

**APPLICATION FOR RENEWAL OF LICENCE**

The Director General  
Bureau of Indian Standards

Dear Sir,

I/we, \_\_\_\_\_ carrying \_\_\_\_\_ on \_\_\_\_\_ business  
at \_\_\_\_\_

..... (Full factory and office address) under the style of .....  
(Full name of individual or firm) apply for renewal of Licence No. CM/L  
\_\_\_\_\_ dated \_\_\_\_\_ granted by the Bureau under the  
Bureau of Indian Standards Act, 1986, and the Rules and Regulations framed thereunder,  
as amended from time to time, for a further period of one year/two years\*, the terms and  
conditions being the same as stipulated in my/our previous application and the aforesaid  
licence, and/or such other conditions as the Bureau may stipulate.

2. Details of production of goods bearing BIS Certification Mark effected under the  
licence are given overleaf duly authenticated by Chartered Accountant/ authorized  
signatory of our company.

3. I/We are enclosing herewith a Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_  
for Rs \_\_\_\_\_ drawn on \_\_\_\_\_ towards the  
following dues:

- i) Renewal application fee of Rs. 500.00
- ii) Annual licence fee of Rs. 1,000.00 for renewal of one year or Rs.  
2,000.00 for renewal of two years.
- iii) Marking fee calculated on unit-rate basis (item 3.1 of the Report  
overleaf).
- iv) Previous dues (as per our notice) if any.
- v) Additional annual marking fee of Rs..... as we wish the  
licence to be renewed for two years.
- vi) Total amount Rs.....

4. Renewal application dated this \_\_\_\_\_ day of \_\_\_\_\_ Two  
thousand and \_\_\_\_\_

Seal of Firm

Signature  
Name  
Designation  
For and on behalf of Seal  
of the firm

\*Strike out whichever is not applicable

## REPORT OF PERFORMANCE

(Period to be covered by the Report being.....to.....)

Name of Article(s)

IS No.

1. Brand name(s) of BIS Certified article(s)
2. Total production of the article(s) licensed for certification marking
- 2.1 Total production of the article(s) conforming to Indian Standard
3. Production covered with BIS Certification Mark and its approximate value
  - a) Quantity \_\_\_\_\_;
  - b) Value Rs. \_\_\_\_\_
- 3.1 Calculation of marking fee on unit-rate basis:
  - a) Unit
  - b) Quantity covered with BIS Certification Mark
  - c) Marking fee rounded off in whole rupees as obtained by applying unit rates given in (a) on quantity given in (b)
4. Quantity not covered with BIS Certification Mark, if any, and the reasons for such non-coverage
5. Quantity and value of BIS certified goods exported
6. Names and addresses of indigenous purchasers of BIS certified goods
7. Names and addresses of importers of BIS certified goods

8. Brief information regarding difficulties if any, experienced in operating of BIS licence.
  
9. Authentication by Chartered Accountant