

### III. LICENCE RENEWAL PROCEDURE

1.	Every repairer in Weights and Measures shall make an application in prescribed format (Refer Annexure IV) for the renewal of a licence within 30 days before the expiry of validity of the licence to Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
2.	Every repairer of Weights and Measures should submit the application (as prescribed in Schedule II-B) with challan to the office of Controller, Legal Metrology or such other officer as may be authorized by him in this behalf
3.	The Concerned authority will ensure whether applicant comply with all terms & Condition of licence
4.	If all terms & conditions is complied, license is renewed,
5.	Licence is issued to Repairer shall be valid for a minimum period of one calendar year and may be renewed for a period of one to five calendar years, by Controller, Legal Metrology or such other officer as may be authorized by him in this behalf.
6.	Additional fee at full the rates specified in <b>Scheduled IV</b> (refer table 1 above) shall be payable by the applicant if he is permitted by the controller to make an application for the renewal of a licence within a period of three months from the date of expiry of the licence.
7.	Renewal fee should be deposited in the month of November of concerned year with prescribed amount .If fee is deposited in the month of December, applicant will have to deposit additional fee for renewal with due permission of Controller, Legal Metrology.