

Department of Legal Metrology

GOA

Registration and renewal under “The Legal Metrology Act”

Check-List

Sr. No	Procedure	Documents to be submitted	Agency to whom to be applied	
1	Grant of Licence to manufacture weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Manufacturing License.</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none">1. “ Copies of Certificates of approval of models by GOI “2. “ Security deposit “3. “ Labour licence”4. “ Lease/Rental/Ownership deed of promises”5. “ Original Skilled Worker certificate to be enclosed with the application”6. “ Proof of identity of the application”7. “ Signature of applicant in the application”8. “Proof of Financial Status”9. “Site Plan”	Controller, Legal Metrology	
2	Grant of registration of Manufacturing and Packing of packaged commodities	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate for Registration as Manufacturer/Packer/Importer</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none">1. Municipal/Gram panchayat Trade License	Controller, Legal Metrology	

		<ol style="list-style-type: none"> 2. Copy of Certificate of GST Registration 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor/Managing partner Managing Director/Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of the premises at which the pre packing and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity/Commodities to be pre-packed and net quantities to be packed(See rule 5) 10. Whether Trade License (details) furnishes 11. Whether Label(details) are furnished 12. Recommendation of the Assistant Controller 		
3	Grant of registration of Import of packaged commodities	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate for Registration as Importer</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Municipal/Gram panchayat Trade License 2. Copy of the GST Registration 	Controller, Legal Metrology	

		3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor/Managing partner/Managing Director/Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of the premises at which the pre-packing/imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity/Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label(details) are furnished 12. Recommendation of the Assistant Controller		
4	Grant of Licence to dealing in weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Dealing License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. “ Copies of certificate of approval of models by GOI 2. “Municipal trade licence” 	Controller, Legal Metrology	

		3. "Security deposit" 4. "Proof of identity of the applicant" 5. Whether application is signed by (1) Proprietor (2) Managing partner (3) Managing director" 6. " Test report of the Legal Metrology Officer with regard to the weighing & measuring instruments 7. " Operational manual for all approved models of the weighing & measuring instruments"		
5	Grant of Licence to repairing/service of weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Repairing License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. " List of tools" 2. "Verification certificate of the weighing and measuring instruments" 3. "Security deposit" 4. "Lease/Rental/Ownership deed of the premises" 5. "Proof of identity of the applicant" 6. "Whether application is signed by (1) Proprietor (2) Managing partner (3) Managing director" 7. Workshop test report by the ILM" 	Controller, Legal Metrology	
6	Renewal of Licence to manufacture weighing and	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Manufacturing License</p>	Controller, Legal Metrology	

	measuring instruments	<p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. "Original Licence document for renewal" 2. "Copies of certificate of approval of models by GOI" 3. "Secure deposit" 4. "Labour licence" 5. "Lease/Rental/ownership deed of the promises" 6. "Proof of identity of the applicant" 7. "Signature of applicant in the application" 8. "Records & Register of weights and measures" 		
7	Renewal of Licence to Dealer in weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Dealing License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Original Licence document for renewal" 2. "Copies of certificate of approval of models by GOI and manufacturing licence" 3. "Municipal trade licence" 4. "Security deposit" 5. "Proof of identity of the applicant" 6. "Whether application is signed by(1) Proprietor (2) Managing partner (3) Managing director" 7. "Test report of the Assistant Controller with regard to the weighing & measuring instruments" 8. "Operational manual for all" 	Controller, Legal Metrology	

		<p>approved models of the weighing & measuring instruments”</p> <p>9. “Under taking by the applicant”</p>		
8	Renewal of Licence to repairing/service of weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service to facilitate Grant of Repairing License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Original Licence document for renewal” 2. “List of tools” 3. “Verification certificate of the weighing and measuring instruments” 4. “Security deposit” 5. “Lease/Rental/Ownership deed of the premises” 6. “Proof of identity of the applicant” 7. “Original Skilled Worker certificate deposited with the Asst. Controller concerned” 8. “Whether application is signed by (1) Proprietor (2) Managing partner (3) Managing director” 9. “Workshop test report by the ILM/DILM” 10. “Records and Register of W&M” 	Controller, Legal Metrology	
9	Alterations in Licence to manufacture weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copies of 	Controller, Legal Metrology	

		<p>licences</p> <p>3. Any relevant document such as Partner Deal, Premises Change, Skilled worker Certificate</p>		
10	Alterations in Licence to dealing in weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copies of licences 3. Any relevant document such as Partnership, Deed, Premises Change. 	Controller, Legal Metrology	
11	Alterations in Licence to repairing/service of weighing and measuring instruments	<p><u>Description</u></p> <p>Citizen can avail this service for Alteration of License</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copies of licences 3. Any relevant document such as Partnership, Partner Deed, Premises Change. 	Controller, Legal Metrology	
12	Alterations in Registration Certificate of Manufacturing and Packing of packaged	<p><u>Description</u></p> <p>Citizen can avail this service for Alteration in Registration of Manufacturer/Packer</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> 1. Municipal/Gram panchayat Trade License 2. Copy of GST Registration 	Controller, Legal Metrology	

		<p>Certificate</p> <ol style="list-style-type: none"> Whether applicant is in prescribed form: Whether applicant is a sole proprietor /Managing partner/Managing Director/Authorized signatory, If the applicant is an authorized signatory, proof thereto: Whether registered partnership deed or articles in case of partnership form or registered company as the case may be Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) Whether Name(s) of the commodity/Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) Whether Trade License (details) furnished Whether Label(details) are furnished Recommendation of the Assistant Controller/Inspector 		
13	Alterations in Registration Certificate of Import of packaged commodities	<p><u>Description</u></p> <p>Citizen can avail this service for Alteration in Registration of Manufacturer/Packer</p> <p><u>Required Documents</u></p> <ol style="list-style-type: none"> Municipal/Gram panchayat Trade License 	Controller, Legal Metrology	

		<ol style="list-style-type: none"> 2. Copy with GST Registration Certificate 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor/Managing partner/Managing Director/Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity/Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant Controller 		
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