

**APPLICATION FOR RENEWAL OF LICENCE TO USE THE STANDARD MARK
FOR MANAGEMENT SYSTEMS CERTIFICATION UNDER THE
BUREAU OF INDIAN STANDARDS ACT, 1986**

(To be submitted in triplicate)

**THE DEPUTY DIRECTOR GENERAL
BUREAU OF INDIAN STANDARDS
_____ REGIONAL OFFICE
(ADDRESS)**

1. I/We carrying on business at _____.

(full business address) under the style of _____
(full name of individual or firm) hereby apply for renewal of _____
_____ System(s) Certification licence _____
dated _____ granted by BUREAU OF INDIAN STANDARDS in respect of _____
_____ System(s) in
accordance with IS _____ for a further period of three years, subject to the terms and conditions
as stipulated in my/our aforesaid licence, and/or such other conditions as may be stipulated by the
Bureau.
2. MR's Name & Designation: _____
3. MR's Contact Phone No., Fax No. & Email : _____
4. No. of Employees
(Indicate the effective number of employees who will be present at the time of audit i.e.
employees refers to all individuals whose work activities support the scope of the certification as
described by the Management Systems/System at the time of the audit).
5. Status of the Unit
Large/Small Scale Industry/Ancillary/Tiny units/Small Scale Service and Business (Industry
Related) Enterprises/ small enterprise (see Note)
Note: Please enclose Registration letter from the concerned authority and also see BIS
'Guidelines for Applicants'.
6. *The scope of certification would be same as given in the existing licence document.

OR

*The scope of certification may be modified as follows:

*Strike out whichever is not applicable

7. Change(s) in the firm structure and Management Systems/System from those mentioned in the existing licence.
8. I/We propose to continue to use the Manual prepared by us and approved by BIS or the revised manual prepared by us is enclosed.
9. (a) The composition of the top Management of my/our factory is the same or has changed from as given in the earlier application for the aforesaid licence and is as follows:

Sl No.	Name	Designation
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- (b) I/We undertake to intimate to the Bureau any change in the above composition as soon as it takes place.
10. I/We hereby enclose an attested copy/photo copy of the Certificate of incorporation issued by the Registrar of Organizations or Societies/Directorate General of Technical Development/Director of Industries or similar other documents authenticating the name of organization and its manufacturing premises (only in case of changes in the name and/or address of the organization from the earlier submitted to BIS).
11. I/We have read the terms and conditions and hereby undertake to abide by them as mentioned in the 'Guidelines for Applicants' as relevant to the Management System/System and the current regulations prescribed under the BIS Act, 1986.
12. Should any initial enquiry be made by the Bureau, I/we agree to extend to the Bureau all reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, as and when required by the Bureau.
13. I/We request that the renewal audit of my/our factory/unit may be carried out by _____ (indicate date).

*Strike our whichever is not applicable

14. Certified that I/We had earlier applied for a licence to BIS for _____ which could not mature

15. I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.

16. I/We have not been convicted under the Bureau of Indian Standards Act in any court of law and neither any prosecution is pending.

OR

The details of convictions\prosecutions pending under the BIS Act are as under:

17. I/We have never been warned/advised by BIS for any of our actions violative of the BIS Act.

OR

The details of warning/advice received by me/us for violating the BIS Act are as under:

18. Should the licence be renewed and as long as it will remain operative I/We hereby undertake to abide by all the terms and conditions of the licence and the regulations prescribed under the aforesaid Act. In the event of the licence being suspended or cancelled, I/We also undertake to cease with immediate effect to use all the facilities to us in respect of the licence and return the licence and related documents to the Bureau.

Dated this _____ day of _____ Two thousand

_____.

Signature_____

Name_____

Designation_____

For and on behalf of_____

_____.

Seal of the Firm

All the three copies of this form are to be signed in original by the authorized person.