

APPLICATION FOR REGISTRATION OF PACKERS / MANUFACTURERS

Under Rule 35 of the Standards of Weights & Measures (Packaged Commodities) Rules, 1977

1. Name of the applicant

(Firm/Company)

2. Complete address

(including district)

PIN _____

District _____.

District _____ PIN _____

3. Location of Factory.

1. _____

2. _____

3. _____

4. _____

5. _____

1. _____

2. _____

3. _____

4. _____

4 Name of the commodity or
commodities pre-packed /
manufactured by the applicant.

5 Name and address of all the
Directors/ partners / proprietor of
the company / firm.

Date : (SIGNATURE OF THE APPLICANT)

Place : Fees receipt No. _____

ACKNOWLEDGEMENT

Received an application for registration under Rule 35 of the Standards of
Weights & Measures (Packaged Commodities) Rules, 1977

from _____

r/o _____

dated _____ .

SIGNATURE

GUIDELINES

1. The application form together with cash of Rs. 500.00 in case of new registration and Rs. 100.00 in case of amendment in the registration certificate should be deposited at the concerned district offices of Weights & Measures Department. The fees can also be paid by a Demand Draft in favour of “Controller, Weights & Measures Department”.

2. In S. No. 2 the complete address at which the registered office of the company / firm is situated is to be mentioned including the name of the street, number assigned to the premises of the manufacturer / packer / Importer.

3. In case of a concern having more than one unit / factory the registration in respect of the registered office of the company / firm only is necessary.

4. For addition of any new pre-packaged commodities to be manufactured / packed / Imported in future the original certificate has to be submitted to the department along with the requisite fees for issue of revised certificate.

5. The self-attested photocopies of the following documents should be submitted along with the form : -
 1. Licence for trade / manufacture / Factory / Lal Dora certificate from MCD / NDMC / DDA etc. In case the MCD licence is not available with the applicant, an undertaking in the form of affidavit is to be submitted that the business premises is not located in non-conforming area and / or is not likely to be sealed by the MCD or relocated.
 2. Residential Address proof of the proprietors/ directors / partners like voter ID card, passport etc.

3. Two copies of the photographs of the proprietors / partners / Directors. One copy to be pasted on the application form.
 4. Sales Tax registration.
 5. Packing material / Slip / Sticker / Label which is being pasted on the packages.
 6. Memorandum of Association of the Company, Partnership deed in respect of Partnership firms.
 7. Import-Export Code in case of the importers.
 8. Supplementary form as annexure.
 9. A good quality self addressed envelope of size 12 cm X 25 cm with Rs. 32/- postage stamp duly affixed on it. The name of the firm should be mentioned on the envelope instead of name of the proprietor / partner / Directors.
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6. The application should be submitted by the applicant in person or through his / her or firms authorized representative. Incomplete application will not be accepted.
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7. The Certificate of registration will be sent to the applicant by registered post only. In no case it will be handed over to the applicant or his / her authorized representative.