

Form - XIII
(refer sub-regulation (1) of regulation 17)

Application for Renewal of Licence

Head Branch Office
Bureau of Indian Standards

Dear Sir/Madam,

I/we, _____ carrying _____ on _____ business _____ at

.....
..... (Full factory and office address) apply for renewal of Licence No.HM/Lgranted by the Bureau under Bureau of Indian Standards Act, 2016, and the Rules and Regulations framed thereunder, as amended from time to time, for a further period from to, the conditions being the same as stipulated in the aforesaid licence and amended from time to time.

2. Details of production of goods bearing BIS Hallmark effected under the licence are given in the report of performance (Annex II) placed overleaf duly authenticated by CEO/authorised signatory of our company.

3. I/We are enclosing herewith Receipt No. _____ dated _____ for ₹ _____ towards the following dues:

- | | | | |
|-------|--|---|---------------|
| (i) | Renewal application fee | ₹ | |
| (ii) | Annual Licence fee | ₹ | per year rate |
| (iii) | Marking fee calculated on unit-rate basis
(item 3 of the Report overleaf) or Minimum Marking Fee, whichever is higher | | |
| (iv) | Previous dues/Other fee (as per BIS notice) if any. | | |
| (v) | Total amount ₹ | | |

Signature
Date
Name
Designation
For and on behalf of

Seal of Firm

Annexure to Form - XIII

Report of Performance

(Period to be covered by the Report being to
.....)

Name of Product
.....

Indian Standard No.

Licence No. – HM/L-

1. Total production of the article(s)
2. Production covered with BIS hallmark and its approximate value
 - 2.1 Quantity _____
 - 2.2 Value(₹) _____
3. Calculation of marking fee:
 - 3.1 Unit _____
 - 3.2 Marking-Fee per unit _____
 - 3.3 Marking fee obtained by multiplying unit rates as at 3.2 with quantity as at 2.1 _____
 - 3.4 Minimum Marking Fee _____
4. Quantity not covered with BIS Hallmark, if any,
and the reasons for such non-coverage
5. Names and addresses of all purchasers of BIS
certified goods including Union/State Government
Ministry/Department/Undertaking etc. (if applicable)
6. Month-wise Production statement for the period mentioned

Note : Attach separate sheet, if required