

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

1) NEW LICENSE :-

** Manufacturer:*

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

** Repairer:*

1. Trade License
2. Ownership Deed & Tax Receipt If Premises Is Owned By Applicant / Rental Agreement If Premises Is Rented By Applicant & NOC Certificate from Owner of building
3. GST Certificate
4. Skilled Work Certificate
5. Verification Certificate of Loan Articles & Test Equipment Tools List
5. Partnership deed (If Operating In Partnership)
6. Memorandum of Association/ Articles of Association (If Operating In Partnership/Limited)

** Package Commodities Registration: (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: (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. VAT Certificate
4. Import / Export Code Certificate

2) RENEWAL OF EXISTING LICENSE :-

* *Manufacturer:*

1. Existing Original License
2. Proforma Annexure-A

* *Dealer:*

1. Existing Original License
2. Proforma Annexure-B

* *Repairer:*

1. Existing Original License
2. Proforma Annexure-C
3. Loan Articles Verification Certificate
4. Test Equipment Verification Certificate

3) AMENDMENTS FOR EXISTING LICENSE :-

* For Firm Name Amendment:

1. Existing License
2. GST Certificate

* For Address / Branches Amendment:

1. Existing License
2. Ownership Deed / Rental Agreement & No Objection Certificate

* For Articles Amendment:

1. Existing License
2. Details Of Articles

* For Nominee/Directors/Proprietary Amendment:

1. Existing License
2. Details Of Nominee/Director/Proprietary