

FORM - A

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS

(QUALITY ASSURANCE WING)

**Application form for registration of firms for indigenous
stores as manufacturers/assemblers/converters**

(To be submitted in duplicate)

1. Category under which registration is sought (tick as appropriate)
- a) Manufacturer
 - b) Assembler
 - c) Converter

2. Name of Applicant firm:

Address/telephone/fax/e-mail

no.of a) Regd. office:

b) Head Office:

c) Other offices:

3. Status of applicant firm

a) Date of Incorporation:

b) Date of commencement of business:

c) Constitution of the firm:

i) Proprietorship / Partnership

(attach copy of Partnership deed and Form-A or equivalent entry certificate from Registrar of Firms duly notarised)

ii) Public Limited/Pvt.Limited/ Industrial Cooperative

(Attach Memorandum/Article of Association and copy of signed certificate of incorporation duly notarised)

c) Names, addresses and telephone nos.of Proprietor/Partners/Directors having interest in the firm:

d) If the firm is a subsidiary of an Indian/foreign company, give particulars of parent/holding company?

e) If there are other subsidiaries of the same parent company in India, give full particulars.

f) If the Directors/ Partners/ Proprietor have financial interests or are represented on Board(s) of other companies give details .

g) Income-tax Circle/Ward/District in which the Applicant firm is assessed to Income-tax. (Please indicate GIR/PAN No.)

h) Sales Tax registration no(s).

4.Stores for which registetion is required.

Sl No	Brief Description	Ref. of IS Specification	Model /Brand	Limiting size/ capacity/ rating	Annual production capacity per shift
(1)	(2)	(3)	(4)	(5)	(6)

5. Details of factory/godown

a) Address & Tel.No.

(Attach copy of ownership documents or if on lease, attach copy of lease agreement valid for at least three years; duly notarised)

b) Description of factory/ godown giving covered/ uncovered area, departments, and laboratories etc.

6. Detail of stocks

held a) Raw materials

b) Finished goods

7. Technical facilities

a) Details of plant and machinery installed.

b) Full information of the technical knowhow of products with flow chart.

c) Quality control arrangements for routine and acceptance tests.

d) Details of testing machinery & facilities

8. Details of personnel employed: technical/skilled/others

9. State if the products have been fully tested, including type tests where required in specifications. If so attach copy of test reports.

10.If the products require after sales service, give names & addresses of places where such facilities are available and indicate value/ extent of spare parts maintained and staff employed.

11. Indicate if your products are directly marketed by you in whole of India. If not, indicate names of firms with whom marketing arrangements have been made productwise/areawise.

12. Whether registered with DGS&D and/or NSIC or any other Government organisation? If so, furnish copy(ies) of such registration letters.

13. Whether the unit is SSI/non-SSI? If SSI, furnish copy of permanent SSI Certificate. If non-SSI, furnish copy of acknowledgement of the memorandum submitted to SIA of Ministry of Industries.

14. Details of past supplies made for the items for which registration has been sought in proforma as in [Annexure-4](#).

15. Annual turnover for last three years (yearwise) duly supported by relevant Balance Sheet .

16. Name and address of the bankers:

(Indicate AccountNo. with each bank and submit Bankers report in original as per proforma in [Annexure-6](#))

17. Additional/Optional information:

a) State if the products are BIS marked. If so attach a copy of valid BIS license.

b) State if the firm have ISO 9000 certification. If yes, attach copy of the same.

18. Name and designation of the signatory of this application (enclose a copy of power of attorney where applicable)

Place: Authorised signatory(ies)

Date: with seal

Notes:

1. If the firm is seeking registration for more than one manufacturing unit, separate application with requisite fee should be submitted for each.
2. All Annexures/Enclosures/documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
3. This form is to be accompanied by the statements/ declaration etc as in Annexures [1](#), [2](#), [3B](#), [4](#) & [6](#). The applicants must also complete the checklist as given below to ensure that the application is complete in all respects. The applications with incomplete information/documents are liable to be rejected.

Check list:

1. Application form fee coupon of Rs.100/- or demand draft of Rs.100/- payable to DGS&D, New Delhi in lieu of application form fee along with processing fee of Rs.20,000/- + Service Tax & Educational Cess as applicable for cases to be processed in 30 days and Rs.1,00,000/- + Service Tax & Educational Cess as applicable for Tatkal cases to be processed in 15 days of receipt of application for both SSI and non-SSI units irrespective of category of registration, in form of Demand Draft payable to DGS&D, New Delhi. For additional items full registration charges will be leviable. (No application form-fee charges will be applicable if the application form is downloaded from the website)
2. Notarised copy of permanent SSI Certificate for SSI Unit or copy of acknowledgement of the Memorandum submitted to SIA of Ministry of Industry for non-SSI Unit.
 - a) Copy of Pollution Control Certificate.
 - b) Copy of Excise Duty Registration Certificate.
3. Affidavit as per [Annexure-3B](#) duly notarised.
4. Statement of Profit & Loss and Balancesheet for the last three

years.

5. Notarised copy of General Power of Attorney in favour of the person signing the application as authorised signatory.

6. Performance statement as per Proforma [Annexure-4](#) of the application.

7. Notarised copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three year).

8. Bankers' Report giving details of financial status of the applicant firm as per proforma [Annexure-6](#).

9. a) List of Plant & Machinery installed.

b) List of technical personnel employed in production and services.

c) Item for which registration required with detailed specification.

d) Write-up on quality control measurement adopted by the firm for ensuring quality of rawmaterial brought out item for assembly and subassembly and in process and finished products quality control.

e) List of quality control equipment and testing facility available in factory.

f) Copy of type test report from Independent lab. where applicable as mentioned in relevant standard.

10. Documentary proof of the status of the firm:

a) For the Limited Companies/Industrial Cooperatives.

i) Copy of Memorandum and Articles of Association duly notarised.

ii) Signed copy of Certificate of Incorporation authenticated by Notary public.

b) Partnership firms.

i) Copy of Partnership deed duly authenticated by notary public. ii) Power of Attorney in respect of partner, if any duly notarised. iii) Certified copy of Entry Form-A or equivalent from the Registrar of firm, duly notarised.

11. Two copies of declaration signed by the vendor accepting condition of registration as per Annexure 1 & 2.

12. List of rawmaterials and finished goods in stock.

13. Copy of BIS licence if applicable.

14. Copy of ISO 9000 (Optional).

15. Copy of Registration Certificate if registered with any NSIC/other Govt. organisation.

16. List of places where after sales service facilities (if applicable) are available.

(form99)