

## Registration Department

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

**11 July 2016**

**Subject: Submission of documents through post**

1. Currently applications for Registration, applications for inclusion in existing Registrations, hard copy of replies to queries, and other documents are being accepted by Registration Department from 3 P.M. to 5 P.M., Monday to Friday at BIS HQ, New Delhi.
2. Reference is made to our circular of even number dated 02 June 2016, wherein it was informed that BIS accepts hard copies of applications for grant of Registration and request for addition of new models in already existing Registration by post.
3. In this regard, it is hereby informed that BIS will accept hard copies of applications, inclusions, renewals and all other documents by hand only upto 15 July 2016.
4. From 18 July 2016 onwards documents will be accepted by BIS only through registered post/ speed post/ normal post/ courier.
5. The hard copies are to be sent to the following address by post:

Head (Registration)  
Room No. 406, 4th Floor,  
Manakalaya Building,  
Bureau of Indian Standards,  
9, Bahadur Shah Zafar Marg,  
New Delhi-110002 (INDIA)

6. **It may however be noted that hard copies must reach BIS within 15 days of online submission on the CRS portal.**
7. Kindly ensure that the application is filled in correctly and all requisite document and fee are provided. Failure to do so would result in forthwith rejection of the application.
8. **It may kindly be ensured that only duly signed portal generated Form VI will be accepted by BIS. Offline Form VI, portal generated unsigned Form VI, Form VI only signed by Authorized Indian Representative will not be accepted.**
9. It is also brought to the notice of all, that in case of **any documents found to be false or forged or misleading** at any stage of processing or after grant/inclusion/renewal etc., the application/registration would be rejected/cancelled and BIS would consider initiation of further appropriate action in the matter.

Sd/-  
Head(Registration)