

Annexure- 5

Checklist for issue of New Repairer 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 LR-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.	
	B) Date of NOC letter.	
10	If the premises is 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 proposed to be repaired.	

16	Area you wish to function.	
17	Details of previous experience if any in this field.	
18	Names of the persons employed/proposed to be employed– A) Skilled.	
	B) Semi-skilled.	
	C) Unskilled.	
	D) Specialist Trained in the line.	
19	Names of the qualified persons.	
20	Whether certificate showing educational qualification and experience of the Applicant or his qualified person is verified and found correct. If yes, give qualification and experience details.	
21	Whether copy of appointment letter of qualified person is verified and found correct.	
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 test weight or measure as per list is physically verified and found correct. If yes, give verification certificate number, date and validity.	
25	Whether loan articles are as per list are physically verified and found correct. If yes, give verification certificate number, date and validity.	
26	GST registration certificate number.	
27	Whether the copy of PAN Card is verified and found correct, if yes PAN number.	
28	Whether the Applicant has filed Income Tax return.	
29	Whether Profession Tax is paid, if yes details of receipt number and date.	
30	Whether applicant had applied previously for Repairing licence. If yes, details of the result.	
31	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.	
32	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.	
33	Remarks and recommendations of the LMO.	
Name and Designation of Inspecting LMO.		
