

REGISTRATION DEPARTMENT

Our Ref: Registration/ G-14:3

Date: 30 04 2020

Subject: Processing of Applications for grant/ inclusion/ service requests on the basis of online submission of documents

1. It has been decided by BIS to do away with submission of the hard copy of applications with effect from 04 05 2020. Accordingly, the online requests will be processed as follows:

- i) Online applications received by BIS will be processed for grant on the basis of the scanned copies of the required document(s) including Affidavit uploaded by applicant. Applicant shall submit hard copy of the Affidavit within a period of 30 days after grant of licence.
- ii) Online Inclusion requests received by BIS will be processed for inclusion based on online request.
- iii) Change in Authorized Indian Representative/ name or management change etc. will be processed on the basis of a scanned copy of the documents and Affidavit. Licensee shall submit hard copy of the Affidavit within a period of 30 days after acceptance of change.
- iv) On account of prevailing circumstances, the period of submission of hard copy of the Affidavit is extended by another 30 days after the end of lockdown period.

2. In case the hard copy of Affidavit is not received by BIS within the stipulated period, action as per Guidelines for Scheme II and BIS (Conformity Assessment) Regulations 2018 shall be taken.

3. This issues with the approval of competent authority.

Sd/-
(Nishat S. Haque)
Head (Registration)