

Procedure To Obtain a Requested Registration Certificate:

1. Only Proprietor/Partner/Director/Chairman/Company Secretary/Committee Member of the firm can apply for Registration.
2. Signature of applicant in JPEG or PNG format. (Size of Signature should be between 10 to 20 kb)
3. Register / Create An Account in “MAITRI”
4. Login With Valid Login Credentials
5. Select “Legal Metrology Services”
6. Click on 'Apply For New Manufacturer Registration Certificate' link
7. Fill In The Online Application Form
8. Upload The Required Documents
9. Click On Payment Button To Make Payment/ submit payment details (Payment of Rs. 500/-)
10. Click On Preview Button To Verify & Confirm The Application Form
11. Submit The Application
12. Once the application is Approved, the Copy of Certificate can be downloaded from Respective Applicant Login

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1. Only Proprietor/Partner/Director/Chairman/Company Secretary/Committee Member of the firm can apply for Registration
2. Signature of applicant in JPEG or PNG format. (Size of Signature should be between 10 to 20 kb)
3. Register / Create An Account in “MAITRI”
4. Login With Valid Login Credentials
5. Select “Legal Metrology Services”
1. 6. Click on 'Apply For New Importer Registration Certificate' link
7. Fill In The Online Application Form
8. Upload The Required Documents
9. Click On Payment Button To Make Payment/ submit payment details (Payment of Rs. 500/-)
10. Click On Preview Button To Verify & Confirm The Application Form
11. Submit The Application
12. Once the application is Approved, the Copy of Certificate can be downloaded from Respective Applicant Login

Procedure To Obtain Requested Amendment in Registration Certificate:

1. Only Proprietor/Partner/Director/Chairman/Company Secretary/Committee Member of the firm can apply for Registration
2. Signature of applicant in JPEG or PNG format. (Size of Signature should be between 10 to 20 kb)
3. Login With Valid Login Credentials
4. Click on 'Apply For Amendment of Manufacturer Registration Certificate' link
5. Fill In The Online Application Form (Note- fill all the old details and new details if you want to make addition in particular field. Also note that only newly added fields in particular fields will reflect in final certificate)
6. Upload The Required Documents (Documents are mandatory for particular changes only)
7. Click On Payment Button To Make Payment/ upload payment receipt (Payment of Rs. 100/-)
8. Click On Preview Button To Verify & Confirm The Application Form
9. Submit The Application
10. Once the application is Approved, the Copy of Certificate can be downloaded from Respective Applicant Login