

(REGISTRATION DEPARTMENT)

CHECKLIST

Documents to be submitted with inclusion request

Please enclose the documents mentioned as per following sequence while submitting the inclusion request:

Sl. No.	Item	Documents Required
1.	Online Submission	a) Copy of acknowledgement received from portal/ Screen shot of the online file submission b) Copy of letter of Grant of Registration
2.	Fee correlated with no. of TRs	a) Demand Draft with photocopy of DD b) NEFT detail
3.	Undertaking	a) For Test report b) For IS 13252 (Part 1) amendment 2, if applicable c) For IS 16046 Changeover to 2015 version, if applicable
4.	Test Report	Test Report

In case of change of Indian representative(in case of foreign manufacturer) or authorized signatory (in case of Indian Manufacturer), submit documents as listed below:

5.	In case of change of Indian representative, Authorized Indian Representative & Affidavit	Foreign Manufacturer a) Nomination Form sealed and signed. b) 1) If Liaison Office/Branch Office of the applicant is in India i) Certificate issued by the Registrar of Companies or any other relevant document from Government/Statutory Authorities which establish proof of its liaison office or branch office in India ii) Affidavit cum undertaking (on Rs 100/-non-judicial stamp paper, duly notarized) from the CEO/MD/authorized employee of said liaison office/branch office as per Format A along with the authorization letter mentioned at 2. of Format A. iii) Copy of ID Proof of the person signing the affidavit. 2) If brand owner or registered user of the brand is in India i) Document establishing the nominee as the Brand Owner or Proprietor or Registered User of the Brand/Trademark in question; ii) Document authenticating the identity of the nominee (such as Certificate issued by Registrar of Companies, etc);
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		<p>iii) An affidavit cum undertaking (on Rs 100/-non-judicial stamp paper, duly notarized) from the said Brand Owner or Proprietor or Registered User of the Brand/Trademark located in India or its CEO/MD/authorized employee, as per Format B along with the authorization letter mentioned at 2. of Format B</p> <p>iv) Copy of ID Proof of the person signing the affidavit</p> <p>3) If other entity is nominated</p> <p>i) Declaration from the brand owner that they do not have proprietor/registered user of brand in India.</p> <p>ii) Document establishing legal status of the entity (Company, Firm, or proprietorship) such as Certificate issued by Registrar of Companies, Registered Partnership Deed, etc;</p> <p>iii) An affidavit cum undertaking (on Rs 100/-non-judicial stamp paper, duly notarized) by the CEO/MD/authorized employee of the said entity located in India, as per Format B along with the authorization letter mentioned at 2. of Format B.</p> <p>iv) Copy of ID Proof of the person signing the affidavit</p>
		<p>Indian Manufacturer –</p> <p>i) Affidavit as per <i>Format C</i></p> <p>ii) If Affidavit signed by Authorized signatory, authorization letter from the CEO. (Authorized signatory to be an employee of the company)</p> <p>iii) Copy of ID Proof of the person signing the affidavit</p>

BIS may ask for additional documents, if considered necessary.

Applications to be addressed to:

Head (Registration)
Room No. 406, 4th Floor,
Manakalaya Building,
Bureau of Indian Standards,
9, Bahadur Shah Zafar Marg,
New Delhi - 110002 (INDIA)