

# Manufacturer/Importer/Packer Registration by Controller of Legal Metrology

## Application for Registration of Manufacturer/Importer/Packer

- The Proponent shall submit Application on-line through the Legal Metrology department website (<https://haishpwm.azurewebsites.net/>)
- a) The application must be filled with all the required details and submitted through the portal. The proponent must also pay the requisite fees through the online payment gateway
- b) The applications after submission is received by the Assistant Controller, Legal Metrology

## Processing of the Application

- a) The Assistant Controller scrutinizes the application. If the application is found to be in order and all the documents are verified, then the application is recommended for approval
- b) The Assistant Controller then forwards the application and their recommendation to the approving authority
- c) The Approving Authority reviews the recommendations and if all are in order then the certificate is signed and available online for user to download through the Legal Metrology website

## Checklist of Documents to be submitted with the Application

- a) Municipal or Gram Panchayat Trade License
- b) Sales Tax registration Copy with TIN
- c) Sample copy of Trade mark for Manufacturer and Label in case of Importer/Packer
- d) If applicant is an authorized signatory, proof thereto
- e) Registered partnership deed or articles in case of partnership firm or registered company
- f) Aadhar Proof copy