

**Annex. 1**

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR GRANT  
OF LICENCE UNDER BIS HALLMARKING SCHEME**

- 1) Enclosed Undertaking (**Performa HM/PF 307**) in the form of Affidavit on Stamp Paper of Rs. 10/-
  
- 2) Document authenticating establishment of the firm, such as Registration by Company Registrar  

**or**

Memorandum of Article in case Applicant Firm is a Limited Company  

**or**

Partnership Deed in case the applicant firm is under Partnership  

**or**

In case of Proprietorship firm, a certificate from a Chartered Accountant (CA) establishing the Proprietorship of the Jewellery business entity **or** Undertaking from the Proprietorship on Stamp Paper of Rs. 10/- that he is the sole Proprietor
  
- 3) Document authenticating the premises like Last Property Tax receipt in case of ownership of property  

**or**

Copy of Lease deed agreement and last rent receipt copy in case of rented property  

**or**

Colored Photograph of the Shop having clearly visible Signboard of the Shop
  
- 4) Location Map (Illustrative only) of Premises from some nearest prominent landmark
  
- 5) Sales Tax / VAT registration copy duly attested by Gazetted Officer/Notary or verified by BIS officer of the level of Scientist 'B' & above/President of local jewelers association  

**or**

Copy of Registration with State Govt. Authority e.g Trade licence etc. duly attested by Gazetted Officer/Notary or verified by BIS officer of the level of Scientist 'B' & above/President of local jewelers association
  
- 6) Identity Proof of Signatory in the Application Form e.g copy of PAN card **or** Voter Identity card **or** Passport **or** Bank Account duly attested by Gazetted Officer/Notary or verified by BIS officer of the level of Scientist 'B' & above/President of local jewelers association