

Procedure for filing Form I under Smart Registration

Pre-requisites:

1. Valid login credentials for CRS website
2. Test Report within 90 days of issue from BIS recognized lab.
3. Brand Registration Certificate(s).
4. Brand authorization letter (only when the brand is declared as owned by Others).
5. Authorization from factory CEO/MD/Head for filling and signing Form-1.
6. Authorization letter from CEO/top management of AIR firm towards the authorized signatory for signing and executing affidavit.
7. ID card of authorized signatory of AIR.
8. List of Raw Materials/Components.

Approving Test Report before filling Form I:

1. Login to CRS website using your existing credential.
2. On your dashboard, click on 'Testing and Sample submission'.
3. Go to the list for 'Test Report (within 90 Days)'.
4. Click on Test Request number to view details. Test Report can be downloaded from the link provided towards the end of the page.
5. Once reviewed, kindly click on 'Review & Verify'. Kindly note that the test report will become available for selection in Form I only after you have clicked on 'Review & Verify' for the Test Report.

Procedure to fill Form I

1. On your Dashboard, click on 'New Product Registration'.
2. When asked 'Whether the report(s) are issued on a sample received by lab with test request?' kindly choose the Radio Button for 'Yes', and click on 'Proceed'.
3. Kindly ensure that you have scanned copy of all the necessary documents indicated in the tab 'Required Documents'.
4. Verify name and address of the manufacturing unit in the tab 'Product(s) and Testing'. In case of any deviation, kindly update the details from 'Profile Update' section on the dashboard of your login, before you proceed further.
5. Select the required Product name from the drop downs available on this page. Link for complete list of product categories is also provided on this page for reference. Kindly

ensure that you have selected the correct product category and product name. Once saved, the product category and product name cannot be changed.

6. Click on 'Save and Next' to go to the next tab. Navigation from one tab to another can also be done by clicking on name of the tab(s). However, the data entered by you in the current tab will be saved only after clicking the 'Save and Next' button.
7. All the available Test Reports submitted under SMART Registration are displayed in the next tab 'Model and Brands'. In case any report issued by Lab under SMART Registration for the selected product is not appearing in this tab, kindly follow the process indicated for 'Approving Test Report before filling Form I'
8. From the available list of Test Reports, kindly select the models and brands which you wish to apply for licence.
9. Click on 'Save and Continue' to go to the next tab.
10. In the tab 'Brand details', kindly fill the necessary brand related information.
11. Click on 'Save and Next' to proceed to next tab.
12. In the tab 'Management Details', kindly enter the name(s) and designation of person(s) in the top management and technical management of the manufacturing unit.
13. Click on 'Save and Next' to continue.
14. In the tab 'Contact Person' kindly enter the details of the contact person of the manufacturing unit. Kindly note that OTP will be sent on the mobile number and email indicated on this page for submission of the application.
15. For manufacturing units located in India, kindly enter the details of authorized signatory in the tab 'Contact Person'.
16. Click on 'Save & Next' to continue.
17. In the tab, 'AIR/Authorized Signatory', kindly fill details for the Authorized Indian Representative (AIR).
18. For manufacturing units located in India, most of the data will be pre-populated from 'Contact Person' details. Only the additional fields have to be filled in this tab.
19. Click on 'Save & Next' to continue.
20. Kindly upload all the necessary documents in the tab 'Upload Documents'.
21. Additional documents, like covering letter, any other declarations, if required, can also be submitted.
22. Click on 'Save & Next' to continue to the preview page.
23. Kindly review the application from the 'Preview' tab.

24. Provision to edit the application is available at the bottom of the preview.
25. In case, the information is correct, kindly fill the details in the section 'Declaration and Acceptance'. The information will be used for submission of Form II (undertaking for test reports).
26. Provision to generated OTP will be made available on acceptance of Terms and Conditions. **OTP will be sent on the mobile number and email entered in the 'Contact Person' section of the online application.**
27. Kindly click on 'Save & Next' after validating the OTP. Application ID will be generated at this stage. This application ID can be used for reference for any communication/queries with BIS for this application.
28. Kindly provide acceptance to Form II (undertaking for test reports) to proceed for payment
29. After making the payment, kindly go to 'Submitted Application(s)' and locate the application submitted by you. The status will indicate 'Pending to send Documents'. Kindly click on the available link to upload the following documents:
 - a. Sealed and signed Form 1
 - b. Letter for nomination of AIR (only for foreign manufacturing units)
 - c. Duly filled, sealed, signed and notarized affidavit
30. Click on 'Save and Next'.
31. Your application has now been successfully submitted to BIS. **Kindly send the affidavit in original to BIS through Speed Post/ Registered Post/ Courier.**
32. Kindly note, if the affidavit is not received by BIS within 30 days of online submission of the application then the application/licence granted based on the online submission of documents will be liable for cancellation.