

GUIDANCE :

- 1) The fee of `500/- (Rupees Five Hundred Only) is Payable at Kolkata by Demand Draft in favour of "R.B.I. A/C. Controller of Legal Metrology, W.B. "Please give the name of the applicant in reverse of the Draft.
- 2) The Application Form together with Demand Draft is to be sent to "The Controller of Legal Metrology, Government of West Bengal, Consumer Affairs Department, P-326, C.I.T. Scheme – VI, 2nd Floor, Kankurgachi, Kolkata – 700 054. Phone No. : 033-23629549.
- 3) The application Form should be sent in duplicate in the enclosed Proforma.
- 4) Under the Provisions of the rules, as they stand now, renewal of registration is not necessary.
- 5) In Sl. No. 1 of the Proforma name of the person / concern / firm / company is to be written.
- 6) In Sl. No. 2 of the Proforma complete address at which the registered Office of the Company situated is to be written if the applicant is not a company the name of the Proprietor / Partners with the name of the Street / Area, no. assigned to the premises of the Manufacturer / Packer, the name of the District / City Town and Postal index number (PIN) are in variably to be written.
- 7) Sl. No. 4 is to be filled if Factories of Manufacturer or Premises at which pre-packing is made, are located also at place or places other than the address indicated as Sl. No. 2.
- 8) In case of the concern having more than one units / factory registration of only one registered Office of the company (Head Office in case of others) is necessary. For this purpose only one draft as mentioned in guidance number 1 is necessary.
- 9) Please enclose a copy of the Current Trade License.
- 10) Please enclose a Label / Photo copy of the Label.
- 11) Please attach separate sheet if spaces given in the proforma are not sufficient.
- 12) Please give your telephone no., if any, for communication if necessary.