

DOCUMENTS TO BE SUBMITTED FOR NEW LICENSE, PACKAGE REGISTRATION & RENEWAL / AMENDMENTS OF EXISTING LICENSES

A. NEW LICENSE:-

a) *Manufacture Licenses:*

1. Proof of the legal title of the premises, attested copy of the sale deed/ allotment letter, property tax receipt or rent receipt and NOC from the owner. (It is advisable that the investigating officer, while recommending the proposal shall make specific remarks of the area occupied by such unit, It is desirable that area of such unit should not be less than 100 Square Meter.
2. Tools and Equipment's list. (With Purchase Bill)
3. List of testing equipment's. (With Purchase Bill)
4. Copy regarding constitution of the firm.(In case of the partnership firm, registration certificate along with partnership deed and in case of the company, its registration certificate under company Act along with copy of Article of Associations and Memorandum of Understanding be filed.)
5. Experience certificate and Certificate of Diploma in Engineering
6. M.C.L. / Original Lal Dora Certificate.
7. Copy of the Literature of the items to be manufactured.
8. Trademark/ monogram registration certificate
9. Proof of financial status.
10. Proof for Power Load Sanctioned/ Installed/ energized by PSPCL (Punjab State Power Corporation Ltd.).
11. Copy of permanent SSI Registration.
12. List of skilled, unskilled workers with their names & addresses.
13. Model Approval Certificate, if applicable.

b) Dealer License :

1. Proof of the legal title of the premises like attested copy of the Sale Deed. Lease Deed/ Allotment Letter/ Property Tax receipt.
2. Rent receipt/NOC from the owner.
3. Copy of the Constitution of the firm.
4. Proof of the financial status.
5. Site plan.
6. Memorandum and Articles of Association in case of Private Limited Company and Limited Company.
7. Sales Tax/VAT Registration Number, if registered.
8. If the applicant intends to import weight and measure: Model approval certificate and registration as importer of weight and measure.
9. Electrical energy: Latest electrical bill.

c) Repairer:

1. Proof of Legal title of the workshop premises (attested copy of the Sale Deed/ Lease Deed/ allotment letter/property tax receipt)
2. Rent receipt/NOC from the owner.
3. Tools and equipment list with proof of procuring the same.
4. Test equipment.
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Experience certificate and Certificate from ITI in relevant trade.
8. Site plan.
9. Memorandum of Articles in case of Private Limited Company and Limited company.
10. List of skilled and unskilled workers with name and address.

B. RENEWAL OF EXISTING LICENSE:-

a).Manufacturer License: For Time Renewal

1. Proof of the legal title of the premises, attested copy of the sale deed/ allotment letter, property tax receipt or rent receipt and NOC from the owner. (It is advisable that the investigating officer, while recommending the proposal shall make specific remarks of the area occupied by such unit, It is desirable that area of such unit should not be less than 100 Square Meter.
2. Tools and Equipment's list. (With Purchase Bill)
3. List of testing equipment's. (With Purchase Bill)
4. Copy regarding constitution of the firm. (In case of the partnership firm, registration certificate along with partnership deed and in case of the company, its registration certificate under company Act along with copy of Article of Associations and Memorandum of Understanding be filed.)
5. Experience certificate and Certificate of Diploma in Engineering
6. M.C.L. / Original Lal Dora Certificate.
7. Copy of the Literature of the items to be manufactured.
8. Trademark/ monogram registration certificate
9. Proof of financial status.
10. Proof for Power Load Sanctioned/ Installed/ energized by PSPCL (Punjab State Power Corporation Ltd.).
11. Copy of permanent SSI Registration.
12. List of skilled, unskilled workers with their names & addresses.
13. Model Approval Certificate, if applicable

d) Dealer License : Renewal For First Time

1. Proof of the legal title of the premises like attested copy of the Sale Deed. Lease Deed/ Allotment Letter/ Property Tax receipt.
2. Rent receipt/NOC from the owner.
3. Copy of the Constitution of the firm.
4. Proof of the financial status.
5. Site plan.
6. Memorandum and Articles of Association in case of Private Limited Company and Limited Company.
7. Sales Tax/VAT Registration Number, if registered.
8. If the applicant intends to import weight and measure: Model approval certificate and registration as importer of weight and measure.
9. Electrical energy: Latest electrical bill.

c). Repairer: Renewal For First Time

1. Proof of Legal title of the workshop premises (attested copy of the Sale Deed/
Lease Deed/ allotment letter/property tax receipt)
2. Rent receipt/NOC from the owner.
3. Tools and equipment list with proof of procuring the same.
4. Test equipment.
5. List of loan articles with verification certificate.
6. Copy of the constitution of the firm.
7. Experience certificate and Certificate from ITI in relevant trade.
8. Site plan.
9. Memorandum of Articles in case of Private Limited Company and Limited
Company.

C. AMENDMENTS FOR EXISTING LICENSE:-

a). For Firm Name Amendment:

1. Existing License
2. GST Certificate

b). For Address / Branches Amendment:

1. Existing License
2. Ownership Deed / Rental Agreement & No Objection Certificate

c). For Articles Amendment:

1. Existing License
2. Details of Articles

d). For Nominee/Directors/Proprietary Amendment:

1. Existing License
2. Details of Nominee/Director/Proprietary