

Grant/ Renewal of Manufacturer licences for manufacturing weighing and measuring instruments

1	Name of Approval/ NoC / Licence/ Registration	Grant/ Renewal of Manufacturer licences for manufacturing weighing and measuring instruments
2	Competent Authority	Legal Metrology Department
3	Applicability Criteria	Persons to manufacture any weighing and measuring instruments should hold a licence to manufacture (under Section 23 of LM Act 2009)
4	Stage	Grant-Prior to Dealing Renewal-30 days before expiry (under Rule 11(2) Daman & Diu LM Enf Rule 2011 & Rule 11(2) of Dadra & Nagar Haveli LM Enf Rule 2011)
5	Timeline/SLA/No.of days	30 Days
6	Documents Required	<p>Grant of Licence</p> <ol style="list-style-type: none"> 1. Model approval certificate issued by the Govt. Of India 2. Proof of ownership of business premises/ Rent agreement. 3. GST Certificate 4. Partnership deed (If operating in partnership) 5. Memorandum & Articles of Association (If operating a Private / Limited) 6. List of Raw Material Required. 7. List of Machinery & Tools 8. List of Weights & Measures used and maintained. 9. List of Director/ Partners of the company as amended time to time. <p>Renewal of Licence</p> <ol style="list-style-type: none"> 1. Original Licence 2. Renewed Licence 3. Register/ Periodical Return LM-4 4. Verification Certificate of Weights & Measures and Test Equipment Tools
7	Form Submission	https://swp.dddgov.in/main#manufacturer_form
8	Procedure for getting Licence	<p>Grant of Licence</p> <ol style="list-style-type: none"> 1. Application log on to the Online Portal 2. Application fills up the form "Licence as Manufacture of Weights & Measures" and attaches necessary documents 3. Applicant pays the necessary fees 4. Inspector/ ACLM receives the application and scrutinizes the documents 5. Are the documents as per checklist ? <ol style="list-style-type: none"> i. No – (Query is sought) ii. Yes – (Next Step) 6. System generates date and time of inspection (computerized allocation) 7. Inspector/ ACLM inspects at the date and time as allocated by computerized system and uploads inspection report in the system within 48 hours. 8. ACLM sends online application and inspection report to the CLM 9. Satisfactory scrutinizing of documents and inspection report by CLM ? <ol style="list-style-type: none"> i. No – (Query is sought) ii. Yes – (Next Step) 10. Licence is approved by the CLM 11. ACLM uploads the final approved Licence 12. Applicant can download the final approved Licence. <p>Renewal of Licence</p> <ol style="list-style-type: none"> 1. Application log on to the Online Portal 2. Application fills up the form "Renewal of Licence as Manufacture of Weights & Measures" and attaches necessary documents 3. Applicant pays the necessary fees 4. Inspector/ ACLM receives the application and scrutinizes the documents 5. Are the documents as per checklist ? <ol style="list-style-type: none"> i. No – (Query is sought) ii. Yes – (Next Step) 6. System generates date and time of inspection (computerized allocation) 7. Inspector/ ACLM inspects at the date and time as allocated by computerized system and uploads inspection report in the system within 48 hours. 8. Satisfactory scrutinizing of documents and inspection report by CLM ? <ol style="list-style-type: none"> i. No – (Query is sought) ii. Yes – (Next Step) 9. Licence is approved by the ACLM

		10. ACLM uploads the final approved Licence 11. Applicant can download the final approved Licence.
9	Fee & mode of payment	500/- Payment through online (under Rule 11(4) of Daman & Diu and Dadra & Nagar Haveli LM Enf Rules 2011)