	Changes in articles to be Manufactures/sold
	Approval of Model Certificates to be Included
6	Change in Monogram
	<ul> <li>Approval of Model Certificate Indicating Change in Monogram</li> </ul>
7	Change in Skilled Worker
	Original skilled worker certificate
	Address Proof of Skilled worker certificate

Timeline: 21 Days