

Annexure- 11

Checklist for Renewal of 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-2	
4	Whether the premises of the Applicant is owned / rented /leave licence /leased / from family member	
5	If the premises is owned by the Applicant himself, then date of sale deed / share certificate number	
6	If the premises is rented – A) Validity period of rent agreement	
	B) Date of NOC letter.	
7	If the premises on leave licence – A) Validity period of leave licence agreement	
	B) Date of NOC letter.	
8	If the premises is on lease, A) Validity period of registered leased agreement / date and number of rent receipt.	
	B) Date of NOC letter.	
9	If the premises is owned by family member, date of NOC letter.	
10	Date of establishment of the Firm	
11	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	
12	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	
13	Types of weight or measure being Repaired	
14	Whether any change is undertaken in constitution of the Establishment, Qualified person, Premises or type of weight or measure to be Repaired and other changes since	

	issue or renewal of licence.	
15	Whether machinery, tools and equipment list submitted by Applicant is physically verified and found correct	
16	Whether latest electricity bill is verified and found correct	
17	Details of repairing and stamping work in the last 5 years.	
18	GST registration certificate number.	
19	Whether the Applicant has filed Income Tax return.	
20	Whether Profession Tax is paid, if yes details of receipt number and date.	
21	Whether the licence was under suspension after issue/ renewal. if yes, give details	
22	Whether test weight or measure as per list is physically verified and found correct. If yes, give verification certificate number, date and validity.	
23	Whether loan articles are as per list are physically verified and found correct. If yes, give verification certificate number, date and validity.	
24	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.	
25	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.	
26	Remarks and recommendations of the LMO	
Name and Designation of Inspecting Officer		
