

## **STANDARD OPERATING PROCEDURE FOR ISSUING OF FRESH LICENCE AS MANUFACTURER, DEALER & REPAIRER IN WEIGHTS AND MEASURES**

- Step 1.** : Applicant may submit his application in prescribed format attach with required documents online to the Office of the Inspector of Legal Metrology at his respective jurisdiction.
- Step 2.** : Inspector of Legal Metrology will check and scrutiny the fill-in application form and documents if in order he will communicate to the applicant and fix the date of inspection for his premises. If the documents is not in order he will inform the applicant the discrepancies. The process will be completed within 15 working days.
- Step 3.** : The Inspector of Legal Metrology will prepare the inspection report the nature of the Premises and it location where the applicant intend to carry his business and forward to the respective Zonal Officer.
- Step 4.** : The Assistant Controller of Legal Metrology will scrutinize the fill-in application form and the attached documents and inspection reports of the Inspector of Legal Metrology and make a recommendation and forward to the Office of the Controller of Legal Metrology. The process will be completed within 5 working days.
- Step 5.** : The Deputy Controller of Legal Metrology will examine all the fill-in Application and all the attached documents and forward to the Joint Controller of Legal Metrology with necessary remarks.
- Step 6.** : The Joint Controller of Legal Metrology will examine the fill-in application form and all the attach documents and advised the Controller of Legal Metrology for approval.
- Step 7.** : The Controller of Legal Metrology will examine the fill-in application form and attach documents and remarks made by his subordinate Officer. If is of his opinion that the license to be granted, he will inform the applicant to deposit the licence fee Online. After depositing the fee, the licence will be granted and the same may be downloaded. The process will be completed within 7 working days.

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## **Licence as Dealers in Weights & Measures under the Legal Metrology Act, 2009**

### **Enclosures**

1. Identity Proof
2. Residential Proof.
3. Passport size.
4. Letter of Consent from the Manufacturer who wish to appoint you as a Dealer.
5. Manufacturing Licence if you intend to import weights & measures from outside the State.
6. Model Approval Certificate of weights and measures to be deal with.
7. Documentary proof of ownership / Lease agreement of Premises.
8. GST Registration Certificate.
9. Professional Tax Certificate.
10. Labour Licence.
11. Trade Licence from respective ADC in case of Non Tribal.

**Fee Required : Licencing Fees for Dealer in Weights and Measures - Rs. 500/- only**

## **Licence as Repairers of Weights & Measures under the Legal Metrology Act, 2009**

### **Enclosures**

1. Identity proof
2. Passport size.
3. Certificate of Registration of Industry.
4. NOC from Competent Authority.
5. Document proof of Ownership / Lease Agreement of Premises.
6. Constitution in case of proprietorship / partnership firm. Registered document in case of Company register Certificate under Companies Act along with copy of Article of Association and Memorandum of Association.
7. Employee Copies of Appointment Letters with photographs, Qualification and Experience Certificate, if any;
8. Machineries, Tools and Accessories list with purchase bill.
9. Test weights purchase bill in case of new Verification Certificate.
10. GST Registration Certificate.
11. Professional Tax Registration Certificate.
12. Valid Labour Licence.
13. Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya.

### **Fees Required :**

1. Licencing Fees for Repairer of Weights and Measures - Rs. 500/- only
2. Security Deposit of Rs. 3000/- in the form of Fixed Deposit which is refundable pledged in favour of the Controller of Legal Metrology, Meghalaya, Shillong.

## **Licence as Manufacturer of weights & measures under the Legal Metrology Act, 2009**

### **Enclosures**

1. Identity proof.
2. Passport size.
3. Certificate of Registration of Industry.
4. NOC from Competent Authority.
5. Document proof of Ownership / Lease Agreement of Premises.
6. Constitution in case of proprietorship / partnership firm. Registered document in case of Company register Certificate under Companies Act along with copy of Article of Association and Memorandum of Association.
7. Employee Copies of Appointment Letters with photographs, Qualification and Experience Certificate, if any;
8. Machineries, Tools and Accessories list with purchase bill.
9. Test weights purchase bill in case of new Verification Certificate.
10. Model Approval Certificate.
11. Trademark, Monogram registration Certificate from Competent Authority.
12. GST Registration Certificate.
13. Professional Tax Registration Certificate.
14. Valid Labour Licence.
15. Non-Tribal to enclose a Trading Licence from respective ADC of Meghalaya.

**Fees Required : Licencing Fees for Manufacturer of Weights and Measures - Rs. 5000/- only**

**SCHEDULE – IV**

**[See rule – 11 (4) & (5)]**

**Government of Meghalaya**

**Office of Controller of Legal Metrology  
Meghalaya, Shillong**

Licencing and renewal fees for manufacturers, repairers of dealers of weights and measures

<b>(a) Issue of fresh licences:-</b>	<b>Fees</b>
(i) Manufacturer :	₹ . 5000.00
(ii) Repairer :	₹ . 500.00
(iii) Dealer :	₹ . 500.00
 (b) Renewal Licences:	
(i) Manufacturer :	₹ .3000.00
(ii) Repairer :	₹ . 300.00
(iii) Dealer :	₹ . 300.00

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**SCHEDULE VI**

**[See rule 11(8)]**

**Government of Meghalaya**

**Office of Controller of Legal Metrology  
Meghalaya, Shillong**

Security deposit to be made by Licencee Repairer

Repairer of weights and measures including weighing and measuring instruments.

**Security Deposit of Rs.3000/- in the form of Fixed Deposit which is refundable pledged in favour of the Controller of Legal Metrology, Meghalaya, Shillong**