

REGISTRATION DEPARTMENT

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

04 Feb 2016

Subject: Frequently Observed Deficiencies in Applications

1. It has been observed that while examining the applications under Compulsory Registration Scheme, some deficiencies are repetitively being noticed. These frequently observed deficiencies are identified as given below. It is suggested that the applicants may go through these and ensure that the application submitted by them do not have these deficiencies. This would help in speedy disposal of the applications.
 - a) Name and address of manufacturing unit differs in application, test report and other documents submitted to BIS.
 - b) Nomination letter from manufacturer appointing Indian Representative is not provided/ not signed by authorized person.
 - c) Annexure of Application/Undertaking are not signed by Authorized Signatory or Authorized Indian Representative.
 - d) Signature stamp of applicant being affixed instead of actual signature.
 - e) Correct information regarding brand is not provided in Form VI.
 - f) Copy of Brand registration certificate is not provided.
 - g) The image/text of "BRAND" in brand registration certificate does not match with brand image/text in product label as reported in the test report.
 - h) Authorization letter for manufacturing the product by the manufacturer is not provided by the brand owner whose details appear in the Brand Registration certificate.
 - i) Incomplete or nonconforming test reports submitted despite undertaking given regarding completeness of report and compliance to requirements of the relevant Indian Standards by applicant.
 - j) Details of Test Report No., date, model number and brand name provided in undertaking are not correct.

2. While applying for user id and password, following deficiencies are observed frequently:

- a) Correct English translation of the Address proof/Business License (BL) is not submitted.
- b) For the same Business License in foreign language, multiple conflicting English translation are submitted, when any discrepancy is pointed out.
- c) Original Business License certificates are modified to change name/address of manufacturing unit, scope etc. (In case Business License does not specify scope, additional documents can be submitted to establish that the firm is engaged in manufacturing of the product or related products.)
- d) Signature stamp is affixed instead of actual signature.

Head(Registration)