

DOCUMENTS TO BE SUBMITTED FOR NEW LICENSE, PACKAGE REGISTRATION & RENEWAL / AMENDMENTS OF EXISTING LICENSES

1) NEW LICENSE/REGISTRATION CERTIFICATE :-

** Manufacturer:*

1. Ownership Deed & Tax Receipt If The Premises Is Owned By Applicant / Rental Agreement If The Premises Is Rented By Applicant & NOC Certificate From Owner of Building
2. GST Certificate
4. Model Approval Letter obtained from Central Government & Details of Products to be manufactured in office letter head
5. Partnership deed (If Operating In Partnership)
6. Memorandum of Association/ Articles of Association (If Operating In Partnership / Limited)

** Dealer:*

1. Ownership Deed & Tax Receipt If The Premises Is Owned By Applicant / Rental Agreement If The Premises Is Rented By Applicant & NOC Certificate From Owner of Building
2. GST Certificate
3. Specimen Signatures Of The Applicant
4. Partnership deed (If Operating In Partnership)
5. Memorandum of Association/ Articles of Association (If Operating In Partnership / Limited)

** Repairer:*

1. Ownership Deed & Tax Receipt If The Premises Is Owned By Applicant / Rental Agreement If The Premises Is Rented By Applicant & NOC Certificate From Owner of Building
2. Educational Qualification Certificate Of The Applicant
3. Specimen Signatures Of The Applicant
4. Verification Certificate of Loan Articles & Test Equipment Tools List
5. Loan Articles & Test Equipment Tools List
6. Partnership Deed (If Operating In Partnership)
7. Memorandum of Association/ Articles of Association (If Operating In Partnership/Limited)

* *Package Commodities Registration Certificate: (Manufacturer / Packer)*

Partnership:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate
4. Partnership Deed

Private Limited / Public Limited:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate
4. Memorandum of Articles / Memorandum of Associations

Society / Proprietary / Government:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate

* *Package Commodities Registration Certificate: (Importer)*

Partnership:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate
4. Partnership Deed
5. Import / Export Code Certificate

Private Limited / Public Limited:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate
4. Memorandum of Articles / Memorandum of Associations
5. Import / Export Code Certificate

Society / Proprietary / Government:

1. Trade License
2. Ownership Deed/Rental Agreement & No Objection Certificate
3. GST Certificate
4. Import / Export Code Certificate

2) RENEWAL OF EXISTING LICENSE :-

* *Manufacturer:*

1. Existing Original License Issued/Renewed

* *Dealer:*

1. Existing Original License Issued/Renewed

* *Repairer:*

1. Existing Original License Issued/Renewed
2. Loan Articles Verification Certificate
3. Test Equipment Verification Certificate

3) AMENDMENTS FOR EXISTING LICENSE/REGISTRATION CERTIFICATE :-

* For Firm Name Amendment:

1. Existing Original License/Registration Certificate Issued/Renewed
2. Court Order

* For Address / Branches Amendment:

1. Existing Original License/Registration Certificate Issued/Renewed
2. Ownership Deed / Rental Agreement & No Objection Certificate

* For Articles Amendment:

1. Existing Original License/Registration Certificate Issued/Renewed
2. Details Of Articles

* For Nominee/Directors/Proprietary Amendment:

1. Existing Original License/Registration Certificate Issued/Renewed
2. Details Of Nominee/Director/Proprietary