

## Registration Department

### BIS, HQ

**Our Ref: Registration/CRS (E & IT Goods)**

**09 May 2023**

**Sub: Guidelines for refund of fee submitted for various services under Scheme-II of Schedule-II of BIS (Conformity Assessment) Regulations, 2018.**

The Guidelines for refund for online fee submitted for various services under Scheme - II of Schedule - II of BIS (Conformity Assessment) Regulations, 2018 are to be read in conjunction with the BIS Act, 2016, BIS Rules, 2018; and BIS (Conformity Assessment) Regulation, 2018. In particular, the provisions for fee are addressed in Paragraph 5 of Scheme - II of Schedule-II of BIS (Conformity Assessment) Regulations, 2018. Any situation, in general, not covered in these guidelines are to be dealt as per the provision of Act, Rules and Regulations. All the forms mentioned herein correspond to those given in Scheme - II of Schedule - II of BIS (Conformity Assessment) Regulations, 2018.

1. Refund request may be raised by applicants/licensees themselves for duplicate payments or payments where no service has been given by BIS. Refund request may also be raised by BIS officers based on request of applicants/licensees.
2. Refund will not be made in case of application /inclusion/renewal/other service request, is cancelled/rejected by BIS after processing due to unsatisfactory reply to the queries raised by BIS. However, relaxation with respect to refund of fee may be applicable in the following situations:
  - (a) During scrutiny of application, if it is found that the applicant has applied for grant of license whereas he/she was required to submit for inclusion of variety(ies) or *vice versa*, the application processing fees along-with license fee may be refunded as soon as the applicant applies for a new inclusion. Similarly, the inclusion processing fees may be refunded as soon as the applicant applies for a new application. The refund(s) may be processed on receipt of requests made by the applicant.
  - (b) If the applicant applies for an inclusion and the licence is subsequently put under suspension/deferment and the inclusion is not processed thereafter due to expiry/cancellation of the licence, the applicable inclusion fee(s) may be refund at the request of the licensee.
3. Refund may be made for following scenarios:

Sl. No.	Scenario	Proposed New Text
a	Failure of payment. Payment not received by BIS.	Any fees, if deducted, to be refunded by Payment Gateway provider. No action by BIS.
b	Applicant has made single payment for any application/inclusion/renewal/ other service request which has been successful and receipt has been generated.	This is a case of single successful payment.  If applicant requests by email/online portal for withdrawal of application/inclusion/renewal/other service request by email/online portal within 24 hours of submission of application to BIS or prior to processing of the application (whichever is earlier), fee may be refunded after deduction of application fee and applicable taxes.
c	Applicant has made multiple payments for a single application/ inclusion/renewal/ other service request, out of which only one has been successful and payment receipt has been	This is a case of single successful payment where fee is received by BIS.  Payment deducted from applicant's account for failed payments, if any, will be refunded by Payment Gateway provider as this amount has not been received by BIS.

	generated for successful payment.	With respect to the successful payment, if the applicant is requesting for withdrawal of application /inclusion /renewal /other service request by email/online portal within 24 hours of submission of application to BIS or prior to processing of the application (whichever is earlier), fee may be refunded after deduction of application fee and applicable taxes.
d	Applicant has made multiple payments for any application/inclusion/renewal request out of which more than one payment has been successful. Payment receipts has been generated against only one of the payment.	<p>This is a case of multiple successful payment where fee has been received by BIS.</p> <p>As payment receipt/invoice is generated against one payment only, other successful payments are to be treated as duplicate payments. Complete refund to be made against the duplicate payments.</p> <p>With respect to the successful payment with receipt/invoice if the applicant is requesting for withdrawal of application/inclusion/renewal/other service request by email/online portal within 24 hours of submission of application to BIS or prior to processing of the application (whichever is earlier), fee may be refunded after deduction of application fee and applicable taxes.</p>
e	Applicant has made multiple payments for a single application/inclusion/ renewal/ service request out of which more than one payment has been successful. Payment receipt has been generated against more than one payment.	<p>This is a case of multiple successful payment where fees are received by BIS.</p> <p>Payment received earliest to BIS will be treated as primary payment and other successful payments are to be treated as duplicate payment. Complete refund to be made against the duplicate payments even if payment receipt/invoice has been generated against these payments.</p> <p>With respect to the primary payment, if applicant requests for withdrawal of application/ inclusion/ renewal/service request by email/online portal within 24 hours of submission of application to BIS or prior to processing of the application (whichever is earlier), fee may be refunded for successful payment after deduction of application fee and applicable taxes.</p>
f	Applicant has made payment after expiry/cancellation/due date due to technical error. Payment has been successful and receipt has been generated against the payment.	As the service can no longer be provided by BIS, the complete amount may be refunded.
g	Excess fee is made due to technical error.	<p>Excess fee to be refunded completely.</p> <p>If applicant is requesting for withdrawal of application/inclusion/ renewal/ other service request by email/online portal within 24 hours of submission of application to BIS or prior to processing of the application (whichever is earlier), fee may be refunded for remaining amount after deduction of application fee and applicable taxes.</p>

4. Refund will be made online and amount refunded will be remitted back to the same account/card from where the fee was deducted originally.