

Registration Department

BIS, HQ

Our Ref: Registration\ CRS(E&IT)

02 August 2016

Subject: Submission of documents related to CRS

It has been observed that some applicants/ registered manufacturers are sending loose papers through post for processing of application/inclusion under CRS.

Manufacturers may send the documents after duly binding/filing/stapling them together. Kindly ensure that all the documents are suitably marked for quick identification and paginated.

It is hereby informed that in case any loose document goes missing, the responsibility will solely be of the applicant/manufacturer sending the documents.

The documents submitted should clearly indicate the following:

- i. the relevant application number/ inclusion ID/renewal ID,
- ii. the Subject, e.g., 'Application for grant of Registration for CRS...'/ 'Application for inclusion under R-..., with inclusion No. ...'/ 'Application for renewal of Registration R-...'/ 'Reply to query for CRS ...'/ 'Reply to query for inclusion ID...'/ 'Request for changeover of CRS...'/ 'Implementation of Amendment No. 2 to IS 13252 (Part 1) : 2010 for CRS ...'/ 'Request for CCL update for R-... for Model(s)...', etc.

Nishat S.

(Nishat S. Haque)
Head(Registration)