

## **PROCESS FOR RENEWAL OF REPAIRING LICENCE:**

- Please visit the nearest Meeseva/ Office of Assistant Controller, Legal Metrology/ [www.meeseva.gov.in/](http://www.meeseva.gov.in/) to get the application for applying renewal of Repairing License.
- Fill the application in detail.
- Please visit the nearest MeeSeva with the filled application and other documents required for applying renewal of license.
- Please make sure that your online application is filled without typo errors at Meeseva and get scanned the supporting documents in pdf format (not exceeding 50kb) and photo in jpeg format (not exceeding 50kb) also register your mobile number, so that you will receive the updates of your application. Make sure that the scanned documents are attached to the appropriate options.
- Please get the acknowledgement from meeseva once your online application is submitted after paying the fee.
- Please visit Office of Assistant Controller, Legal Metrology with a set of photo copies including application and the get the date of inspection. You will receive the date of inspection on your registered mobile.
- Physical original documents will be verified by the Assistant Controller, Legal Metrology.
- Application has a time period of 60days for the process to Renewal/Reject(if failing on submission of required documents).

## **ATTACHMENTS TO BE SUBMITTED AT "MEE-SEVA" CENTER FOR RENEWAL OF MANUFACTURING LICENCE:**

### **Annuxre - A**

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 License document.
3. Copy of Certificate indicating Number and date of registration number of current shop/establishment/municipal trade licence
4. Address proof of the applicant
5. Group photo of applicant(s) and skilled worker(s) at the workshop along with sign board of the name of the Licensing firm.

### **Annuxre - B**

## **DOCUMENTS TO BE SUBMITTED AT THE TIME OF PHYSICAL INSPECTION OF PREMISES:**

1. Registered partnership deed in case of Partnership firm or Memorandum of articles in case of company.
2. Copies of Security Deposit for Rs.5,000/- in the form of NSC

3. Lease/rental/ownership deed of premises
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 skilled worker(s) certificates
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 the periodical returns are submitted and registers are maintained up to date, which are to be attested by the Assistant Controller's concerned.
13. Id proof of skilled worker(s)