

Annexure -17

Checklist for Amendment in Repairer license		
1	Date of investigation.	
2	Change in Name	
	A) Copy of valid licence B) Licence under Shop and Establishment Act under new name/ Correspondence from Registrar of Companies to that effect	
3	Change in Address	
	A) Copy of valid licence B) Whether the premises of the Applicant is owned / rented /leave licence /leased / from family member	
4	If the premises is owned by the Applicant himself, then date of sale deed / share certificate number	
5	If the premises is rented – A) Validity period of rent agreement	
	B) Date of NOC letter.	
6	If the premises on leave licence – A) Validity period of leave licence agreement	
	B) Date of NOC letter.	
7	If the premises is on lease, A) Validity period of registered leased agreement / date and number of rent receipt.	
	B) Date of NOC letter.	
8	If the premises is owned by family member, date of NOC letter.	
9	Change in Constitution –	
	A) Partnership firm- names of the partners with residential address	
	B) Company- names of the directors with their residential address C) Whether photograph of new Partners/Directors are verified	
10	Addition of new weight or measure- Details of appointment and educational Qualification certificate of the qualified person.	
11	Addition of new District/Region in jurisdiction- Documentary details regarding scope of repairing work in proposed District/Region	
12	Remarks and recommendations of the LMO	
Name and Designation of Inspecting Officer		

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