

Annexure- 4

Checklist for issue of New Manufacturer license		
1	Date of investigation.	
2	Information of the Applicant	
	A) Name of the firm.	
	B) Complete address of the firm.	
	C) Landline and mobile number of the Applicant/firm.	
	D) E-mail of the firm.	
3	Whether the investigation officer has visited the premises at the address given by the Applicant in form LM-1.	
4	Whether the LMO verified the actual photo/photos of the Applicant.	
5	Whether the premises of the Applicant is owned / rented /leave licence /leased / from family member.	
6	If the premises is owned by the Applicant himself, then date of sale deed / share certificate number.	
7	If the premises is rented –	
	A) Validity period of rent agreement. B) Date of NOC letter.	
8	If the premises on leave licence –	
	A) Validity period of leave licence agreement. B) Date of NOC letter.	
9	If the premises is on lease-	
	A) Validity period of registered leased agreement / date and number of rent receipt. B) Date of NOC letter.	
10	If the premises are owned by family member, date of NOC letter.	
11	Date of establishment of the Firm	
12	Constitution of Firm–	
	A) Proprietorship- name of the proprietor with residential address.	
	B) Partnership firm- names of the partners with residential address.	
	C) Company- names of the directors with their residential address.	
13	Registration of Establishment –	
	A) Registration as industry – registration number and date.	
	B) Registration under Shops and Establishments Act – registration number and date.	
	C) If the unit is located within the village panchayat area then NOC from that Grampanchayat – date of NOC.	
14	Nature of business at present.	
15	Types of weight or measure to be Manufactured.	
16	The details of Model Approval certificate.	

17	Names of the persons employed/proposed to be employed–	
	A) Skilled	
	B) Semi-skilled	
	C) Unskilled	
	D) Specialist Trained in the line	
18	Names of the qualified persons.	
19	Whether certificate showing educational qualification of the Applicant or his qualified person is verified and found correct. If yes, give qualification details.	
20	Whether copy of appointment letter of qualified person is verified and found correct.	
21	Details of the monogram or trade mark intended to be imprinted on weight or measure to be manufactured.	
22	Whether machinery, tools and equipment list submitted by Applicant is physically verified and found correct.	
23	Whether latest electricity bill is verified and found correct.	
24	Whether loan received from Government or Financial Institution? If yes, give details.	
25	Name of Bankers, if any	
26	Whether the items proposed to be Manufacture, intended to be sold within the state or outside the state or both.	
27	GST registration certificate number.	
28	Whether the copy of PAN Card is verified and found correct, if yes PAN number.	
29	Whether the Applicant has filed Income Tax return.	
30	Whether Profession Tax is paid, if yes details of receipt number and date.	
31	Whether applicant had applied previously for Manufacturing licence. If yes, details of the result.	
32	Whether verification certificate of test weight or measure is verified and found correct. If yes, verification certificate number, date and validity.	
33	Whether self-declaration of the Applicant about whether any offence is pending against him in court and/or police station is checked. If yes, details of the same.	
34	Whether self-declaration of Applicant as to whether he has violated any of the provisions of Legal Metrology Act, 2009 and Rules made there under is checked. If yes, details of the same.	
35	Remarks and recommendations of the LMO	
Name and Designation of Inspecting LMO		
