

Legal Metrology Department

Alteration of Dealer License

Procedure for Alteration of Dealer License

1. Apply online on the Single Desk Portal on AP industries department
2. Select legal metrology services under Apply for Approvals
3. Select Alteration of Dealer License from the List of Services under Legal Metrology Services listed and click on Apply
4. Fill the application form & upload the necessary documents
5. Pay the requisite fee
6. Submit the filled application online
7. Generate unique identification number
8. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection
9. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected
10. The Inspecting Officer inspects the industry on the designated date
11. The Inspecting Officer inspects the industry, as per the check list communicated
12. The Inspecting Officer prepares a Inspection Report in prescribed proforma
13. The Inspecting Officer generates an Inspection Report with unique Id no. (File No.)
14. The Inspecting Officer digitally signed Inspection Report
15. The Inspecting Officer uploads Inspection Report onto the website within 48 hours
16. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website
17. The applicant downloads the Inspection Report from website.
18. The applicant can check the status of the application using the unique identification id.
19. After final approval, the applicant received SMS and can download the final digitally signed Alteration of Dealer certificate online.

Checklist for Alteration of Dealer License

UPLOADED DURING ALTERATION OF DEALER 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• Skilled worker Certificate (For repairing licence issued after new Enforcement Rules i.e after 01-04-2011, only persons having skilled worker certificate shall be included as partner)

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	Changes in articles to be sold <ul style="list-style-type: none">• Approval of Model Certificates to be Included
5	In case of importing <ul style="list-style-type: none">• copy of import registration issued by Government Authority

Timeline: 21 Days