

# THE LEGAL METROLOGY ACT, 2009-MANUFACTURER LICENSE

## Step by Step Procedure for filling the application

New User Registration

**Step1:** Go to <https://labour.tn.gov.in/>

**Step2:** Click on New User

**Step3:** In the Registration form enter your Personal Details, Address for Communication, Contact Details

**Step4:** Enter your mobile number and E-Mail and verify both

**Step5:** In Documents to be uploaded, upload

1) PAN / Ration Card / Voter ID / Driving License

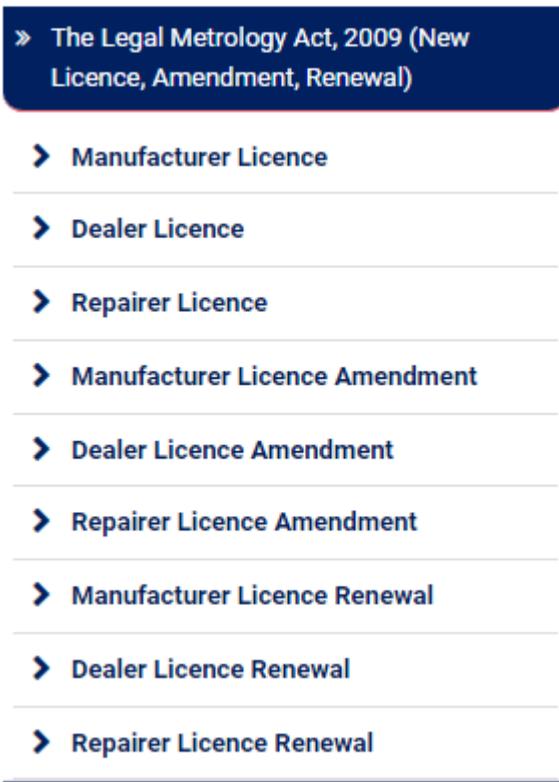
2)Aadhar Card

**Step6:** Set your password.

**Step7:** Go to User login page <https://labour.tn.gov.in/services/users/login>

**Step8:** Login with your login Id and password.

**Step9:** Select the relevant Act from the Dash Board in the User login screen.



**Step 10:** Select Service – Manufacturer License

**Step 11:** Fill in the following details in the appropriate boxes displayed on the screen.

1. Details of the Establishment

2. Details of Manufacturing Concern
3. Details of the Proprietor
4. Residential Details of the Proprietor
5. Premises details
6. Nature of manufacturing activities
7. Types of weights and measures proposed to be manufactured
8. Number of persons employed/ proposed to be employed
9. Date of establishment
10. Details of license
11. Facilities of steel casting and hardness testing
12. Electrical energy
13. Details of loan
14. Proof details
15. Manufacturer licence
16. Place of supply
17. Details of machines and tools
18. Monogram or trade mark to be manufactured
19. Proposed date of inspection
20. Upload Documents

## DOCUMENTS TO BE UPLOADED

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Duly self-attested Identity Proof of Proprietor/Authorised Signatory (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)\*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload file 

Rental Agreement/Lease Agreement/Own Building Document \*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

No objection certificate from owner of Rental/Leased Building

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

Blue print for building by registered surveyor\*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

Tools List invoice & List of tools \*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments \*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

Technical Qualification (B.E/Diploma Certificate)/Experience Certificate\*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

The monogram or trade mark intended to be imprinted on weights and measures to be manufactured \*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

GST Number/ PAN Number file\*

(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

Details of Model Approval received from Government of India\*

Upload File 

## 21. Self-Declaration

**Step 12:** Click on Pay

**Step13:** Proceed to complete the prescribed fee payment.

**Step 14:** To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation



**Step 15:** In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

The screenshot shows a web interface for 'PAYMENT RECONCILIATION'. At the top, there is a dark blue header with the text 'PAYMENT RECONCILIATION'. Below the header, there are two input fields: 'Type\*' with a dropdown menu showing 'Select', and 'Application Number \*' with a text input field. Below these fields are two buttons: 'Submit' (red) and 'Reset' (grey). At the bottom, there is a table with a dark blue header and one row. The table header has columns: 'S.No', 'Application Number', 'Act', 'Order Number', 'Amount', 'Date', and 'Action'. The table row has the text 'Total Amount' in the first column.

**Step 16:** To track your application status.

Go to <https://labour.tn.gov.in/services/applicants/home-application-status>

The screenshot shows a web interface for 'STATUS OF YOUR APPLICATION'. At the top, there is a dark blue header with the text 'STATUS OF YOUR APPLICATION'. Below the header, there is a light blue rounded rectangle containing a search form. The form has two input fields: 'Application Number\*' and 'Application Number'. Below the input fields is a dark blue button with the text 'Search'.

**Step 17:** Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

**Step18:** In the screen we can see status as "approved".  
Timeline for approval -

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

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[View Application](#) [Pay Online](#) [Download Certificate](#)

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**Step19:** If the status reads "returned" rectify the defect(s) and resubmit your application.

**Step 20:** Click the "Download Certificate" button to download your certificate.

# THE LEGAL METROLOGY ACT, 2009 – DEALER LICENSE

## Step by Step Procedure for filling the application

New User Registration

**Step 1:** Go to <https://labour.tn.gov.in/>

**Step 2:** Click on New User

**Step 3:** In the Registration form enter your Personal Details, Address for Communication, Contact Details

**Step 4:** Enter your mobile number and E-Mail and verify both

**Step 5:** In Documents to be uploaded, upload

- 1) PAN / Ration Card / Voter ID / Driving License
- 2) Aadhar Card

**Step 6:** Set your password.

**Step 7:** Go to User login page <https://labour.tn.gov.in/services/users/login>

**Step 8:** Login with your loginId and password.

**Step 9:** Select the relevant Act from the Dash Board in the User login screen.

» **The Legal Metrology Act, 2009 (New Licence, Amendment, Renewal)**

➤ **Manufacturer Licence**

➤ **Dealer Licence**

➤ **Repairer Licence**

➤ **Manufacturer Licence Amendment**

➤ **Dealer Licence Amendment**

➤ **Repairer Licence Amendment**

➤ **Manufacturer Licence Renewal**

➤ **Dealer Licence Renewal**

➤ **Repairer Licence Renewal**

**Step 10:** Select Service – Dealer License

**Step 11:** Fill in the following details in the appropriate boxes displayed on the screen.

1. Details of the Establishment
2. Details of Manufacturing Concern
3. Details of the Proprietor
4. Residential Details of the Proprietor
5. Premises details
6. Nature of manufacturing activities
7. Types of weights and measures proposed to be manufactured
8. Number of persons employed/ proposed to be employed
9. Date of establishment
10. Trade license

11. Proof details
12. Source supply
13. Importer from outside country
14. Dealer license
15. Documents to be uploaded
16. Self-Declaration

#### DOCUMENTS TO BE UPLOADED

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**Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**Rental agreement or owned building document\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**No objection certificate from rental building owner\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**Blue print for building by registered surveyor\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**GST Number / PAN Number file\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**Dealership letter from Manufacture Company\***  
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File 

**Step 12:** Click on Pay

**Step 13:** Proceed to complete the prescribed fee payment.

**Step 14:** To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation



**Step 15:** In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

**PAYMENT RECONCILIATION**

Type\*  
Select

Application Number\*

Submit Reset

S.No	Application Number	Act	Order Number	Amount	Date	Action
Total Amount						

**Step 16:** To track your application status.

<applicants/home-application-status>

**STATUS OF YOUR APPLICATION**

Application Number\*

Application Number

Search

**Step 17:** Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

**Step 18:** In the screen we can see status as “approved”

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

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<a href="#">View Application</a>	<a href="#">Pay Online</a>	<a href="#">Download Certificate</a>
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**Step 19:** If the status reads “returned” rectify the defect(s) and resubmit your application.

**Step 20:** Click the “Download Certificate” button to download your certificate.

# THE LEGAL METROLOGY ACT, 2009- REPAIRER LICENSE

## Step by Step Procedure for filling the application

### New User Registration

**Step 1:** Go to <https://labour.tn.gov.in/>

**Step 2:** Click on New User

**Step 3:** In the Registration form enter your Personal Details, Address for Communication, Contact

### Details

**Step 4:** Enter your mobile number and E-Mail and verify both

**Step 5:** In Documents to be uploaded, upload

- 1) PAN / Ration Card / Voter ID / Driving License
- 2) Aadhar Card

**Step 6:** Set your password.

**Step 7:** Go to User login page <https://labour.tn.gov.in/services/users/login>

**Step 8:** Login with your login Id and password.

**Step 9:** Select the relevant Act from the Dash Board in the User login screen.

» **The Legal Metrology Act, 2009 (New Licence, Amendment, Renewal)**

➤ **Manufacturer Licence**

➤ **Dealer Licence**

➤ **Repairer Licence**

➤ **Manufacturer Licence Amendment**

➤ **Dealer Licence Amendment**

➤ **Repairer Licence Amendment**

➤ **Manufacturer Licence Renewal**

➤ **Dealer Licence Renewal**

➤ **Repairer Licence Renewal**

**Step 10:** Select Service – Repairer License

**Step 11:** Fill in the following details in the appropriate boxes displayed on the screen.

- 1) Details of the Establishment
- 2) Address of the Establishment
- 3) Details of the Proprietor
- 4) Residential Details of the Proprietor
- 5) Premises details
- 6) Weights and Measures Category
- 7) Area under operation

- 8) Experience
- 9) Maximum number of employees proposed to be employed
- 10) Electric energy
- 11) Sufficient stock
- 12) Trade license
- 13) Proof details
- 14) Repairer license
- 15) Documents to be uploaded
- 16) Self-Declaration

#### DOCUMENTS TO BE UPLOADED

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**Rental agreement or owned building document\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**Blue print for building by registered surveyor\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**EB card Xerox\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc. \***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**No objection certificate from rental building owner**

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**Technical Qualification/Experience Certificate\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**GST/PAN Number document\***

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload File 

**Step 12:** Click on Pay

**Step 13:** Proceed to complete the prescribed fee payment.

**Step 14:** To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation



**Step 15:** In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

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**Step 16:** To track your application status.

<applicants/home-application-status>

## STATUS OF YOUR APPLICATION

Application Number \*

Application Number

Search

**Step 17:** Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

**Step18:** In the screen we can see status as "approved"

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

---

[View Application](#) [Pay Online](#) [Download Certificate](#)

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**Step 19:** If the status reads "returned" rectify the defect(s) and resubmit your application.

**Step 20:** Click the "Download Certificate" button to download your certificate.

“This Online approval is common to all type of establishments and there is no discrimination based on risk category, size of firm / company, business location and Foreign / Domestic investor.”

**“ Timeline for approval of single window portal applications”**

Service	Timeline prescribed
Manufacture Licence	15 Days
Dealer Licence	15 Days
Repairer Licence	15 Days
Manufacture Amendment	7 Days
Dealer Amendment	7 Days
Repairer Amendment	7 Days
Manufacture Renewal	Auto Renewal
Dealer Renewal	Auto Renewal
Repairer Renewal	Auto Renewal

“Stagewise approval of Manufacture Licence, Dealer Licence, Repairer Licence”

Stage.1 Assistant Inspector of Labour – Inspection / Verification / Returning the application within 5 days

Stage.2 Assistant Commissioner of Labour – Verification / Returning / Forwarding the application within 5 days

Stage.3 Controller of Legal Metrology – Approving/ Returning the application within 5 days

“Stagewise approval of Manufacture Amendment, Dealer Amendment, Repairer Amendment”

Stage.1 Assistant Inspector of Labour – Inspection / Verification / Returning the application within 3 days

Stage.2 Assistant Commissioner of Labour – Verification / Returning / Forwarding the application within 2 days

Stage.3 Controller of Legal Metrology – Approving / Returning the application within 2 days

The legal metrology renewal period typically ranges from one calendar year to five calendar years.

Every Manufacturer or Repairer or Dealer in weight or measure shall make an application for the renewal of a license within thirty days before the expiry of validity of the license with the supporting documents and prescribed fees.

User License will be automatically renewed with the same supporting documents in the license and prescribed fees.