

## Registration as Manufacturer/Packer/Importer (a) Registration of Manufacturer of pre-packaged commodities

1	<b>Name of Approval / NoC/ Licence/ Registration</b>	<b>Registration as Manufacturer/Packer/Importer (a) Registration of Manufacturer of pre-packaged commodities</b>
2	<b>Competent Authority</b>	Legal Metrology Department
3	<b>Applicability Criteria</b>	Manufacturers/Packers/Importers of Pre-Packaged commodities requires to get registration with the Legal Metrology department (under Rule 27 of LM PC Rules 2011)
4	<b>Stage</b>	Within 30 days from the date on which the Manufacturer/{ackers/Importes commences such pre-packing (Rule 27 (1)(ii) of LM PC rules 2011)
5	<b>SLA/ Number of Days</b>	21 Days
6	<b>Documents Required</b>	<ol style="list-style-type: none"> <li>1. On line application with the Photo of the <ul style="list-style-type: none"> <li>• Proprietor- in case of Proprietorship</li> <li>• Managing Partner- in case of Partnership firm</li> <li>• Managing Director - in case of Limited Company</li> </ul> </li> <li>2. Registered Partnership deed, in case of Partnership firm or Memorandum of articles in case of company</li> <li>3. Copy of Certificate indicating Number and date of registration number of current shop/ establishment/ municipal trade licence</li> <li>4. GST registration certificate or exemption declaration by the applicant (if applicable)</li> <li>5. Cross check whether the commodity for which packing licence applied is an item mentioned in Schedule-II of PC Rules 2011, if yes, check whether the sizes of packing indicated is in conformity with sizes mentioned thereof</li> <li>6. If applicant is an authorized signatory, proof thereto</li> <li>7. Sample copy of Label is to be crosschecked for compliance of declarations of PC Rules</li> <li>8. Aadhar card of the Proprietor/authorized signatory</li> </ol>
7	<b>Form Submission</b>	<a href="https://www.apindustries.gov.in/APIndus/Default.aspx#">https://www.apindustries.gov.in/APIndus/Default.aspx#</a>
8	<b>Procedure for getting license</b>	<ol style="list-style-type: none"> <li>1. Apply online on the Single Desk Portal on AP industries department</li> <li>2. Select legal metrology services under Apply for Approvals</li> <li>3. Select Registration as Manufacturer/Packer/Importer from the List of Services under Legal Metrology Services listed and click on Apply</li> <li>4. Fill the application form</li> <li>5. Pay the requisite fee</li> <li>6. Submit the filled application online &amp; uploads the necessary documents</li> <li>7. Generate unique identification number</li> <li>8. Computer allocates industrial establishments to be inspected by the Inspecting Officer and probable date of inspection</li> <li>9. The Inspecting Officer sends SMS about the date of inspection, to the industry to be inspected</li> <li>10. The Inspecting Officer inspects the industry on the designated date</li> <li>11. The Inspecting Officer inspects the industry, as per the check list communicated</li> <li>12. The Inspecting Officer prepares a Inspection Report in prescribed proforma (preferably online)</li> <li>13. The Inspecting Officer generates an Inspection Report with unique Id no. (File No.)</li> <li>14. The Inspecting Officer signs the Inspection Report</li> <li>15. The Inspecting Officer uploads Inspection Report onto the website within 48 hours</li> </ol>

		<p>16. The Inspecting Officer send SMS about availability of the Inspection Report and its identification number, on the website</p> <p>17. The industry downloads the Inspection Report from website.</p> <p>18. The applicant can check the status of the application using the unique identification id.</p> <p>19. After final approval, the applicant received SMS and can download the final digitally signed Registration certificate online.</p>
9	<b>Fee &amp; mode of payment</b>	<b>500/- payment through online (under Rule 27(1) of LM PC Rules 2011)</b>

