

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, Govt. of NCT of Delhi”.
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 : -
 - a. 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.
 - b. Residential Address proof of the proprietors/ directors / partners like voter ID card, passport etc.
 - c. Two copies of the photographs of the proprietors / partners / Directors. One copy to be pasted on the application form.
 - d. Sales Tax registration.
 - e. Packing material / Slip / Sticker / Label which is being pasted on the packages.
 - f. Memorandum of Association of the Company, Partnership deed in respect of Partnership firms.
 - g. Import-Export Code in case of the importers.
 - h. Supplementary form as annexure.
 - i. 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.
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.

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.

**SUPPLEMENTARY FORM FOR REGISTRATION
UNDER RULE 27 OF LEGAL METROLOGY
(PACKAGE COMMODITIES) RULES, 2011**

1.	Name of the firm	
2.	Address of the firm	
3.	Date of commencement of pre-packing / import	
4.	Declarations which are made on the package (Please Tick)	
	(a) Name & complete address of the registered office of the firm / partnership firm / company	Yes / No
	(b) Maximum retail price (inclusive of all taxes) Rs.....	Yes / No
	(c) Date of manufacturing / packing / import	Yes / No
	(d) Date of expiry in case of food items	Yes / No
	(e) Net contents in terms of weights / volume / length	Yes / No
	(f) Generic name of the commodity	Yes / No
6.	Quantities in which packing is made i.e below 5 g, 5 g, 10 g, 20 g, etc (Please specify)	
7.	Whether the packing is made in Standard quantities as specified in Rule 5 of the Legal Metrology (Packaged Commodities) Rules, 2011	Yes / No
8.	Whether the package is a combination package or group package or multi-piece package. Please specify.	
9.	Whether the package is a retail package or whole sale package	
10.	Whether the package contains perishable commodity or food items	
11.	Whether the packed items will also be exported out of country	

12.	Whether the items are being packed for specific industry only as raw material. If yes, specify	
13.	Whether the package contains fast food items.	
14.	Whether the package contains any schedule / non-scheduled formulations covered under the Drugs (price control) order or any agricultural farm produces of 50 kg and above.	
15.	Whether the shop / factory / warehouse is located in area declared as residential / non-conforming?	Yes / No
16.	Whether the shop / factory is located in commercial area ? If yes, attach proof	Yes No
17.	Whether the shop / factory / premises is owned / rented	
18.	The date on which your premises was last inspected by the inspector of W & M Department. Attach copy of the inspection report, if available	
19.	Whether your firm has been challaned during the last three years for any violation of Weights & Measures laws. If yes, date of challan. Attach copy of notice if available.	
20.	Offences for which challaned and whether it is compounded or not. Attach receipt if available.	

I / We _____

hereby solemnly affirm and declare that the information in this form is true to the best of my/our knowledge and belief.

Signature : _____

Name of Applicant: _____
(Prop. / Partner / Director / Karta of HUF)

Date : _____

AFFIDAVIT

I, _____
s/o _____
r/o _____,

do hereby solemnly affirm and declare as under :

1. That I am the citizen of India.
2. That I am having a place of business located at _____
and manufacturing / packing unit / warehouse located at :
 - a. _____
 - b. _____
 - c. _____
3. That the above mentioned business premises are not located in non-conforming areas and / or is not likely to be sealed by the MCD or relocated. No notice for sealing / demolition / relocation has been served upon me / us by the local municipal authority.
4. That in case any sealing / demolition / relocation is carried out in r/o the above business premises, I will inform the Weights & Measures Department immediately.

DEPONENT

VERIFICATION :

Verified at New Delhi / Delhi, on _____, that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT