

**Procedures and List of Documents Required
Issue of Licence to the MANUFACTURER of Weights and Measures**

PROCEDURE

- Any person desirous to obtain a license for manufacture of weights and measures may apply online either through '*niveshmitra.up.nic.in*' or directly on '*legalmetrology-up.gov.in*' in the prescribed format, after registering himself on the respective portal.
- Duly filled and submitted application to be initially visible to district nodal officer, who depending on address of location of firm would simply forward to the respective Local Senior Inspector/ Inspector (Legal Metrology Officer).
- On receiving the application & being satisfied with the application in respect of particulars & required documents, local Senior Inspector/Inspector will conduct the inspection of premises proposed by the applicant and the required documents, with a view to ascertain the capability and capacity to manufacture. accordingly, he will prepare a report and recommendation and send it along with application online to the Controller (Licensing Authority) through Divisional Assistant Controller.
- The applicant would be required to produce signed copy of duly filled application & self attested copies of all the relevant documents uploaded with the application.
- The Assistant Controller, after examining the application, Local LMO's report and documents will forward it along with the recommendations online to the Controller.
- In case of any substantive shortcoming in application, query/objection may be raised either by Local Inspector, Assitant Controller or Controller & the same will be visible online to the applicant, who will have facility to remove it online.
- The Controller, after examining the application and finding it suitable for grant of License, may require the applicant to deposit the License fee of 500/- in the appropriate HEAD OF ACCOUNTS, which may be paid by the applicant online.
- After the fee is deposited, Controller will issue the license digitally signed, which would be downloadable by the applicant online.

DOCUMENTS to be uploaded:-

- Photographs, Identity and Address proof of the applicant/partners.
- Proof of the Date of Birth of applicant/partners.
- Ownership or tenancy document of the proposed premises.
- Partnership deed, in case of partnership firms.
- Model approval certificate, granted by the Director, Legal Metrology, Govt. of India, if required under Legal Metrology General Rules, 2011 with respect to the proposed weighing and measuring instrument.
- NOC from pollution control Board, especially in Taj Trapezium zone.
- List of machinery and tools.
- Affidavit to state that applicant would adhere to the Legal provisions and the directions issued by the Controller.
- Affidavit to state that applicant had neither been punished by any Court nor is any criminal proceeding pending in any court.
- Registration document of factory/shop/establishment /municipal trade license, as the case may be.
- Copy of GST Registration.
- Copy of PAN.