

ANNEXURE-XXII

TENTH SCHEDULE

APPLICATION FORM REGISTRATION OF EXPORTER/IMPORTER OF WEIGHTS AND MEASURES

(See rule 15)

To

The Director of Legal Metrology,
Government of India,
New Delhi.

Sir,

I/We hereby apply for registration of my/our* name(s) as exporter and/or as importer of weights and /or measures.

Particulars with regard to items specified in the table below are given against each such item. The registration fee of Rs..... has been paid in the treasury atvide Chalan No..... dated.....enclosed.

1. Name and full address:
2. Whether individual/undivided Hindu family/registered firm:
3. Income-tax registration No. (if any) :
4. Date of registration as manufacturer/dealer; Registration No. and name of the registering authority:
5. Date and No. of the license to carry on the business of weights and measures; the name of the authority by whom the license was issued/ renewed:
 - (a) buying and selling , or
 - (b) manufacturing.
6. Item(s) of weights and measures in relation to which the applicant has been registered as manufacturer/ or dealer:

7. Items of weights and measures for which application is being made for registration as importer.
8. Items if any exported /imported during the two years immediately preceding the year in which the application is made:
9. Remarks:

.....

Signature

*Delete which is not applicable.

SCHEDULE – I

[See rule 5]

Form LM-4

Register to be maintained by the manufacturers of weights and measures

- 1- Name and address of the manufacturer.....
- 2- Description of the weight or measure.....
- 3-(i) No. of the manufacturing license.....
- (ii) Date of which the license was issued.....
- (iii) Period of validity of the license.....
- 4- Particulars of order, if any, suspending or revoking.....
the license.

S. No.	Month	Unsold stock from previous month	Quantity manufac- tured during the month	Total 3+4	Sold within the state	
					No. of item Sold	Dispatch voucher No. & date
1	2	3	4	5	6	7

Sold outside the state	Dispatch voucher No. and date	Total sold (6+9)	Balance (5+11)	Remarks
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Name of the state	No. of Items Sold	10	11	12	13
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All the information furnished above is true to the best of my/our knowledge.

SCHEDULE II

[See rule 5)

FORM LR-4

Register to be maintained by the repairer in respect of weights, measures

Name and address of the repairer.....License No.....

Date of Licensing.....

S. No.	Date	Name of the user from whom received	Items and their Nos. booked for repair	Receipt No. and date of issue to the user
1	2	3	4	5

Amount of repairing charges	Amount of verification fee	Total amount charged	Date of return to the user	Remarks
6	7	8	9	10

All the information furnished above is true to the best of my/our knowledge.

SCHEDULE – III

[See rule 5]

Form LD-4

Register to be maintained by dealer in weights, measures

- 1- Name and address of the dealer.....
- 2- Description of the weight or measure.....
- 3-(i) Dealer license No.....
- (ii) Date on which the license was issued.....
- (iii) Period of validity of license.....
- 4- Particulars of order, if any suspending or.....Revoking the license.
- 5- Category of weight or measure..... (Category A or B)

Sr. No.	Month	Unsold stock from the previous month	Brought from within the state during the month	Brought from outside the state during the month	Total (3+4+5)
1	2	3	4	5	6

<u>Sold within the state</u>		<u>Sold outside the state</u>			Total	Balance	Remarks
No. of items sold	Dispatch voucher no. and date	No. of items sold	Dispatch voucher no. and date	Name of the state	sold (7+9)	(6-12)	
7	8	9	10	11	12	13	14

All the information furnished above is true to the best of my/our knowledge

SCHEDULE – IV

[See rule 3 (1)]

Form LM – 1

**[Application form for license as manufacturer of weights and measures
under the Legal Metrology Act, 2009]**

To
The Controller,
Legal Metrology, Punjab,

	To be filled by the Applicant	Comments of the Inspection officer
(1)	(2)	(3)

1. Name of the manufacturing concerning for
which license is desired.
2. Complete address of the concern.
Whether premises are owned/rented/ taken on lease/
leave license, duly supported by documents.
3. Date of Establishment of workshop/factory.
4. Name (s) and address (s) along with their
father's/husband's name of proprietor(s)
and/or Partners and Managing Director(s)
in the case of Limited company
5. The date and current registration number
of factory/shop/establishment/Municipal
Trade license.
6. Nature of manufacturing activities at present.
7. The type of weights and measures proposed to be manufactured viz:
 - (i) Weights
 - (ii) Measures
 - (iii) Weighing Instruments
 - (iv) Measuring Instruments with details in each case.

8. The number of persons employed/ proposed to be employed
 - (i) Skilled
 - (ii) Semi-skilled
 - (iii) Unskilled
 - (iv) Specialist trained in the line
9. The monogram or trade mark intended to be
Imprinted on weights and measures to be
manufactured.
10. Details of machinery, tools accessories, owned and
used for manufacturing weights measures etc.
11. Details of foundry/workshop facilities arranged.
Whether ownership, long term lease etc.
12. Facilities of steel casting and hardness testing of Vital
parts etc. or other means.
13. Availability of electric energy.
14. Details of loan received from Government or
financial Institution. If so, give details.
15. Name of bankers, if any.
16. VAT/Sales Tax Registration Number/CST Number/
Professional Tax registration Number/IT Number.
17. Have you applied previously for a manufacturer's
license? If so, when and with what results?
18. (a) Whether the item(s) proposed to be manufactured
will be sold within the State or out side the state or both.
- (b) Details of Model Approval received from Government
of India;
- (c) When can you produce for inspection samples of your
products for which license is desired.

To be certified by the applicant (s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agreed to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date: Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application:

Serial Number of application:

Date of inspection:

Recommendation of Inspection Officer;

Place:

Date: Signature and Designation of Inspecting Officer

Final orders of Licensing Authority

License granted / refused :

License Number :

Valid till :

Place:

Date: Signature and Designation

SCHEDULE – V

[See rule 3 (1)]

Form LR – 1

**[Application for license as repairers of weights and measures under the
Legal Metrology Act, 2009]**

To,
The Controller,
Legal Metrology, Punjab,

	To be filled by the Applicant	Comments of the Inspection officer
(1)	(2)	(3)
1. Name of the concern seeking the license.
2. Complete address of the workshop.
3. (a) Whether premises are owned/rented/taken, on lease duly supported by documents. (b) Date of establishment.
4. Name (s) and address (s) along with their Father's/husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.
5. Number and date of shop/establishment/ current Municipal Trade License.
6. Professional Tax/IT Tax registration Number etc. if any.
7. The type of weights and measures proposed to repaired.
8. Area in which you wish to operate.
9. Previous experience in the line.

10. Number of skilled staff employed or proposed to be employed.
 - (i) Skilled
 - (ii) Semi-skilled
 - (iii) Unskilled
 - (iv) Employees trained in the line
11. Details of machinery/tools/accessories available
12. Availability of electric energy.
13. Have you sufficient stock of loan/test weights
etc.? Give details.
14. Have you applied previously for a repairer's
license? If so, When and with what results?

To be certified by the applicant(s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date: Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application:

Serial Number of application:

Date of inspection:

Recommendation of Inspection Officer;

Place :

Date: Signature and Designation of Inspecting Office

Final orders of Licensing Authority

License granted / refused :

License Number :

Valid till :

Date: Signature and Designation

SCHEDULE – VI

[See rule 3 (1) Form

LD – 1

[Application Form for license as Dealers in Weights and Measures under the Legal Metrology Act, 2009]

To,
The Controller,
Legal Metrology, Punjab,

(1)	To be filled by the Applicant (2)	Comments of the Inspection officer (3)
1.	Name of the establishment/shop/person seeking the license.
2.	Complete address of the establishment etc.
3.	Date of establishment.
4.	Name (s) and address (s) of proprietors and/or partners and Managing Director (s) in the case of Limited company.
5.	Number and date of Registration Number of Current shop/establishment/Municipal Trade license.
6.	Categories of weights and measures sold/proposed to be sold at present.
7.	Registration Number of VAT/CST/Sales Tax/ Professional Tax/Income Tax.
8.	Do you intend to import weights, etc. from places outside the State/Country? If so indicate sources of supply. (Give details of manufacturer's trade mark/ monogram and his license number) and provide.
	(a) Registration of Importer of Weights and Measures, if any.	

- (b) Approval of model imported into India by Central Government.
9. Have you applied previously for a dealer's license, either in this State or elsewhere? If so give details?

To be certified by the applicant(s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposit the Scheduled license fees with Government as soon as required to do so by the Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date: Signature and Designation

To be filled in by Departmental Officer of the State Government

Date of Receipt of Application:

Serial Number of application:

Date of inspection:

Recommendation of Inspection Officer;

Place:

Date: Signature and Designation of Inspecting Officer

Final orders of Licensing Authority

License granted / refused :

License Number :

Valid till :

Place:

Date: Signature and Designation

SCHEDULE – VII

[See rule 3 (2)]

Licensing Forms

Form LM-3

Government of Punjab

OFFICE OF THE CONTROLLER LEGAL METROLOGY, PUNJAB,

License to manufacture, weights, measures, weighing or measuring instruments.

License No..... Year.....

- 1- The Controller of Legal metrology hereby grants to
(Name and address of party or parties) a license to manufacture the following:-
(Include details of the weights, measures, weighing instruments or measuring instruments that are licensed to be manufactured by the party).
- 2- The license is valid for the party named above in respect of his work-shop located at.....
- 3- This license is valid from to
- 4- The manufacturer shall comply with the conditions noted below. If he fails to comply with anyone of these, his license is liable to be cancelled.
- 5- The trade mark monogram being used by the manufacturer is as under.
.....

(Signature)

Controller,
Legal Metrology, Punjab

(Seal)

Date.....

Place.....

Note: In the case of firm, its name with the names of all names of all persons having interest in the business should be given in paragraph 1.

CONDITIONS OF LICENSE

1. The person in whose favour this license is issued shall:-
 - (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;

- (b) not encourage or countenance any infringement of the provisions of the Act, or the Rules amended from time to time.
 - (c) Exhibit this license in some conspicuous part of the premises to which it relates;
 - (d) Comply with any general or special directions that may be given by the Controller of legal metrology;
 - (e) Surrender the license in the event of closure of business and / or cancellation of License;
 - (f) Present the weights, measures, weighing or measuring instruments as the case may be manufactured and meant for use within the State, to the Inspector for verification and stamping before sale;
 - (g) Submit the application for renewal of this license as required under the rules within thirty days of expiry of the validity of the license.
2. Every condition prescribed after the issue of this license shall if notified in the Official Gazette, be binding on the persons to whom the license has been granted.

Renewal entries

Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.
Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..
Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.

SCHEDULE – VIII
[See rule 3 (2)]
Licensing Forms
Form LR-3
Government of Punjab

OFFICE OF THE CONTROLLER OF LEGAL METROLOGY, PUNJAB
LICENSE TO REPAIR WEIGHTS, MEASURES, WEIGHING AND
MEASURING INSTRUMENTS

License No..... Year.....

- 1- The Controller of legal metrology hereby grants to.....
(Name and address of Party or Parties) a license to repair the following:- (Include details of the types of weights, measures, weighing instruments or measuring instruments that are licensed to be repaired by the party)
- 2- The license is valid for the party named above in respect of his workshop located at.....
- 3- This license is valid from To
- 4- The repairer shall comply with the conditions noted below. If he fails to comply with any one, his license is liable to be cancelled.
- 5- The party is licensed to repair weights, measures, weighing and measuring instruments in the areas mentioned below –

(Signature)
Controller,
Legal Metrology, Punjab.
(Seal)

Date:

Place:

Note: In the case of firm, its name with the names of all names of all persons having interest in the business should be given in paragraph (1).

Conditions of License

1. The person in whose favour this license is issued shall:-
 - (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (b) Not encourage or countenance any infringement of the provisions of the Act, or the Rules amended from time to time.
 - (c) Exhibit this license in some conspicuous part of the premises to which it relates;
 - (d) Comply with any general or special directions that may be given by the Controller of legal metrology;

- (e) Surrender the license in the event of closure of business and / or cancellation of license;
 - (f) (i) Present the weights, measures, weighing or measuring instruments as the case may be duly repaired to the Inspector for under taking verification and stamping as specified in rule 14(1), before delivery to the user.
 - (ii) In the case of weights, measures weighing or measuring instruments, if they are serviced/repared before the date on which the verification falls due and where, in the process and the verification stamp of the Inspector is defaced, removed or broken, they shall be presented duly repaired to the Inspector for re-verification and stamping before delivery to the user.
 - (g) Submit the application for renewal of this license as required under the rules within thirty days of expiry of the validity of the license.
2. Every condition prescribed after the issue of this license shall if notified in the Official Gazette, be binding on the persons to whom the license has been granted.

Renewal entries

Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.
Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.

SCHEDULE – IX

[See rule 3 (2)]

Licensing Forms

Form - LD-3

Government of Punjab

Office of the Controller of Legal Metrology, Punjab

License to a dealer in weights, measures, weighing instruments or measuring instruments

License No..... Year.....

- 1- The Controller of legal metrology hereby grants to.....
(Name and address of Party or Parties) a license to deal in the following (Indicate details of the types weights, measures, weights, or measuring instruments that are licensed to be dealt by the party)
- 2- The license is valid for the party named above in respect of his premises located at.....
- 3- This license is valid from to
- 4- The dealer shall comply with the conditions noted below. If he fails to comply with any one of those his license is liable to be cancelled.

(Signature)

Controller of legal Metrology, Punjab

(Seal)

Date.....

Place.....

Note: In the case of firm, its name with the names of all names of all persons having interest in the business should be given in paragraph (1).

CONDITIONS OF LICENSE

1. The person in whose favour this license is issued shall:-
 - (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
 - (b) Not encourage or countenance any infringement of the provisions of the Act, or the Rules for the time being in force;

- (c) Exhibit this license in some conspicuous part of the premises to which it relates;
 - (d) Comply with any general or special directions that may be given by the Controller of legal metrology;
 - (e) Surrender the license in the event of closure of business and / or cancellation of License;
 - (f) Submit the application for renewal of this license as required under the rules within thirty days of expiry of the validity of the license.
 - (g) Not sell or offer, expose or possess for sale any non-standard weight or measure.
2. Every condition prescribed after the issue of this license shall, if notified in the Official Gazette, be binding on the persons to whom the license has been granted.

Renewal entries

Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab.	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..
Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..
Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..	Current No..... Date..... Renewed for Seal Controller of Legal Metrology Punjab..

SCHEDULE- X

[See rule 3 (3) (4)]

Government of Punjab

Office of the Controller of Legal Metrology, Punjab,

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

1. Issue of license / renewal of license to:
 - (i) Manufacturers Rs. 5000/- per year
 - (ii) Repairers Rs. 2000/- per year
 - (iii) Dealers Rs. 1000/- per year
2. Alteration of license: Rs. 500/-
3. Issue of duplicate license: Rs. 100/-

SCHEDULE – XI

[See rule 3 (4)]

Form LM – 2

[Application for renewal of License as Manufacturer of Weights and Measures under the Legal Metrology Act, 2009]

To,

The Controller,
Legal Metrology, Punjab,

(1)	To be filled by the Applicant	Comments of the Inspection officer
(1)	(2)	(3)
1. Name and complete address of the manufacturing concern for which renewal of license is desired.	
2. Manufacturing License No.	
3. Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.	
4. (a) Type of weights and measures which are manufactured as per license granted. (b) Do you propose any change?	
5. The monogram or trade marks used on weights and measures manufactured by you.	
6. Details of workshop facilities available.	
7. Details of production and sales in the last 5 years.	
8. Number and date of shop/establishment Registration Number.	

Registration Number of VAT/Sales Tax/
CST/ Professional Tax/Income Tax.

To be certified by the applicant(s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposited the Scheduled license fees of Rs..... (Rupees) to the Sub-Treasury/Bank on and the original challan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date:

Signature and Designation

SCHEDULE – XII

[See rule 3 (4)]

Form LR – 2

[Application for renewal of License as repairer of weights and measures under the Legal Metrology Act, 2009]

To,
The Controller,
Legal Metrology, Punjab,

	To be filled by the Applicant	Comments of the Inspection officer
(1)	(2)	(3)
<hr/>		
1.	Name and complete address of the repairing concern for which renewal of license is desired.
2.	Repairer's License Number
3.	Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company
4.	Registration Number and date of current shop/establishment / Municipal Trade License.
5.	Registration Number of VAT/Sales Tax/CST/ Professional Tax/Income Tax
6.	(a) The type of weights and measures repaired as per license granted.
	(b) Do you propose any change.
7.	Area in which you are operating
8.	Have you sufficient stock of loan/test weights, etc.?

Please give details with particular of
stamping.

To be certified by the applicant(s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposited the Scheduled license fees of Rs.....
(Rupees) to the Sub-
Treasury/Bank on and the original challan is
enclosed.

All the information furnished above is true to the best of my/our
knowledge.

Place:

Date:

Signature and Designation

SCHEDULE – XIII

[See rule 3 (4)]

Form LD – 2

[Application for renewal of License as Dealer in weights and measures under the Legal Metrology Act, 2009]

To,

The Controller,
Legal Metrology, Punjab

(1)	To be filled by the Applicant (2)	Comments of the Inspection officer (3)
1.	Name of the establishment/shop/person seeking the renewal of license.
2.	Dealer's License Number
3.	Date of establishment.
4.	Name (s) and address (s) along with their father's/ husband's name of proprietor(s) and/or Partners and Managing Director(s) in the case of Limited company.
5.	Registration Number and date of shop/ establishment/ current Municipal Trade License.
6.	Categories of weights and measures sold at present.
7.	Registration Number of VAT/CST/Sales Tax/ Professional Tax/Income Tax.
8.	Are you intending to import weights and measures etc. from places outside the State/Country? If so, indicate sources of supply from the State(s)/Country (s), (Give details of manufacturer's trade mark/ monogram and his license number.)

To be certified by the applicant(s)

Certified that I/We have read the Legal Metrology Act, 2009 and the Punjab Legal Metrology (Enforcement) Rules, 2013 and agree to abide by the same and also the administrative orders and instructions issued or to be issued there under.

I/We agree to deposited the Scheduled license fees of Rs.....
(Rupees) to the Sub-Treasury/Bank on and the original challan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date:

Signature and Designation

SCHEDULE – XIV

[See rule 3 (5)]

Government of Punjab

Office of the Controller of Legal Metrology, Punjab,

Register of licensed manufacturers/Repairers/Dealers of weights, measures, weighing / measuring instruments

Office of

License Number	Date of issue / renewal	Name and complete address of the manufac- ture/ repairer / dealer	Place where work shop/ factory is situated	Articles to be manufactured/ repaired/ sold
1	2	3	4	5

Trade mark/ mono-gram being used	Orders regarding cancellation of license	Result of appeal	Signature of competent authority	Remarks
6	7	8	9	10

Note: Column (4) does not apply to dealers; column (6) does not apply to repairers and dealers.

SCHEDULE – XV

[See rule 3 (7)]

Government of Punjab

Office of the Controller of Legal Metrology, Punjab

Security deposit to be made by licensed repairer

Repairer of weights and measures including weighing and measuring instruments.	Rs.5000.00
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SCHEDULE – XVI
[See rule 7 (3)]
Government of Punjab
Office of the Controller, Legal Metrology, Punjab,
Certificate of verification

Name of Inspector

No.....

I hereby certify that I have this day verified and stamped / rejected the under mentioned weights, measures etc.

Belonging to Locality.....

Quantity	Denomination	Weighing instruments	Measuring instruments	Verification Fee Rs. P	Carriage, Conveyance adjusting charges etc.
	Weights				measures

1	2	3	4	5	6	7	8	9	10
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Total Rs..... deposited vide T. Receipt/Money receipt No..... dated.....

Repaired by / Used by

(Signature)

Next verification due on..... Inspector

Note:-

- (1) In the case of rejected weights, measures, etc. the Inspector shall give separate Certificate of rejection mentioning the reasons of rejection against each item.
- (2) The certificate of verification shall be displayed in conspicuous place where the weights and measures are used. (Rule 14)