

Annexure- 16

Checklist for Amendment in Manufacture 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 premise 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 Models/weight or measure- Details of the Model Approval Certificate from Director of Legal Metrology, New Delhi	
11	Remarks and recommendations of the LMO	
Name and Designation of Inspecting Officer		
