

PROCEDURE FOR APPROVAL OF COMPLETE APPLICATION OF LICENCE TO MANUFACTURER, REPAIRER AND DEALER IN WEIGHTS AND MEASURES

Every Individual, Firm, Society, Company or Corporation who or which intended to manufacture, deal or repair in weights and measures shall make online application to the Office of the Inspector of Legal Metrology within their respective District/Civil Sub-Division accompanied with all relevant papers.

After receiving the application the Inspector will scrutiny all the documents and inspect the premises of the applicant and prepare an inspection report and the same shall be submitted to the Office of the Assistant Controller of Legal Metrology within 15(fifteen) working days from the date of receipt of the application.

The Assistant Controller of Legal Metrology on receipt the application alongwith all relevant documents and the Inspection Report of the Inspector he shall examine all the papers and forwarded to the Controller of Legal Metrology within 5(five) working days with necessary recommendation.

The Controller of Legal Metrology or such Legal Metrology Officer authorized on this behalf after examining all the documents and the inspection report of the Inspector of Legal Metrology is of an opinion that licence can be granted to the applicant considering the recommendation made by the Assistant Controller of Legal Metrology; the licencing authority shall communicate to the applicant for online payment of the Licence fees. After depositing the Licence fee the Licence will be granted and the same may be download from the Departmental Website. The process shall be completed within 7(seven) working days.

I. How to Apply?

A. Every application for Manufacturer Licence shall be uploaded with the following documents.

Enclosure Type

Type Of Enclosure	Original / Photocopy	Attestation Required	Documents Recommended
Identity Proof	Original	Not Required	Identity Proof
Certificate of Registration of Industry	Original	Not Required	Certificate of Registration of Industry
NOC from Competent Authority	Original	Not Required	NOC from Competent Authority
Document proof of Ownership / Lease Agreement of Premises	Original	Not Required	Document proof of Ownership / Lease Agreement of Premises
Constitution in case of proprietorship / partnership firm	Original	Not Required	Constitution in case of partnership firm. Registered document in case of Company register Certificate under Companies Act along with copy of Article of Association and Memorandum of Association
Employee Copies of Appointment Letters	Original	Not Required	Employee Copies of Appointment Letters with photographs, Qualification and Experience Certificate, if any
Machineries Tools and Accessories list with purchase bill	Original	Not Required	Machineries Tools and Accessories list with purchase bill
Test weights purchase bill in case of new Verification Certificate	Original	Not Required	Test weights purchase bill in case of new Verification Certificate
Model Approval Certificate	Original	Not Required	Model Approval Certificate
Trademark, Monogram registration Certificate from Competent Authority	Original	Not Required	Trademark, Monogram registration Certificate from Competent Authority
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Valid Labour Licence	Original	Not Required	Valid Labour Licence
Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya	Original	Not Required	Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya
Others	Original	Not Required	Others

B. Every application for Repairer Licence shall be uploaded with the following documents.

Enclosure Type

Type Of Enclosure	Original / Photocopy	Attestation Required	Documents Recommended
Identity Proof	Original	Not Required	Identity Proof
Certificate of Registration of Industry	Original	Not Required	Certificate of Registration of Industry
NOC from Competent Authority	Original	Not Required	NOC from Competent Authority
Document proof of Ownership / Lease Agreement of Premises	Original	Not Required	Document proof of Ownership / Lease Agreement of Premises
Constitution in case of proprietorship / partnership firm	Original	Not Required	Constitution in case of partnership firm. Registered document in case of Company register Certificate under Companies Act along with copy of Article of Association and Memorandum of Association
Employee Copies of Appointment Letters	Original	Not Required	Employee Copies of Appointment Letters with photographs, Qualification and Experience Certificate, if any
Machineries Tools and Accessories list with purchase bill	Original	Not Required	Machineries Tools and Accessories list with purchase bill
Test weights purchase bill in case of new Verification Certificate	Original	Not Required	Test weights purchase bill in case of new Verification Certificate
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Valid Labour Licence	Original	Not Required	Valid Labour Licence
Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya	Original	Not Required	Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya

C. Every application for Dealer Licence shall be uploaded with the following documents.

Enclosure Type

Type Of Enclosure	Original / Photocopy	Attestation Required	Documents Recommended
Identity Proof	Original	Not Required	Identity Proof
Letter of Consent	Original	Not Required	Letter of Consent from the Manufacturer who wish to appoint you as a Dealer
Manufacturing Licence	Original	Not Required	Manufacturing Licence if you intend to import weights & measures from outside the State
Model Approval Certificate	Original	Not Required	Model Approval Certificate of weights and measures to be deal with
Document proof of Ownership / Lease Agreement of Premises	Original	Not Required	Document proof of Ownership / Lease Agreement of Premises
GST Registration Certificate	Original	Not Required	GST Registration Certificate
Professional Tax Registration Certificate	Original	Not Required	Professional Tax Registration Certificate
Valid Labour Licence	Original	Not Required	Valid Labour Licence
Trade Licence from respective ADC in case of Non Tribal	Original	Not Required	Trade Licence from respective ADC in case of Non Tribal
Residential Certificate	Original	Not Required	Any other Proof
Others	Original	Not Required	Others
