

## Annexure- 6

Checklist for issue of New <b>Dealer</b> license		
1	Date of investigation.	
2	Information of the Applicant	
	A) Name of the firm.	
	B) Complete address of the firm.	
	C) Landline and mobile number of the Applicant/firm.	
	D) E-mail of the firm.	
3	Whether the investigation officer has visited the premises at the address given by the Applicant in form LD-1.	
4	Whether the LMO verified the actual photo/photos of the Applicant.	
5	Whether the premises of the Applicant is owned / rented /leave licence /leased / from family member.	
6	If the premises is owned by the Applicant himself, then date of sale deed / share certificate number.	
7	If the premises is rented –	
	A) Validity period of rent agreement.	
	B) Date of NOC letter.	
8	If the premises on leave licence –	
	A) Validity period of leave licence agreement.	
	B) Date of NOC letter.	
9	If the premises is on lease-	
	A) Validity period of registered leased agreement / date and number of rent receipt.	
	B) Date of NOC letter.	
10	If the premises is owned by family member, date of NOC letter.	
11	Date of establishment of the Firm.	
12	Constitution of Firm–	
	A) Proprietorship- name of the proprietor with residential address.	
	B) Partnership firm- names of the partners with residential address.	
	C) Company- names of the directors with their residential address.	
13	Registration of Establishment –	
	A) Registration as industry – registration number and date.	
	B) Registration under Shops and Establishments Act – registration number and date.	
	C) If the unit is located within the village panchayat area then NOC from that Grampanchayat – date of NOC.	
14	Types of weight or measure proposed to be sold.	
15	If weight or measure is likely to be imported from other State/ Country, then give	

	source of supply, Monogram or Trade Mark of the Manufacture, Licence Number with validity details of the Manufacture out of State.	
16	Details of registration, if the applicant is importer of weight or measure.	
17	Details of Model Approval issued by Government of India in case of weight or measure imported into India.	
18	Whether latest electricity bill is verified and found correct.	
19	GST registration certificate number.	
20	Whether the copy of PAN Card is verified and found correct, if yes PAN number.	
21	Whether the Applicant has filed Income Tax return.	
22	Whether Profession Tax is paid, if yes details of receipt number and date.	
23	Whether applicant had applied previously for Repairing licence. If yes, details of the result.	
24	Whether self declaration of the Applicant about whether any offence is pending against him in court and/or police station is checked. If yes, details of the same.	
25	Whether self declaration of Applicant as to whether he has violated any of the provisions of Legal Metrology Act, 2009 and Rules made there under is checked. If yes, details of the same.	
26	Remarks and recommendations of the LMO.	
Name and Designation of Inspecting LMO		

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