

Application for Renewal of Licence

Head .....Branch Office  
Bureau of Indian Standards

Dear Sir/Madam,

I/we, carrying on business at .....  
..... (Full factory and office  
address) apply for renewal of Licence No. CM/L ..... granted by the Bureau under Bureau  
of Indian Standards Act, 2016, and the rules and regulations framed thereunder, as amended from time to  
time, for a further period from..... to....., the conditions being the same as  
stipulated in the aforesaid licence and amended from time to time.

2. Details of production of goods bearing BIS Standard Mark effected under the licence are given in  
the report of performance placed overleaf duly authenticated by CEO/authorised signatory of our  
company.

3. I/We are enclosing herewith Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for  
` \_\_\_\_\_ towards the following dues:

- |      |  |   |               |
|------|--|---|---------------|
| i)   | Renewal application fee  | ₹ |               |
| ii)  | Annual licence fee   | ₹ | per year rate |
| iii) | Marking fee calculated on unit-rate basis<br>(item 3 of the Report overleaf) or Minimum Marking Fee, whichever is higher |   |               |
| iv)  | Previous dues/other fee (as per BIS notice) if any.  |   |               |
| v)   | Total amount   | ₹ |               |

Seal of Firm

Signature  
Date  
Name  
Designation  
For and on behalf of

Report of Performance  
(Paragraph 2 of Application for Renewal of Licence)

(Period to be covered by the Report being ..... to..... )

Name of Product..... Indian Standard No. ....

Licence No. -

1. Total production of the article(s)
2. Production covered with BIS Standard Mark and its approximate value
  - 2.1 Quantity \_\_\_\_\_
  - 2.2 Value (₹) \_\_\_\_\_
3. Calculation of marking fee:
  - 3.1 Unit \_\_\_\_\_
  - 3.2 Marking-Fee per unit \_\_\_\_\_
  - 3.3 Marking fee obtained by multiplying unit rates as at 3.2 with quantity as at 2.1 \_\_\_\_\_
  - 3.4 Minimum Marking Fee \_\_\_\_\_
4. Quantity not covered with BIS Standard Mark, if any, and the reasons for such non-coverage
5. Names and addresses of all purchasers of BIS certified goods including Central Government/State Government Ministry/Department/Undertaking etc. (if applicable)
6. Month-wise production statement for the period mentioned

Note: Attach separate sheet, if required