

**Annexure – I**

**Form – I**

(see sub-clause (ii) clause (a) of sub-paragraph (1) of paragraph 3)

**BUREAU OF INDIAN STANDARDS**

**Product Certification Scheme**

**Application for Licence to use the Standard Mark or for Certificate of Conformity**

Full Name of Firm

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Address					
Office					Tel
					Fax
Village/ City	District	State	Country	Pin Code	E-mail

Address					
Factory					Tel
					Fax
Village/ City	District	State	Country	Pin Code	E-mail

Name		Designation		Design Name ation		
Top Management details	1			1		
	2			2		
	3			3		
	4			4		
		Technical Management details				
		Name		Tel	E-mail	
Contact Person						

Correspondence Address	Office	Scale of Unit	Large	Sector	Public
	Factory		MSME (Mention, whether Micro, Small or Medium)		Private

This application is made to obtain BIS licence for usage of Standard Mark or for certificate of conformity on:

Product			
Specified requirements		Varieties (Grade/Type/Class etc.)	

Units of Production	Present Installed Capacity	Quantity	Value (₹)

Fee Details	Amount (₹)	Invoice No. with date

Seal of Firm		Signature Name Designation Date of application DIN no.(in case of director)  PAN no. (for other cases)	
PAN or Business licence no. of Firm			

Important: Application should be signed by CEO of the firm, or in his absence by authorised representative

Indicate availability of the following documents:

These documents are required to be submitted along with the application

Sr. No.	Document(s)	Yes/ No/ N.A.
1	Establishment of firm	
2	Address proof of the factory	
3	Valid MSME certificate, if applicable	
4	Authorised representative letter, in case application signed by person other than CEO of the firm	
5	Technical files	
6	Brand details	
7	Authorised Indian representative, if applicable	
8	Declarations, as applicable	

Explanation.- For the purpose of this form, the expression micro, small and medium enterprises shall have the meaning assigned to it in the Micro, Small Medium Enterprises Development Act, 2006 (27 of 2006), as amended from time to time.

Whether applying for system certification from Bureau: Yes or No

If yes, submit below mentioned additional documents

Sr. No.	Document(s)	Yes/No/N.A.
1	Mention specified requirements, as applicable	
2	Composition of top management and their designations, including management representative and supporting documents, as applicable	
3	Quality manual, as applicable	

Declaration:

The information given in this application form are true to the best of my/our knowledge and belief. I/We shall be responsible if any misleading information given in this form and the application shall be liable for rejection if wrong information has been given. If the licence or certificate of conformity is granted on the basis of information which is found to be incorrect later, the licence or certificate of conformity shall be liable for cancellation.

The information obtained by a certification officer or the Bureau from any statement made or information supplied or any evidence given or from inspection made shall be treated as confidential by the Bureau as per provisions of sub-section (5) of section 27 of the Bureau of Indian Standards Act, 2016.

Note: For more details, you may please visit our website <https://www.bis.gov.in/>