

**PROCEDURE AND COMPREHENSIVE LIST OF DOCUMENTS REQUIRED FOR AUTO-RENEWAL OF LICENCE OF MANUFACTURER, REPAIRER AND DEALER IN WEIGHTS AND MEASURES**

Every Manufacturer, Repairer and Dealer in weights and measures shall make online application for Auto-Renewal of Licences for Manufacturer, Dealers and Repairers in weights and measures through Invest Meghalaya Service Plus Portal (Single Window System) within thirty days before its expiry.

Provided that an additional fee at full rates specified in Schedule IV shall be payable by the applicant if he is permitted by the Controller to make an application for Auto-renewal of a licence within a period of three months from the date of expiry of the licence.

I. How to renewed?

A. Every application for Auto-Renewal of Manufacturer Licences shall be uploaded with the following documents.

**Enclosure Type**

<b>Type Of Enclosure</b>	<b>Original / Photocopy</b>	<b>Attestation Required</b>	<b>Documents Recommended</b>
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Valid Trading Licence in case of Non-tribal.	Original	Not Required	Valid Trading Licence in case of Non-tribal.
Labour Licence.	Original	Not Required	Labour Licence.
Verification Certificate of Test weights.	Original	Not Required	Verification Certificate of Test weights.
Latest Renewal License Certificate	Original	Not Required	Latest Renewal License Certificate
Original Manufacturer Licence	Original	Not Required	Original Manufacturer Licence

B. Every application for Auto-Renewal of Repairer Licences shall be uploaded with the following documents.

**Enclosure Type**

<b>Type Of Enclosure</b>	<b>Original / Photocopy</b>	<b>Attestation Required</b>	<b>Documents Recommended</b>
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Valid Trading Licence in case of Non-tribal.	Original	Not Required	Valid Trading Licence in case of Non-tribal.
Labour Licence.	Original	Not Required	Labour Licence.
Verification Certificate of Test weights.	Original	Not Required	Verification Certificate of Test weights.
Original Repairer Licence	Original	Not Required	Original Repairer Licence
Latest Renewal License Certificate	Original	Not Required	Latest Renewal License Certificate

B. Every application for Auto- Renewal of Dealer Licences shall be uploaded with the following documents.

**Enclosure Type**

<b>Type Of Enclosure</b>	<b>Original / Photocopy</b>	<b>Attestation Required</b>	<b>Documents Recommended</b>
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Original Dealer Licence	Original	Not Required	Original Dealer Licence
Valid Trading Licence in case of Non-tribal.	Original	Not Required	Valid Trading Licence in case of Non-tribal.
Labour Licence.	Original	Not Required	Labour Licence.
Latest Renewal License Certificate	Original	Not Required	Latest Renewal License Certificate

On payment Online of Renewal Licence Fees the same may be downloaded.

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