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	Citizen can avail this service to facilitate Grant of Manufacturing License. Required Documents 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
		Description Citizen can avail this service to	
2	Grant of registration of Manufacturing and Packing of	facilitate for Registration as Manufacturer/Packer/Importer Required Documents	Controller, Legal
2	packaged commodities	Municipal/Gram panchayat Trade License	Metrology

		 Copy of Certificate of GST Registration 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 and net quantities to be packed (See rule 5) 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		
		<u>Description</u>		
	Grant of	Citizen can avail this service to facilitate for Registration as Importer	Controller,	
3	registration of Import of	Required Documents	Legal Metrology	
	packaged commodities	 Municipal/Gram panchayat Trade License Copy of the GST Registration 		

			T
		 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 prepacking/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	
		Description	
4	Grant of Licence to dealing in weighing and measuring instruments	Citizen can avail this service to facilitate Grant of Dealing License Required Documents	Controller, Legal Metrology
		 "Copies of certificate of approval of models by GOI "Municipal trade licence" 	

		 "Security deposit" "Proof of identity of the applicant" Whether application is signed by (I) Proprietor (2) Managing partner (3) Managing director" "Test report of the Legal Metrology Officer with regard to the weighing & measuring instruments "Operational manual for all approved models of the weighing & measuring instruments" 	
5	Grant of Licence to repairing/service of weighing and measuring instruments	Citizen can avail this service to facilitate Grant of Repairing License Required Documents 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	Description Citizen can avail this service to facilitate Grant of Manufacturing License	Controller, Legal Metrology

	maaalimaa			
	measuring instruments	 Required Documents "Original Licence document for renewal" "Copies of certificate of approval of models by GOI" "Secure deposit" "Labour licence" "Lease/Rental/ownership deed of the promises" "Proof of identity of the applicant" "Signature of applicant in the application" "Records & Register of weights and measures 		
7	Renewal of	Description Citizen can avail this service to facilitate Grant of Dealing License Required Documents		
	Licence to Dealer in weighing and measuring instruments	 Original Licence document for renewal" "Copies of certificate of approval of models by GOI and manufacturing licence" "Municipal trade licence" "Security deposit" ""Proof of identity of the applicant" "Whether application is signed by(1) Proprietor (2) Managing partner (3) Managing director" "Test report of the Assistant Controller with regard to the weighing & measuring instruments "Operational manual for all 	Controller, Legal Metrology	

8	Renewal of Licence to repairing/service of weighing and measuring instruments	approved models of the weighing & measuring instruments" 9. "Under taking by the applicant" Description Citizen can avail this service to facilitate Grant of Repairing License Required Documents 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	Controller, Legal Metrology
		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"	
9	Alterations in	<u>Description</u>	Controller,
	Licence to	Citizen can avoil this services for	Legal
	manufacture weighing and	Citizen can avail this service for Alteration of License	Metrology
	measuring	Required Documents	
	instruments		
		1. Id proof	
		2. Duplicate & Original Copies of	

		11	
		licences 3. Any relevant document such as	
		Partner Deal, Premises Change,	
		Skilled worker Certificate	
10	Alterations in	Description	Controller,
	Licence to		Legal
	dealing in	Citizen can avail this service for	Metrology
	weighing and	Alteration of License	
	measuring	D . 1D .	
	instruments	Required Documents	
		1. Id proof	
		2. Duplicate & Original Copies of	
		licences	
		3. Any relevant document such as	
		Partnership, Deed, Premises	
		Change.	
11	Alterations in	<u>Description</u>	Controller,
	Licence to	Citizan and and I division in C	Legal
	repairing/service	Citizen can avail this service for	Metrology
	of weighing and	Alteration of License	
	measuring instruments	Required Documents	
		Acquired Documents	
		1. Id proof	
		2. Duplicate & Original Copies of	
		licences	
		3. Any relevant document such as	
		Partnership, Partner Deed,	
12	Alterations in	Premises Change. Description	Controller,
1.4	Registration	Description	Legal
	Certificate of	Citizen can avail this service for	Metrology
	Manufacturing	Alteration in Registration of	
	and Packing of	Manufacturer/Packer	
	packaged		
		Required Documents	
		1 M ::: 1/G	
		1. Municipal/Gram panchayat	
		Trade License 2. Copy of GST Registration	
		2. Copy of OST Registration	

Certifiate 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-
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
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
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
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
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
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
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
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
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
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
company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of
7. Whether furnished Name(s) and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of
and Address(s) of the proprietor/Partner/Directors 8. Whether complete address of
proprietor/Partner/Directors 8. Whether complete address of
8. Whether complete address of
<u> </u>
the premises at which the pre-
the promises at which the pro
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 Licencse
(details) furnished
11.Whether Label(details) are
furnished
12.Recommendation of the
Assistant Controller/Inspector
13 Alterations in Description Controller,
Registration Legal
Certificate of Citizen can avail this service for Metrology
Import of Alteration in Registration of
packaged Manufacturer/Packer
commodities
Required Documents
1. Municipal/Gram panchayat
Trade License

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 signator	v
5. If the applicant is an authoriz	·
signatory, proof thereto:	
6. Whether registered partnersh	in
deed or articles in case of	T
partnership form or registered	4
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 1	
pre-packed or imported and r	iet
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	