

# DEPARTMENT OF LEGAL METROLOGY

## USER MANUAL

## (NEW APPLICATION)

[LICENSES - MANUFACTURER / DEALER / REPAIRER] Department of Legal Metrology (Formerly known as Department of Weights & Measures) now in order to align with the recommendations of International Organization of Legal Metrology for which India is also a member country, the department is renamed as 'Department of Legal Metrology'

Aims of the department are as follow:

- 1. Maintain of accuracy in all weights, measures used in trade, commerce industry.
- 2. Protection of Consumer Interest
- 3. To ensure correct quantities of prices paid
- 4. To ensure correct weighment of farm produced in sale transaction

Department has been digitized and all the departmental activities has to be done through online process. M/s KEONICS has developed the 'e-mapan' software regarding this and has been successfully running from last two years.

E-mapan is one of the integrated service project and a first of its kind in G2B initiative implemented in Legal Metrology Department, Government of Karnataka. It helps in end-to-end solutions aimed at improving G2B services. Increased transparency, time saving and increased efficiency are only few of the benefits, both consumers and staff of department can expect from e-mapan.

E-mapan being a work flow based software, delivers the following functionalities:

- 1. Administrative Module
- 2. Online Licenses / Registration Certificates
- 3. Online Renewal of Licenses for the current year
- 4. Online Amendments of Licenses / Registration Certificates.
- 5. Issue of Computerized Verification Certificate and Stamping
- 6. Inspection and Compounding
- 7. Court Case Monitoring System
- 8. MIS Reports
- 9. Finance Monitoring
- 10. Public Grievance System
- 11. Integration with RTO & Police Department
- 12. SMS / Email Features for registered costumers

Advantages of e-mapan software are as follow:

- 1. High revenue
- 2. Controlling and monitoring
- 3. Shortened turnaround time of work process
- 4. Virtual elimination of threat of losing integrity of records, data, information and tampering of data.
- 5. Improves accountability as the system has information of entire workflow
- 6. Standardization of verification certificate, seizure notices, and compounding notices
- 7. Printing of stationary, distribution and storage can be minimized
- 8. Eliminates short collection fee and reduces audit objections by way of digitization of verification certificates
- 9. Easy process of renewal using SMS/Email
- Eliminates loss, theft of used/unused V.C .books and Seizure Books and avoids the departmental enquires
- 11. Helps in handling complaints and taking appropriate actions
- 12. Helps in compilation and generation reports

The Project has been divided into two modules i.e.

- 1. Web Based Application, having following functionalities
  - a. Registration Module for Package Commodities (Manufacturer/Packer/Importer)
  - b. License Module for New Licenses (Manufacturer/Dealer/Repairer)
  - c. Renewal Module for Licenses (Manufacturer/Dealer/Repairer)
  - d. Amendment Module for Licenses / Package Commodities Registrations
  - e. Complaint Module
- 2. Local Client Based Application, having following functionalities
  - a. Issue and renewal of Verification Certificate for Auto/Taxi Fare Meters, Tanks/Lorries, Weights & Measures, Weighing & Measuring Instruments
  - b. Inspection and compounding the cases
  - c. Data synchronization
  - d. Reports generation

The web based module of E-mapan Application will help the user

- 1. To obtain his/her New Manufacturer / Dealer / Repairer Licences for the current year.
- 2. To obtain his/her New Package Commodities Registration Certificate (Manufacturer / Packer / Importer)
- 3. To renew his/her existing Manufacturer / Dealer / Repairer Licences for the current year.
- 4. To make changes in his/her existing Licenses or Registration Certificates.
- 5. To register complaints and get updated results regarding them

## Steps To Obtain New License Is As Follow:

1. Please enter the URL <u>http://www.emapan.karnataka.gov.in/</u> in the browser to open e-mapan website home page.



2 Click on 'Create an account for new user' button to open the window for registering to online application.

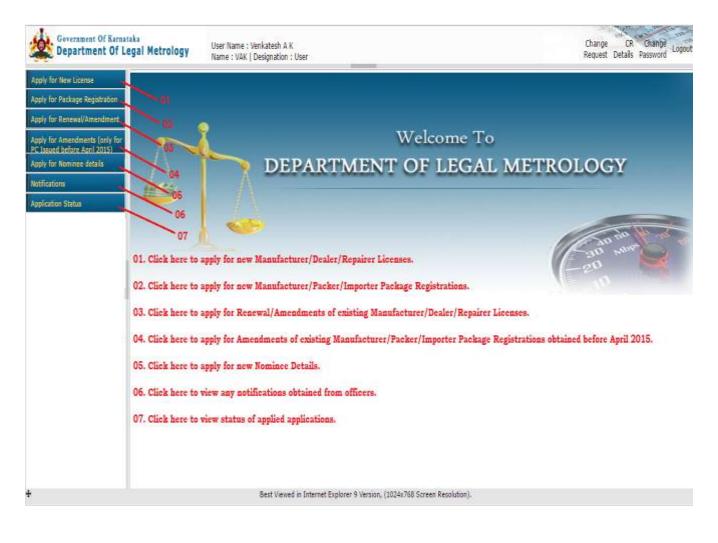
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|--|----------------------------------|----|--|
| 2. User Name   | Enter User 1D                    |    |  |
| First Name   | Exter Your First Name            |    | 4  |
| Hiddle Name/Initia's   | Inter Your Huldis Nerra          |    | (and a   |
| Last Name  | Enter Your Last Norike           |    |  |
| Mobile Number For<br>Communication   | Enter Mahile Number Par Commun   | 12 | SiL U. T. Kinster  |
| Ernal to For<br>Communication  | Enter Smith Id For Communication | 10 | man his Manager of Ford, Cont.<br>Tagging & Containing Provider and<br>Lagel Nationage Department  |
| Website Address  | Enter Website Address            |    |  |
| Captional Code   | 1 169                            | 0  |  |
| Type the characters as they appear in the Ima above  |                                  |    | Department of Weights and measures) now in<br>sonal Organization of Legal Metrology for which<br>enamed as "Department of Legal Metrology" |
|  | Submit                           |    |  |
|  | Submit                           |    |  |

3 After successful creation of account, click on 'Click here to login' button to open the login window. Enter the username and default password 123 to login. Please change the password after first time login and login with username and new password to enter to HomePage.

| 'Emapan  | Home About Us Centad Act & Rules Notifications UTT Act<br>Home to Login C Croste an account for new user O Department Of Legal Metrology  |
|--|---|
| Sri Siddaramaiah<br>Honble Chief Minister<br>Minister<br>Complaint Status<br>About e-Mapan Portal        | Login       Deman         Lusiname       Demantic Valid Visuance         Image: State |
| Apply for New License<br>Apply for Package<br>Registration<br>Apply for Renewal<br>Licenses<br>Apply for | order to a member country, the Department is renamed as "Department of Legal Metrology"     Aims of the Department :     Maintenance of accuracy in all weights Measures used in Trade, Commerce Industry     Protection of Consumer Interest     To ensure correct quantities for the prices paid     To ensure correct weightment of farm produced in sale transaction  |

| <br>ssword Rules:  |               |
|--|---------------|
| Password should contains atleast six alphanumer                                | ic characters |
| One character should be capital letter<br>One character should be small letter | Logout        |
| One character should be number   | Logour        |
| Existing Password New Password Confirm New Password                            |               |
|  |               |

4 After successful login, you will be greeted with the homepage in which the user can choose to apply for New Manufacturer / Dealer / Repairer License



5 After successful login, please select the appropriate license type link under 'Apply For New License'. Click on 'Fill Application' button to open the application form.

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|          | 🙆 Fill Application 🛛 🚱 2) 🕤 Uplead Decument 🖉 🚷   |                       | 9                          | Pressee            | Submit       |   |   |
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|          |   |                       | See rul                    | ULE -1<br>(e 3(1)) | i l          |   |   |
| <u>.</u> | [Application Form for Licence   | and the second second | turer of We                | ights II           |              | Contraction of the second s | and the second se |
| 1)       | Select Firm<br>Name of the manufacturing concern for  | tiew Firm             |                            |                    | 1            | Photo   | Load JPEG or PHG Form   |
|          | which licence is desired  | 1                     |                            | _                  |              | Caption   | Caption   |
|          | Complete Address of the concern/Firm  |                       |                            |                    |              |   | to Uplcad   |
| 2)       | District  | C. Palace             |                            |                    |              | 1   |   |
|          | Whether premises are owned/rented/taken   | Select                |                            |                    |              |   |   |
|          | on lease/leave licence, duly supported by<br>documents.   | Select                |                            | ٠                  |              |   |   |
| 39       | Date of Establishment workshop/ factory   |                       |                            |                    |              |   |   |
| -0       | Hame(s) and address (s) along with their<br>(ather's/husbend's name of proprietor(s) and<br>for partners and managing director(s) in the<br>case of Limited Company |                       |                            |                    |              |   |   |
|          | The date of factory/shop/establishment/<br>Municipal Trade Licence  |                       |                            |                    |              |   |   |
| 6        | The current registration number of<br>factory/shop/establishment/ Municipal Trade   |                       |                            |                    | i.           |   |   |
|          | Licence<br>Nature of manufacturing activities at<br>present   |                       |                            |                    | I            |   |   |
| 5        | The type of<br>Weights and<br>measures proposed<br>to be manufacture  |                       |                            |                    |              |   |   |
|          | Details<br>The number of persons employed/proposed to be employ<br>() Skilled   | ed                    |                            |                    |              |   |   |
|          | II) Semi-skilled  |                       |                            |                    |              |   |   |
| 1        | III) Unskilled.   | 10                    |                            |                    |              |   |   |
|          | iv) Specialist trained in the line  |                       |                            |                    |              |   |   |
| 97       | The monogram or trade mark intended to be<br>imprinted on weights and measures to be<br>manufactured  |                       |                            | _                  | 1            |   |   |
| 10       | Details of machinery, bools, accessories<br>owned and used for manufacturing weights,<br>measures etc   |                       |                            |                    |              |   |   |
| 11)      | Details of foundry/workshop facilities arranged.<br>Whether ownership, long term lease etc.   |                       |                            |                    |              |   |   |
| 12)      | Facilities of steel casting and hardness testing of vital<br>parts etc or other means   |                       |                            |                    | 1            |   |   |
| 13)      | Availability of electric energy.  | © Yes                 | 0.16                       |                    |              |   |   |
| 14)      | Details of loan received from Government or financial<br>Institution. If so, give details   |                       |                            |                    | I            |   |   |
| 15       | 10 C  |                       |                            |                    |              |   |   |
| 10       | VAT/Sales Tax Registration number / CST<br>number/Professional Tax Registration<br>Humber/IT Number   |                       |                            |                    | Ľ            |   |   |
| 17)      | Have you applied previously for Manufacturer's License?<br>If so, when and with what results?   | © Yes                 | 0 No                       |                    |              |   |   |
|          | Application Details   |                       |                            |                    |              |   |   |
| - 18     | a) Whether the item(s) proposed to be manufactured<br>will be sold with in State or outside State or both   | within the state      | ()<br>outside<br>the state | both               |              |   |   |
|          | b) Details of Model Approval received from Government<br>of India   |                       |                            |                    |              |   |   |
|          | C) When can you Produce for Inspections samples of<br>your products for which licencse is desired?  | -                     |                            |                    |              |   |   |
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| Generation of Net  | Legal Metrology User Name - Venkate<br>Name - VMI   Designa   |                              |                        |            |                                       | Change Ol Change<br>Request Details Password |
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| Anna Sar Reidene   |   |                              | [See ru                | de Arto    | i.                                    |  |
| Contraction of the local division of the loc | [Applicat   | tion Firm for Licence as Dea | P-DR2<br>ars in Weight | N LD-I     | enuries under the Legal Netrology Act | 2009]  |
| State of the state | Select firm   | New Firm                     |                        | Players () | glast JPCC or PHS Format              |  |
| unity for Notices details  | <sup>11</sup> Name of the establishment/shop/person<br>seeking the licence  | [                            | 1 1                    | ₹noto      | Deame The No.f. serv                  |  |
| antianan .   | Service of the output   |                              |                        | Caption    | Caption                               |  |
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|  | District<br>B Date of establishment   | Select                       |                        |            |                                       |  |
|  |   |                              | -                      |            |                                       |  |
|  | Norse (s) and address (ex) of<br>41 proprietors/partsers and Assaging<br>Director(s)(in the case of Limited Company | -                            |                        |            |                                       |  |
|  | The Registration Hardse of carrent<br>shop-establishmeet/wank/spal Trade<br>2) Uneme                                | [                            |                        |            |                                       |  |
|  | Gabe of current shop/establishment/<br>Atanicipal Trade License   | [                            |                        |            |                                       |  |
|  | Categories of weights and measures proposed to be solid Details.  |                              |                        |            |                                       |  |
|  | Registration Number of XAT/CST/Tales.<br>71 Tax/Professional Tax/Income Tax   | Salect                       |                        |            |                                       |  |
|  | 8 from places activities the States Country? If<br>to follow sources of happly.                                     | 0 m                          | 11                     |            |                                       |  |
|  | Have you applied previously for a dealer's<br>license, either in this State or elsewhere!<br>If to give details?    | © 161 0 Ho                   |                        |            |                                       |  |
|  |   |                              |                        | -          |                                       |  |

## Repairer:

| or Name Alexandra    | (Page 1  |  |                                  |
|----------------------|--|--|----------------------------------|
| stew)                | 1) 2 Fill Application (22) Clubing Document (2)  | Cantres Subren.  |                                  |
|                      | Application Details  |  |                                  |
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| A VILLAND AVEL       |  |  |                                  |
| Patrage Reportation  |  | SCHEDULE I<br>[See rule 3(r) ]                               |                                  |
| - Annal Annal Street | (Antidication Form for Licence or Banatoare  | PORM LR-I<br>of Weights & Mossures under the Legal Motrology | Art 10081                        |
| r Norressa datala    | Select Firm  | New Film   | Plana Indian Arth in 1965 Format |
|                      | D Name of the concerns person seeking the license  | Low And  | thoto Checks File 140 f. men     |
| en mutat             |  |  | Capition Comment                 |
|                      | Complete address of the workshop   |  | 1 man throat                     |
|                      | (E) and the second s                          | Select   | A montestal                      |
|                      | (A) Whether prevotes are   | Select •   |                                  |
|                      | <ol> <li>(a) votestart presents are<br/>sweed/vietball/laber on lease-flasive</li> <li>incerce: milly supported by documents.</li> </ol> | [ Select •]  |                                  |
|                      | (8) Date of establishment  |  |                                  |
|                      | <ul> <li>Hame(s) and address(b) of proprietor(s) and/or<br/>partners and Managing (inector(b) in the case of Limited Company)</li> </ul> |  |                                  |
|                      | The Registration number of factory dogs establishment/ number Trade Lices  |  |                                  |
|                      | The state of Eactory ritury establishment/ Manisipal Trade Licence   |  |                                  |
|                      | 6 Inofestional Tax/IT Tax Registration Humber etc. If any  |  |                                  |
|                      | The same of weights<br>and researces<br>proposate to be  |  |                                  |
|                      | retried DecryF   |  |                                  |
|                      | ID Area to which you with to operate   | C State Wave C Distance Tilling C Subdiminant Wine           |                                  |
|                      | (b) Devrives appendicular to the line  |  |                                  |
|                      | The number of skilled staff employed or proposed to be employed  |  |                                  |
|                      | lijskilled   |  |                                  |
|                      | 12) U[Seni-hilfed  |  |                                  |
|                      | W)Broktfarf.   |  |                                  |
|                      | hijEmployeet trained in the line   |  |                                  |
|                      | 11) Details of machinery/tools/accessories available.  |  |                                  |
|                      | 12 Availability of electric energy   | O Vec O Ho   |                                  |
|                      | 17) Have an sufficient stock of hanviest weights, stoffence give details   | © we ©%e   |                                  |
|                      | 14) Here you applied previously for a repairer's license!<br>If so, when and with shat results?  | 10 yes 10 mi   |                                  |
|                      | 1  | E Gave   |                                  |
|                      | Rest shared in Internet Participation  | 110 Acres MA Screen Resemption                               |                                  |
|                      | Best viewed in Internet Explorer & Version,  | LINGACING SCREEK REPORTED.                                   |                                  |

6 After uploading the photos and entering all the required data in Fill Application form tab, click on 'Save' button.

**Note**: Successful saving of Application Form is indicated by change in the status of Fill Application tab i.e. cross mark (x) with red colour next to Fill Application will change to tick mark ( $\sqrt{}$ ) with green colour confirming the successful saving of application

| - side            | Metrology User Name   Vunkatosh A K<br>Name   VAK   Designation   User   |  | Change<br>Request Dr             |
|-------------------|--|--|----------------------------------|
|                   | ndeckara<br>A Fill Application 🛛 🚱 2) 🕞 Uphoad Document 🛛 🔞  | G Presser Subm   | e l                              |
| A                 | plication Details  |  |                                  |
|                   | Application Name Manufacture Application 1   | ype NewLicense   |                                  |
|                   |  | SCHEDULE -1<br>[See rule J(1)]   |                                  |
|                   | [Application Form for Licenc   | FORM LM-1<br>e as Manufacturer of Weights & Measures unde                  | er the Legal Metrology Act 2009] |
| 10                | Select Firm  | VAK_Test_FirmName  | Please Upload JPES or PHG Form   |
| 10                | Hame of the manufacturing concern for<br>which licence is desired  | VAK_Test_FirmName  | Photo Choose Mile Inc f.         |
|                   | Complete Address of the concern/Firm   | VAK_Test_FlettrAddress   | Caption Vilk_Test_Photo          |
| 1.5               |  |  | I Photo Uplead                   |
| Þ                 | District   | Bangaluna •  | ( Carlos 10)                     |
|                   | Whether premises are owned/cented/taken<br>on leaserbase licence, duly supported by<br>documents.  | Dwned •  |                                  |
| $\mathcal{H}_{i}$ | Date of Establishment workshop/ factory  | 01/11/2016   |                                  |
| 0                 | Hame(s) and address (s) along with their<br>father's/hubbaod's name of proprietor(s) and<br>for pactners and managing director(s) in the<br>cross of liveland of measure | VAK_Test_OwnerNameAndAd<br>dress   | + Delans                         |
|                   | case of Limited Company<br>The date of factory/shop/establishment/   | Data da cara da  |                                  |
|                   | Municipal Trade Licence  | 01/11/2016   |                                  |
|                   | The current registration number of<br>factory/shop/establishment/ Municipal Trade<br>Licence   | VAK_Test_ReportationNumber   |                                  |
| 6                 | Nature of manufacturing activities at<br>present   | VAK_Test_PtAnufacturingActiv   |                                  |
| n                 | The type of<br>Weights and<br>mensures proposed<br>to be manufacture   | VAX_Test_DetaBiofWeightsen<br>dHeasuresManufactured                        |                                  |
|                   | Details<br>The number of persons employed/proposed to be employ  | ed :   |                                  |
|                   | i) Skilled   | [1   |                                  |
|                   | II) Semi-skilled   | 1  |                                  |
|                   | iii) Unskilled.  | 1  |                                  |
|                   | iv) Specialist trained in the line   | 1  |                                  |
| 95                | The monogram or trade mark intended to be<br>imprinted on weights and measures to be<br>manufactured   | VAK_Test_Honogram  |                                  |
| 36                | Details of machinery, tools, accessories<br>owned and used for manufacturing weights,<br>measures etc  | VAR_Test_DetailsOfMachinesT<br>ocloAnd/iccensoriesUsedForMa<br>mufacturing |                                  |
| 31)               | Details of foundry/workshop facilities arranged.<br>Whether ownership, long term losse etc.  | VAK_Test_DetaileOfWorkshop<br>Facilities                                   |                                  |
| 325               | Facilities of steel casting and hardness testing of vital<br>parts etc or other means  | V4#_Test_DetailsOfSteelCastle  |                                  |
| 124               | Availability of electric energy.   | # Yes © No   |                                  |
| 34                | Details of loan received from Government or financial  |  |                                  |
| 16                | Institution. If so, give details<br>Name of bankers, if any  | VAK_Rest_LoorDetails   |                                  |
| 10                | VAT/Sales Tax Registration number / CST<br>wanter/Professional Tax Registration  | VAK_Test_WESTR2STPTR   |                                  |
| 15                | Humber/ IT Number<br>Have you applied proviously for Hanufacturer's License?<br>If we observed with what seconds?  | # Yes O No   |                                  |
|                   | If so, when and with what results?<br>Application Details  | V4K_Test_Old4ppErationDetail   |                                  |
|                   | - a stream through the -   | No. es costar scorera  |                                  |
| 18                | a) Whother the item(s) proposed to be manufactured will be sold with in State or outside State or both   | within the state both  |                                  |
|                   | b) Details of Hodel Approval received from Government<br>of India  | VAX_Test_ModelApproval   |                                  |
|                   | C) When can you Produce for Inspections samples of<br>your products for which licences to desired?   | 01/11/2016   |                                  |
| 19)               | Licence Type   | © Ann and Taul * Weight and Measures                                       |                                  |
| P                 |  | E Save   |                                  |
|                   |  | TTT STAR   |                                  |

### Dealer:

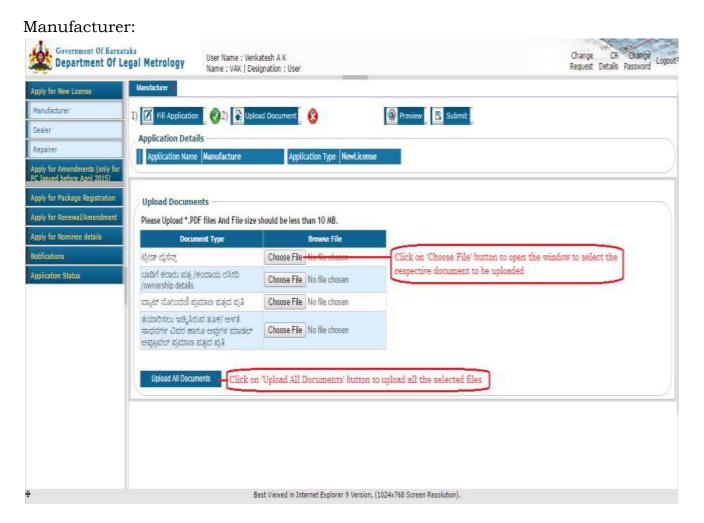
|                        | egal Metrology Voer Name : VAK   Design  | tation : User  | Request Details                  |
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| Diense-                |  |  |                                  |
| 1                      | ) 📝 Fill Application 🛛 🚱 🗋 Uplead Doc  | ument 🔇 🕑 Preview  | B Submit                         |
|                        | Application Details Application Name Dealers   | Application Type NewLicense                                    |                                  |
| ndments<br>sued before |  |  |                                  |
|                        |  | SCHEDULE I<br>[See rule 3(1)                                   | Ĩ                                |
| age                    | [Applica   | FORM LD-I<br>ation Form for Licence as Dealers in Weights & Me |                                  |
| North Land             | Select Firm  | VAK_Test_FirmName *  | Please Upload JPEG or PNG Format |
| inee details           | <ol> <li>Name of the establishment/shop/person<br/>seeking the licence</li> </ol>  | VAK_Test_FirmName  | Photo Choose File No f., sen     |
|                        |  | VAK_Test_FirmAddress   | Caption VAK_Test_Photo           |
| QUS                    | Complete Address of the establishment<br>etc.  |  | A Photo Upload                   |
|                        | District   | Turskur  |                                  |
|                        | 3) Date of establishment   | 01/11/2016   |                                  |
|                        | Name (s) and address (es) of   | VAK_Test_OwnerNameAndAdd                                       |                                  |
|                        | 4) proprietors/partners and illanaging<br>Director(s)in the case of Limited company                                      | ress   | . Delete                         |
|                        | The Registration Number of current   | 4  |                                  |
|                        | shop/establishment/Municipal Trade<br>5) License   | VAK_Test_RegistrationNumber                                    |                                  |
|                        | Date of current shop/establishment/<br>Municipal Trade License   | 01/11/2016   |                                  |
|                        | Categories of weights and measures<br>proposed to be sold Details  | VAK_Test_DetailsOfWeightsAn<br>dMeasuresToBe5old               |                                  |
|                        | Registration Number of VAT/CST/Sales   | VAT  |                                  |
|                        | 7) Tax/Professional Tax/Income Tax   | VAK_Test_VAT   |                                  |
|                        | Do you intend to import weights, etc.<br>(i) from places outside the State/Country? If<br>so indicate sources of supply. | ® Yes O No   |                                  |
|                        | Give the details of the Manufacturer's trade<br>mark/Monogram  | VAK_Test_ManufacturerTradeD                                    |                                  |
|                        | Licence Number.  | VAK_Test_ManufacturerLicense                                   |                                  |
|                        | (a)Registration of the Importer of weights and<br>Measures, if any   | VAK_Test_ImporterDetails                                       |                                  |
|                        | (b)Approval of Hodel imported into India by<br>Central Government.   | VAK_Test_ModelApprovalDetails                                  |                                  |
|                        | Have you applied previously for a dealer's<br>D license, either in this State or elsewhere?<br>If so give details?       | ® Yes 0 No   |                                  |
|                        | and an according   | VAK_Test_OldDealerLicenseDet                                   |                                  |
|                        |  | 🗄 Save   |                                  |

## Repairer:

| Government Of Karna<br>Department Of L  | egal      | Metrology   | User Name : Verkatesh A K<br>Name : VAK   Designation : User                 |  |                      | Change CR Chang<br>Request Details Passwor                      |
|---|-----------|---|--|--|----------------------|---|
| r New Liberse<br>turer  | 1) [[<br> | Fill Application  | 2) Document 3  | 🙆 Preview 📑 Submit                                   |                      |   |
| r Amendments (orly for<br>d before April 2015)<br>r Pockage Registration<br>r Renewal/Amendment |           | Application Name  |  | SCHEDULE I<br>[See rule 3(1) ]<br>FORM LR-1          |                      |   |
| Nomiree details   |           | - 3   | [Application Form for Licence as Repairers                                   |  |                      |   |
| INS   | ŋ         | Select Firm   | 10 at 10   | VAK_Test_FirmName                                    | 1                    | Please Upload JPEG or PMG Format                                |
| on Status   | 3         | Name of the concent   | //person seeking the license   | VAK_Test_FirmName                                    |                      | Photo Choose File No f_osen Caption V4K_Test_Photo Photo Up/cad |
|   | ~         | No.14   |  | 1  | 1                    | 1 Photo Upload  |
|   | 3)        | District<br>(A) Whether premis<br>owned/rented/take<br>ficence, dully suppo | n on lease/leave   | Bengaluru •  | 1                    |   |
|   |           | (B) Date of establish   | ment   | 01/11/2016   |                      |   |
|   | 4)        | Name(s) and addres<br>partners and Manag                                    | (s) of proprietor(s) and/or<br>ng Director(s) in the case of Limited Company | VAK_Test_OwnerNameAndAdd<br>ress                     |                      | • Deise   |
|   |           | The Registration nu   | nber of factory/shop/establishment/ Municipal Trade Licen                    | VAK_Test_RegistrationNumber                          | 1                    |   |
|   | 5)        | The date of factory   | shop/establishment/ Municipal Trade Licence                                  | 01/11/2015   |                      |   |
|   | 6)        |   | Tax Registration Number et: if any.  | VAK_Test_PT_IT                                       | 1                    |   |
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|   | ŝ)        | Area in which you w   | ish to operate   | 0 State Wise 0 Distric filine ® St<br>Bangalore-East | abdivision Wise<br>• |   |
|   | 9)        | Previous experience   | in the line  | VAK_Test_Experience                                  |                      |   |
|   | 1         | The number of skill   | ed staff employed or proposed to be employed                                 |  |                      |   |
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7 Click on 'Upload Documents' button to open the page which asks for the necessary documents to be uploaded for file processing.

**Note**: All the documents to be uploaded should be in \*.pdf format.



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Click on 'Choose File' button to select the document to upload and click on 'Upload All Document' button. You can upload each document one by one or else upload all the documents at once. Please note that the maximum file size including all documents should not exceed 10MB

After uploading all mandatory documents, the user can upload extra documents by clicking on 'Extra Document' button.

If the user wants to delete any uploaded documents then click on cross mark (x) next to the document to delete and then upload the new document.

**Note**: Successful uploading of documents is indicated by change in the status of Upload Document tab i.e. cross mark (x) with red colour next to Fill Application will change to tick mark ( $\sqrt{}$ ) with green colour confirming the successful uploading of documents.

#### Manufacturer:

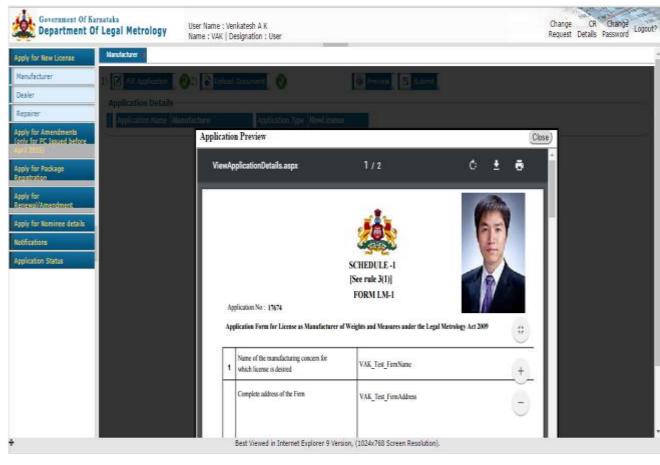
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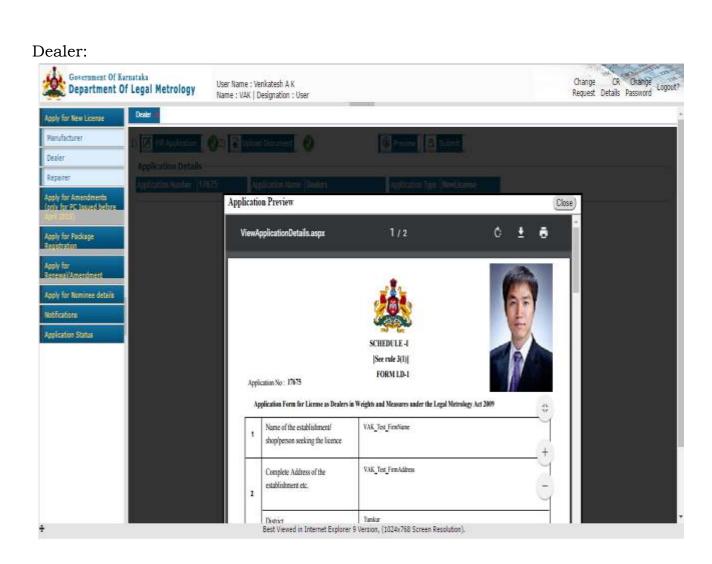
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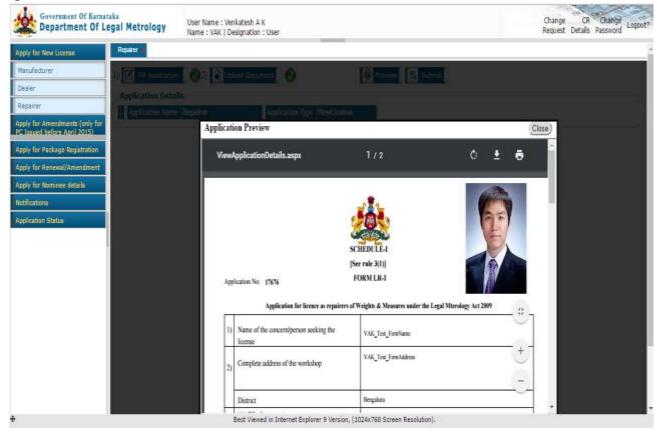
8 After successful saving of application form and uploading of documents the user can preview the applied application by clicking on 'Preview' button. If any changes are required then he/she can visit Fill Application Tab and make changes.



Manufacturer:



#### Repairer:



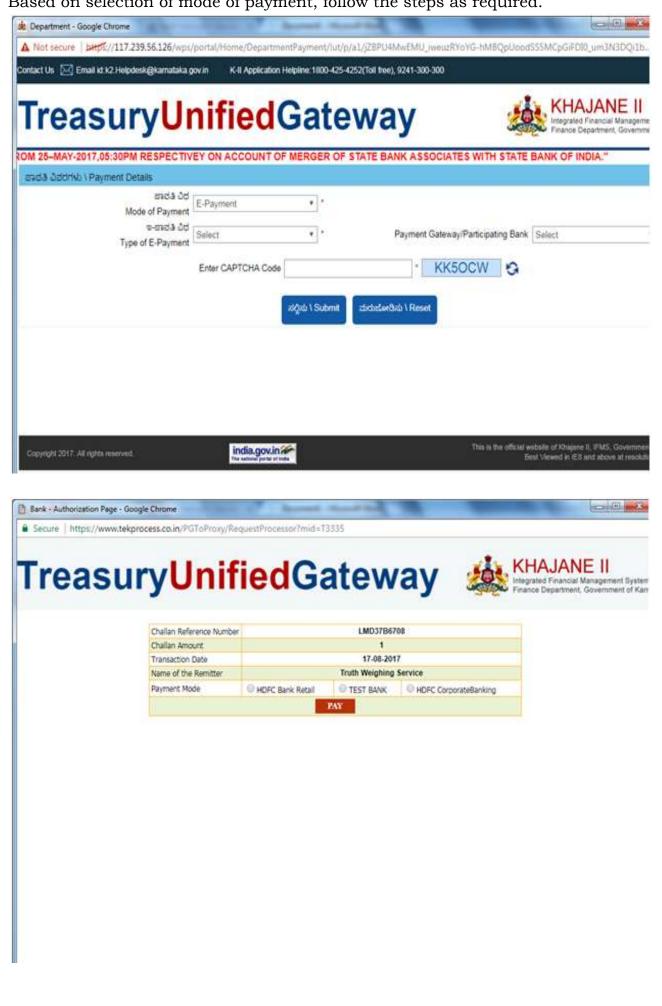
9 Once all the data are correct the applicant can make online payment by clicking on 'Payment' tab to view the details regarding the payment. If everything is correct then click on 'Submit' Button

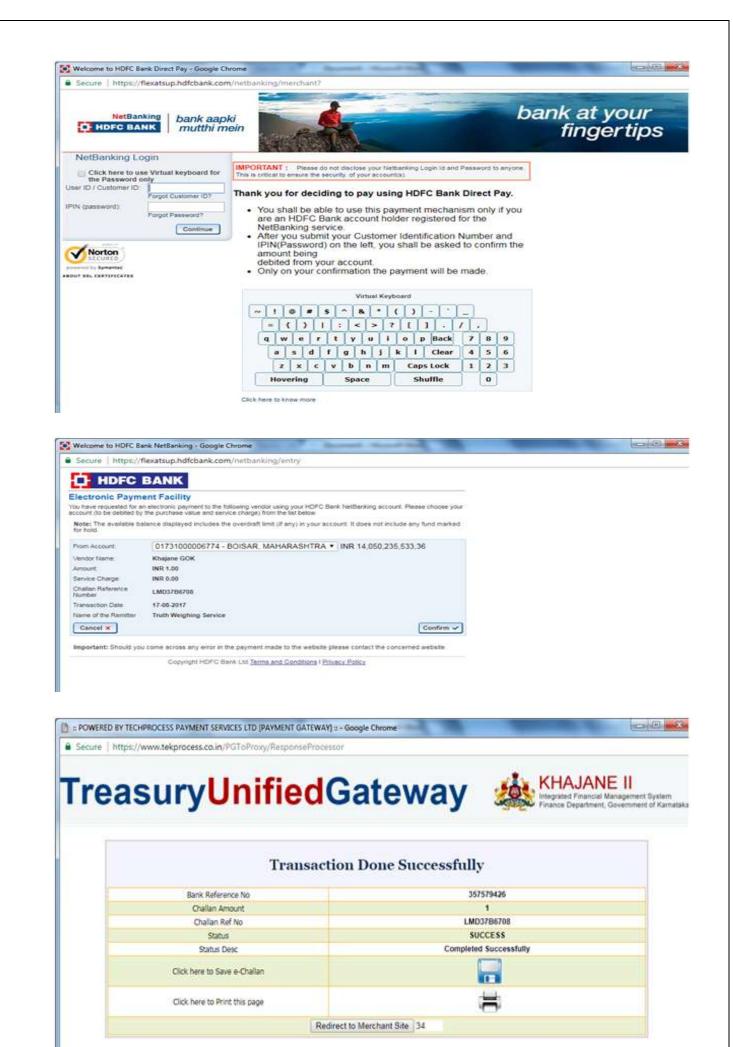
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10 After click on 'Submit' button, the page will be directed to Khajane II Portal for the online payment. Select the mode of payment and enter the captcha and click on submit button.

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| 11 | Based on | selection | of mode | of payment, | follow the | steps as | required. |
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- 12 Once the payment has been done and confirmed from treasury the application Submit button will be enabled.
- 13 Click on 'Submit' button to apply for new licenses.

**NOTE**: After submission of application form an '*Application Number*' will be displayed. Please note down this application number for further reference.

14 Click on Logout link to logout from online e-mapan application.

**NOTE**: The above obtained licenses are valid for only one year and therefore have to be renewed every year at the time of November. Please refer 'User Manual - Renewal of Licenses' to go through the procedure to apply for renewal of licenses.