DEPARTMENT OF LEGAL METROLOGY

USER MANUAL

(RENEWAL & AMENDMENTS)

The On-line Renewal modules will help the user to get his Manufacturer/Dealer/Repairer licences every year.

After opening browser (Internet Explorer 9 or above) please enter the URL *http://www.emapan.karnataka.gov.in/* to open emapan website home page.

Please click on "Apply for Renewal of Licences" to open the following pages for applying for renewal

Click on respective links for Manufacturers, Dealers, Repairers to apply for Renewal to open the Login Page as shown below.
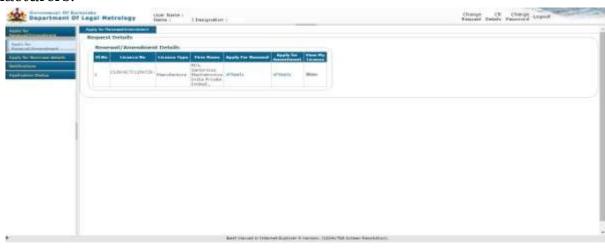

Login to the emapan website using the Login Credentials sent to each user's registered mobile number via SMS.

NOTE: *If SMS has not been received please contact departmental HelpDesk.*

After Login, the procedure for applying for Renewal is as follow:

Following pages are displayed for Renewal/Amendment process of each manufacturers, dealers, & repairers respectively after clicking on 'Apply For Renewal/Amendment' link
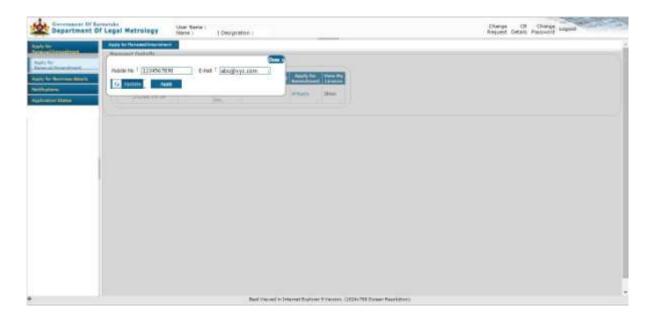
Manufacturers:

Dealers:

Repairers:

Click on "Apply" link under 'Apply for Renewal' to open the next window:

Here each user can update his/her contact number & email address and then click on Apply button to open the next window:
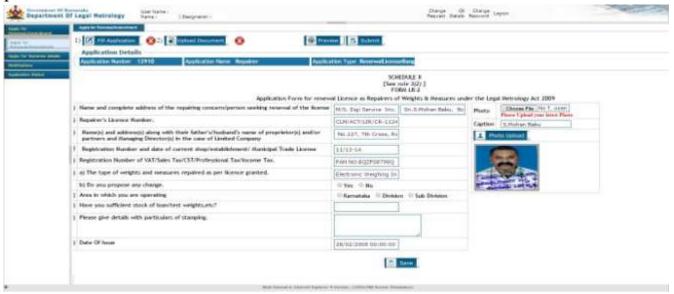
Manufactures:

Dealers:

Repairers:

NOTE:

* Recent Photograph has to be uploaded mandatorily for all Manufacturers / Dealers / Repairers before saving the application.
* In case of Manufacturers, the 'Details of Production & Sales in the last one year' has to be entered by the user before saving the application.
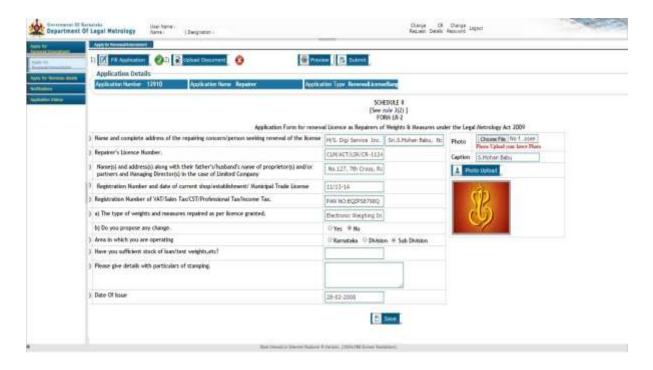* In case of Repairers, the 'Details of particulars of stamping' has to be entered by user before saving application.

After saving the application the cross mark (x) with red colour next to Fill Application will change to tick mark (√) with green colour confirming the successful saving of application.

Manufacturers:

Dealers:

Repairers:

After successful submission of application the user can preview the applied application by clicking on 'Preview' button.

Next click on 'Upload Documents' button to upload the necessary required documents of each manufacturers or dealers or repairers:
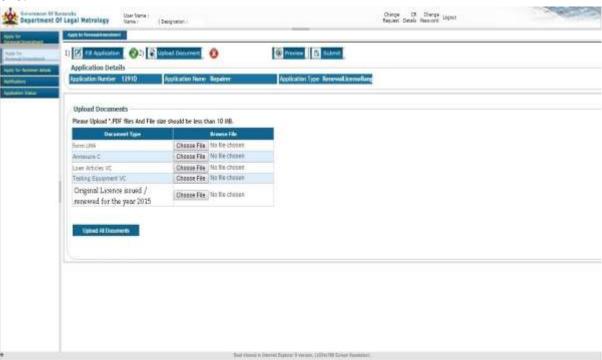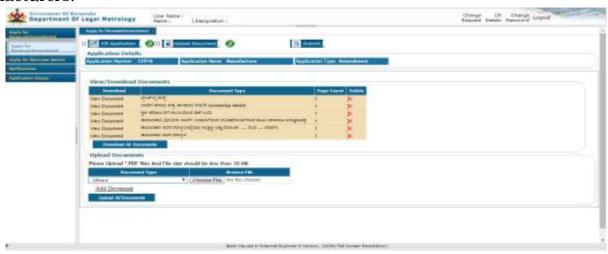
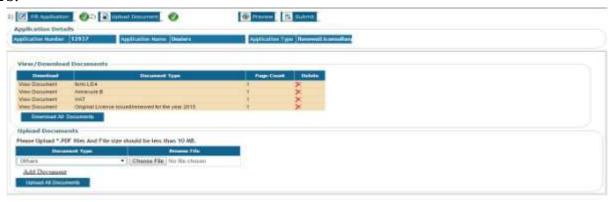Manufacturers:

Dealers:

Repairers:

After uploading the mandatory documents the cross mark (x) with red colour next to Upload Documents will change to tick mark (√) with green colour confirming the successful uploading of documents.

NOTE: After uploading the mandatory documents, the users can upload extra documents by clicking on 'Add Documents' link.
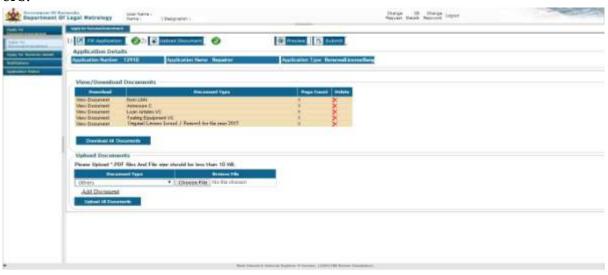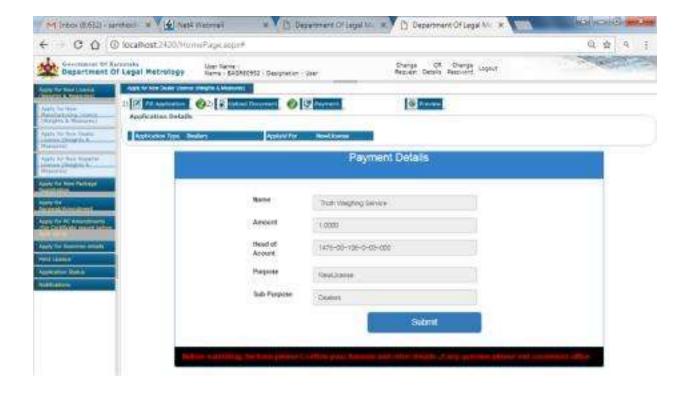
Manufacturers:

Dealers:

Repairers:

After successful saving of application form and uploading of documents click on the "payment " button and confirm user details and amount need to pay

Select the mode of payment and enter captcha details and submit.

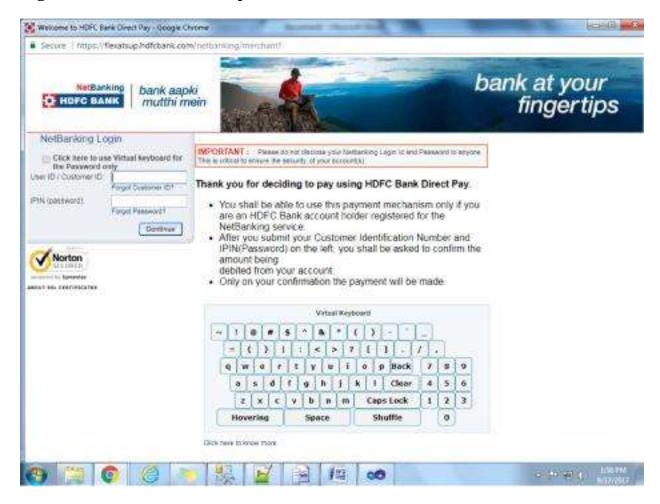Example : Mode of payment -> e-payment

select payment mode on selected bank

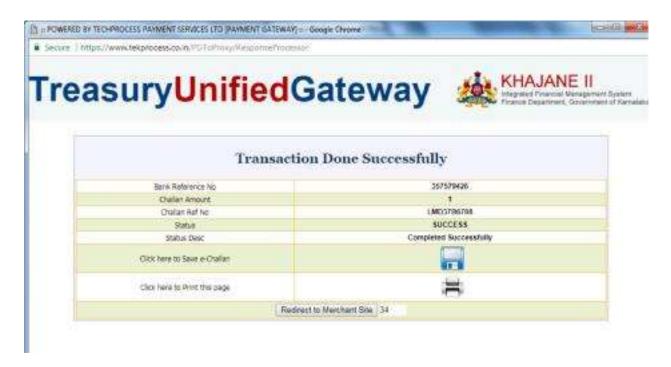Select and click on "pay" Button.

Login with customer id and password

Click on confirm button.

After confirmation you will get transaction successful confirmation page.

Then click on 'Submit' button to apply the application for renewal process & then logout from the website by clicking on 'Logout' link in the top right corner of the window