

Annexure- 13

List of self attested mandatory documents for alteration in **Manufacturer** license

- 1) Change in name-
 1. Form LM-1 duly filled along with necessary changes required.
 2. Copy of valid license.
 1. Shop license of new name / letter from registrar of companies to that effect.

- 2) Change in address:-
 1. Form LM-1 duly filled along with necessary changes required.
 2. Copy of valid license.
 3. Ownership documents/ registered rent or leave license agreement or lease agreement NOC from the owner / NOC of the member if the premises is owned by family member.

- 3) Change in constitution:-
 1. Form LM-1 duly filled along with necessary changes required.
 2. Copy of valid license.
 3. New partnership deed/certificate from registrar of companies regarding retirement or addition of director.
 4. Photograph of newly added partners / directors.

- 4) Addition of new models / weight or measure-
 1. Form LM-1 duly filled along with necessary changes required.
 2. Copy of valid license.
 3. Model Approval Certificate from Director of Legal Metrology, New Delhi.

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Annexure- 14

List of self attested mandatory documents for alteration in **Repairer** license

- 1) Change in name-
 1. Form LR-1 duly filled along with necessary changes required
 2. Copy of valid license
 3. Shop license of new name / letter from registrar of companies to that effect

- 2) Change in address:-
 1. Form LR-1 duly filled along with necessary changes required
 4. Copy of valid license
 5. Ownership documents/ registered rent or lease license agreement or lease agreement NOC from the owner / NOC of the member if the premises is owned by family member.

- 3) Change in constitution:-
 1. Form LR-1 duly filled along with necessary changes required
 2. Copy of valid license
 3. New partnership deed/certificate from registrar of companies regarding retirement or addition of director
 4. Photograph of newly added partners / directors

- 4) Addition of new weight or measure
 1. Form LR-1 duly filled along with necessary changes required
 2. Copy of valid license
 3. Educational qualification of the applicant or the employed person, experience certificate of the applicant or the employed person

- 5) Addition of new districts /regions in jurisdiction
 1. Form LR-1 duly filled along with necessary changes required
 2. Copy of valid license
 3. Documents stating the scope of repairing work in districts/regions asked for

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Annexure- 15

List of self attested mandatory documents for alteration in **dealer** license

1) Change in name-

1. Form LD-1 duly filled along with necessary changes required
2. Copy of valid license
3. Shop license of new name / letter from registrar of companies to that effect

2) Change in address-

1. Form LD-1 duly filled along with necessary changes required
2. Copy of valid license
3. Ownership documents/ registered rent or leave license agreement or lease agreement NOC from the owner / NOC of the member if the premises is owned by family member.

3) Change in constitution-

1. Form LD-1 duly filled along with necessary changes required
2. Copy of valid license
3. New partnership deed/certificate from registrar of companies regarding retirement or addition of director
4. Photograph of newly added partners / directors

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