

## Application form for Licence as manufacturer under the Legal Metrology Act,2009

### Key points to be remembered while submitting the application form

1. The applicant having place of business in **Odisha area** can only Apply!
2. Online Fees for Manufacturer Rs. 3000/-.
3. All documents should be self-attested and uploaded in pdf file. The size of the pdf file should not be more than 2 MB.
4. If your file is more than 2 MB please reduce pdf file size through this link [Click Here to reduce pdf file size.](#)
5. Passport size photograph should be uploaded in .pdf format only.

### Checklist for Mandatory Documents to be uploaded

1. Document in support of deposit of requisite fees.
2. Identity proof:-Adhaar /Driving License/Voter identity card.
3. Address proof: Land line telephone bill/ Electric bill/ water bill.
4. GST/VAT/CST/Sales tax/Prof. Tax/Pan card.
5. House rent deed agreement/Land documents in support of trade premises/ workshop
6. In case the firm is not a Proprietorship concern, they should submit a copy of Partnership deed and in case of Private Ltd. Company or Limited Company, Memorandum and Articles of Association approved by the Registrar, Ministry of Company Affairs, Govt. of India & Certificate of Incorporation.
7. Pass port size photograph.
8. Current registration number of factory/shop/establishment/Municipal trade licence
9. Copy of Model approval certificate issued by Gol.
10. A copy of the approved trademark/monogram duly registered shall be furnished by the applicant.
11. List of equipment and duly verified weights & measures available in the work shop.
12. List of skilled person details having ITI certificate/Diploma certificate and other persons employed.
13. The applicant shall furnish the proof of financial status, to deal any Weights and Measures. The Licensing Authority shall assess the financial status before granting the licence.