

Reference No. \_\_\_\_\_

Date

From

M/s \_\_\_\_\_

\_\_\_\_\_

To

Concerned GM

Subject : APPLICATION FOR RENEWAL OF REGISTRATION

Dear Sir,

Kindly refer to our Registration Certificate No. \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_ which is due to expire on

\_\_\_\_\_.

2. As per the conditions of registration, we hereby apply for renewal of our registration for a further period of 3 years.

3. The renewal of registration may be done for \_\_\_\_\_ items for which we are already registered. We may also be assessed for \_\_\_\_\_ additional items as per details given in Annexure attached.

4. Latest updated information in respect of our firm along with related documents is attached at Annexure to this application.

Yours faithfully

Signature of Authorised  
Signatory/Representative of firm  
along with seal.

(Annexure to Application for Renewal of Registration)

Part I - GENERAL INFORMATION

1. Name of Firm: - \_\_\_\_\_

2. Office Address: - \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX \_\_\_\_\_

3. Factory Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX \_\_\_\_\_

4. (a) Is there change in address from last registration. Yes / No

(b) If so, give reasons for change (Attach relevant documents of ownership or rent / lease deed and rent receipts) .

5. Changes if any in the management or constitution of the firm.  
(If so, give details and attach relevant documents)

6. Changes if any, in the numbers and qualifications/experience of permanent personnel employed for production and quality control/ testing. If so, attach details separately for each.

7. Changes, if any, in the availability of covered accommodation and open area available including, bond rooms and inspection facilities.

8. Changes, if any, in the financial state of firm including availability of bank finance.

9. Following documents are attached:

- a) Certified copies of latest audited balance sheets and profit and Loss Account for last 3 Years.
- b) TAN details
- c) Income Tax return for last 3 years
- d) Copy of Latest SSI Regn Certificate (for SS units) or Factory Regn No (for large/medium scale units)

## PART II - TECHNICAL INFORMATION

- 1) Details of nomenclature and capacity of items for Which firm was last registered. (Attach separate sheet if required)
- 2) Changes, if any, in production facilities, viz., availability of plant/machinery and process for production, since last registration.
- 3) Changes in technology or design of products for which already registered. If so, give flow chart and basis for revised capacity (if required).
- 4) Changes in in-house laboratory equipment/testing and Drawing facilities, office/design, if any, since last Registration. If so, give details of changes in testing/ Quality control / design capabilities.
- 5) In case, arrangements for bought out production Processes and quality control testing facilities have been permitted during last registration, give details of changes in these, if any.
- 6) Changes, if any, in arrangements for procurement or or sub-contracting for raw materials or components/ Sub-assemblies/ processes since last registration.
- 7) Additional items, if any, for which registration is sought now. Give details of nomenclature and specifications and production capacity for each.
- 8) In case additional items for registration have been applied for in column. 7 above, please give Following details / information –
  - (a) Whether same/different technology is involved
  - (b) If technology involved is different, indicate :-
    - (i) Details of plant and machinery available for additional items.
    - (ii) Details of Quality Control / Test Equipment
    - (iii) Production Flow Chart
    - (iv) Quality Plan

(v) Basis for proposed production capacity for each item.

9) Details of Supply Orders from Ordnance Factories received/Executed fully or partly (with reasons for part / non-execution)during the Last 3 years :-

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S/No.	SO NO & Date	Order placed by	Nomenclature of store	Value	Date of Completion/ reasons for non/part execution
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10. Your comments, if any, to justify renewal of registration for a further period of 3 years

11. Assessment fee has been deposited  
Vide \_\_\_\_\_ dated \_\_\_\_\_  
(if applicable)

Certified that the information given in Parts I and II above is correct to the best of our knowledge and belief. In the event of any information given by us is found to be incorrect / false at any time, we fully understand that our registration will be cancelled without notice, besides any other appropriate action against us.

Place :

Signature of authorised  
Signatory/representative of  
the firm with Seal.

Date :

Enclosures : \_\_\_\_\_ nos. Details as per Index attached.

## **Notes**

1. Information given in Parts I and II should be related to the information given at the time of last registration, as applicable.
2. Where necessary, details may be given on separate sheets attached.
3. All relevant documents and separate sheets may be serially numbered and indexed properly.
4. Assessment fee is to be paid in case of change of location of firm or existing / additional items to be renewed for registration against new technology.