

## APPLICATION FOR RENEWAL OF LICENCE

The Director General  
Bureau of Indian Standards  
New Delhi – 11002  
Dear Sir,

1. 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 there under, 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.
3. I/We are enclosing herewith a proof of payment through Electronic Transfer towards the following dues:
- i) Renewal application fee of ₹ 1000.00
  - ii) Annual licence fee of. ₹ 1000.00 per year  
(i.e. ₹ 1000.00 if renewal is applied for one year and ₹ 2000.00 if renewal is applied for two years)
  - iii) Marking fee dues (see item 3.4 of the Report of Performance) ₹ \_\_\_\_\_,
  - iv) Previous dues, if any ₹ \_\_\_\_\_
  - v) Additional Annual Minimum Marking Fee of ₹ \_\_\_\_\_ (if the licence is intended to be renewed for two years)
  - vi) Total amount [(i)+(ii)+(iii)+(iv)+(v)] in ₹ \_\_\_\_\_ (for details w.r.t. payment, see notes below.)
4. Renewal application signed dated this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand and \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

\*Strike out whichever is not applicable

Contact Details:

Seal of the licensee firm:

### Notes:

1. All payments are to be made in equivalent USD by applicants/ licensees of Non-SAARC Countries.
2. All payments can be made either in Indian Rupees with Service tax (as applicable) or in equivalent USD by applicants/ licensees of SAARC Countries.
3. The amount indicated above are excluding bank commissions and transfer charges. Ensure that bank commission and/or transfer charges, if any, are deposited in addition to the above-mentioned amount.
4. The payment may only be deposited with BIS through RTGS/NEFT/ SWIFT transfer. Our Bank account details are as follows:

Name of the Bank: Syndicate Bank

Address of the Bank: BIS Branch, Manak Bhavan, 9 Bahadur Shah Zafar Marg, and New Delhi

BIS Account No.: **90842180024625**

SWIFT Code: **SYNBINBB126** (For transfer in US Dollars)

IFSC Code: **SYNB0009084** (for transfer in INR)

# REPORT OF PERFORMANCE

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

**Name of the Article:** .....

**IS No** .....

1. Brand name(s) of BIS Certified article(s):-

2. Production Details:

a) Total Production of the article \_\_\_\_\_

b) Production Marked with Standard Mark \_\_\_\_\_

**(Month wise break-up to be given on separate sheet duly authenticated by Chartered Accountant)**

c) Total sale value : \_\_\_\_\_

3 **Marking fee:**

3.1 **Calculation for marking fee to be paid**

A. Annual Minimum Marking Fee ₹ .....

B. Quantity produced with Standard Mark:.....

C. Unit.....

D. Unit Rate ₹ .....

E. Calculated Marking Fee (on unit rate basis)  $[(B \div C) \times D]$  ₹.....

3.2 Marking Fee payable (A or E, whichever is more): ₹ \_\_\_\_\_

3.3 Less Quarterly Marking Fee paid during the year: ₹ \_\_\_\_\_, if any

3.4 Balance Marking Fee payable at the time of renewal (Item3.2- Item3.3): ₹ \_\_\_\_\_

4. Names and addresses of purchasers of BIS certified goods in India or outside India **(To be given on a separate sheet)**

iii) Brief information regarding difficulties if any, experienced in operating of BIS licence.

iv) **Authentication by Chartered Accountant (with seal)**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the firm: \_\_\_\_\_

Seal of the licensee firm:

NOTE: In case a clause is not applicable, suitable remarks may please be give against it.