

## Service-related Information

**Service Name:** Registration as Importer of Package Commodity under rule 27 of The Legal Metrology (Packaged Commodities) Rules, 2011

- i. **Service Description:** An Act to establish and enforce standards of weight and measures, regulate trade and commerce in weights, measures and other goods which are sold or distributed by weight, measure or number and for matters connected therewith or incidental thereto.
- ii. **Competent Authority:** Controller of Legal Metrology, Maharashtra State.
- iii. **Type of Service:** After Operation.
- iv. **Governing Act/ Rule:** The Legal Metrology Act, 2009 and The Legal Metrology ( Packaged Commodities) Rules, 2011.
- v. **Applicable Section:** Rule 27 of The Legal Metrology ( Packaged Commodities) Rules, 2011.
- vi. **Applicability Criteria:** It applies:  
Every individual, firm, Hindu Undivided family, society, company or corporation who or which pre packs or imports any commodity, for sale, distribution or delivery shall make an application, accompanied by a fee of rupees five hundred to the Director or the Controller for registration of his or its name and complete address,
- vii. **Delivery Mode:** Online only
- viii. **Service availability in MAITRI:** Yes
- ix. **Service Link(s):**
  - <https://maitri.mahaonline.gov.in/>
  - <https://aaplesarkar.mahaonline.gov.in/en>
- x. **Fee (in INR):** INR 500 only.

xi. **Procedure Steps:**

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
1.	Applicant	Register in the online portal.	--	--
2.		Log in to the portal.	--	--
3.		Select ' CAF and Service" then select "Service provided" then select 'Legal Metrology Department'	--	--
4.		Select the service 'Apply for manufacturer/Packer registration" or Apply for "Importer Registration certificate of Packaged commodity".	--	--
5.		Fill up the application form.	--	--
6.		Upload documents as prompted by the system.	--	--
7.		Make payment for the service, as applicable.	--	INR 500/- through GRAS office name-ILM HQ 6.
8.	System	Trigger SMS intimation to the applicant mentioning the application number.	Real-time	--
9.	Department user	<b>Note:</b> All <b>Competent Authorities</b> shall have their login IDs and Passwords pre-configured along with a DSC token for digital signature.  The <b>Competent Authority</b> logs in to the online system.	--	--
10.		The application is available in the Dashboard to view.  <b>Level-1</b> The <b>case worker</b> shall scrutinize the application form,	10 days	--

S. No.	Action by	Stages/ Steps	Indicative time required for approval	Statutory Fee (in INR)
		uploaded documents and payment information. Forward the application to DCLM HQ for further procedure with approval or rejection with reason..		
11		<b><u>Level-2</u></b> DCLM HQ verifies the remarks and application with uploaded documents and forward to CLM for approval or rejection with reason.	5 days	--
12.		<b><u>Level-3</u></b> If recommended for approval, approves and send the application to case worker for defacement of payment. If recommended for rejection, reject the application with reason.	7 days	--
13.		<b><u>Level-4</u></b> After receipt of application for defacement, deface the challan and making necessary entries in noting forward the application to CLM for DSC.	3 days	--
14.		<b><u>Level-5</u></b> After receipt of application with defacement details, CLM digitally signs the certificate.	5 days	
15.	Applicant	The digitally signed certificate shall be available in the applicant's dashboard for download.	--	--

xii. **Document Checklist: with self attestation by the applicant**

1 PAN CARD -

- 2 DOCUMENT RELATED TO REGISTERED ADDRESS
- 3 DOCUMENT RELATED TO CONSTITUTION TYPE
- 4 DOCUMENT RELATED TO MANUFACTURING/PACKING PREMICES
- 5 IEC certificate
- 6 REGISTRATION FEE RECEIPT
- 7 REMARKS AND RECOMMENDATIONS BY LMO

xiii. **Notified Timeline:** 30 days

xiv. **Notification Link:** <https://maitri.mahaonline.gov.in/PDF/ISMW-RTS.pdf>

xv. **Statutory Form Name and Section:** Rule 27

xvi. **Form Structure:**

- Name of the applicant-
- Designation of the applicant
- PAN/Aadhar of the applicant
- Registration as-  
Importer.
- Registered address in the state of Maharashtra
  - Yes
  - No
- Type of constitution-
  - \* Private Limited
  - \* Public Limited
  - \* Society
  - \* Proprietorship
  - \* Government
  - \* Trust
  - \* Partnership
  - \* Limited Liability Partnership
- PAN of the Firm ( if applicant firm is not a proprietorship)
- Name and Aadhar no of Proprietor/Partners/Directors
- Name of the packaged commodity to be imported/Manufacture and packed-
- IEC number
- Upload hand signature
- Enter person name
- Click on I agree
- Click on Save

- Click on upload document- upload relevant documents.
- Click on Payment- upload payment details
- Click on “submit”

xvii. **Requires Inspection:** No

xviii. **Inspection Procedure:** Not Applicable

Remarks: The procedural steps indicated above is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).