

HOW TO APPLY FOR RENEWAL OF LICENSE THROUGH MANAKONLINE

Please follow the below steps for applying for renewal of license

Step 1: Visit the BIS Manak Online website (<u>https://www.manakonline.in/</u>)



Step 2: Click on the "Conformity Assessment' tab





Step 3: Click on "login' at the top right corner

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Step 4: Sign in using your Manak Online credentials

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Step 5: Click on "Product Certification' tab



Step 6: Click on ,,Licenses View' option

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Step 7: Select "**Yes'** or "**No'** based on your aggregate turnover (*If your aggregate turnover is 20 lacs or more, select 'Yes' or else select 'No'*)

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Step 8: Enter your **GST Number** (*If you have GST number, please enter your GST number and click on 'Save' or else click on 'Cancel'*)





Step 9: Click on "**Apply for Renewal'** (*Link for applying for renewal of license will be available to all the licenses (Except Expired or Cancelled) in the licensee dashboard with validity less than 3 months)*

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Step 10: Fill the "Application for Renewal' of License and click on "Next' button.

	Application for Ren	ewal of Licence	
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The Director General			
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Dear Sit.			
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apply for renewal of licence No.	datad	the Bureau under the Bureau of Inc	dan Standard Act, 1986, and the Rules and
Regulations framed thereundes as amended from	ine to time, for a further period of or	ne year/two years, the terms and co	rdition being the same as (tipolated in my/our
previous application and the aforetaid licence, and	he such at her condition as the Bureau	a may affectate	
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Step 11: Fill the **Production Details** and click on 'Add Return' button (*In production details, licensee* need to enter the details like Brand Name (optional), Month of production, Year of production, Total production, Production covered (CA Certified). Please note that CA certified production statement shall be submitted on CA letter head only).

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Licence Details								
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Product:		PACKAGED DRIVKING WATER (OTHER THAN PACKAGED NATURAL MINIERAL WATER)		ATER) EFIJ	Brand :		am aqua	
85 No::		15-14543	5		Validity:	17-	10-2021	
Status:		Operativ						
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Step 12: Fill the **Consignee Details** (Consignee details can be entered by clicking on 'Add Consignee details' or 'Upload Consignee details')

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Notes:

- 1. Kindly ensure that the validity is shown correctly in Licence Details.
- If it is a first time renewal after grant of license, kindly enter Production return details of 9 months from the grant date. Otherwise for all subsequent renewals, you need to enter returns for the current operative period.
 Example 1: If license is valid up to 31-Dec-2021 and it is its first renewal, Licensee has to enter production returns for the minimum period of Jan 2021 to Sep 2021.
 Example 2: If license is valid up to 31-Dec-2021 and is not its first renewal, (consecutive renewal). Licensee has to enter production returns for the minimum period of Jan 2021 to Sep 2021.
 Example 2: If license is valid up to 31-Dec-2021 and is not its first renewal, (consecutive renewal). Licensee has to enter production returns for the minimum period of Oct 2020 to Sep 2021(Current Operative Period).
 CA certified production statement (s) should be submitted on letter head of chartered accountant.
- 3. CA certified production statement (s) should be submitted on letter head of chartered accountant (CA) only.
- 4. Brand Name is non-mandatory. You can proceed without selecting any brand.
- 5. If your brand name is not visible in your brand name drop-down list, kindly use "Other" option and enter your brand detail. Firm can also request the concerned branch office to update the brand names listed in the dropdown menu.
- 6. The licensee has to enter the production details of the entire current operative year as directed on the web page. Please note that you will not be able to proceed without complete data. In case you have no production in a said month, you may enter 0 for that particular month and proceed. However all this details should match with CA certified document being uploaded in the next stage.
- 7. The process for renewal of license has been automated in Manakonline and any operative license will be automatically processed for renewal on receipt of the application for renewal of license in the stipulated form along with the fee.
- 8. The endorsement for renewal of license will also be automatically generated by the system for the renewed licenses.
- 9. The necessary undertaking(s) in this regard are also being in-built into the system for acceptance by the licensee which is reproduced below:

a) " If any additional amount is found to be payable by the undersigned due to change in unit rates or revision of Minimum Marking Fee during the validity period of the license, I hereby undertake to deposit the required amount as conveyed by the Bureau, within seven days of receipt of communication by the Bureau. In case of failure to deposit the required amount within the stipulated time frame, the license shall be liable to be suspended unless the Bureau has extended the deadline of submission of the dues."

b) "In case the licensee has paid the renewal fee in excess of the due amount the Bureau shall refund the excess amount paid or adjust the same against the subsequent renewal fee due from the licensee".



Step 13: After entering the complete details, click on "Next" button (*If wrong entry made in production details by mistake, the same can be deleted within 7 days. After 7 days, delete option will not be available*)

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Step 14: Fill the "**Report of Performance'** and click on **'Next'** button (*Licensee need to fill the details as per the field data, all the details marked with star mark* (*) *are mandatory to fill. Licensee can see the previous marking fee paid by clicking on 'View Paid marking fee'*)

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Step 15: Fee Payment (After clicking on 'Next' button above, a new webpage will open where Application Fee details and details of concerned BIS Branch Office will be visible. Licensee can select the mode of payment 'Individual/Real Banking' or 'With Corporate Net Banking. Licensee has to accept the terms and conditions by clicking on checkbox and then click on 'Proceed to Payment' button for completing the payment process)

	Application	Fee and Contact BIS	
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	District : Chandigarh , Chandiga	uh - 150019	
Branch Contact No	m 0372.2650290, 2650206		
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Note Fees can be changed at any time shiring application and ap	plicant would be required to clear all the dues before Grant of Uzence.
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Notes:

- 1. Kindly note that a payment receipt will be generated if your payment is successful and your renewal request will be submitted to your concerned BIS Branch Office.
- 2. In case the payment is made through corporate net banking and transaction status response is not received in real time, receipt will be generated within 24 to 48 hours. You are requested to kindly check the status of your transaction before attempting again.

After successful payment of requisite fees, your license will be processed for renewal automatically by the system. Endorsement for renewal will also be generated automatically by the system which can be seen under 'Generic Information' tab under 'History' option

		History	
APPLICATION HIS	ITORY		
LICENSE HISTORY			
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Subsequent Action by BIS after Auto-Renewal

- i) All the cases where licenses are automatically renewed shall be verified by the concerned Branch Office for its completeness.
- ii) Any shortfall in terms of documents and fees shall be ascertained and communicated to licensee within **7 working days** of automatic renewal.
- iii) The licensee shall be advised to comply with the directions issued by the Bureau in this regard and submit shortfall documents/fees, if any, within **7 days**.
- iv) In cases where excess fee is paid by the licensee, the same shall be processed for refund or adjustment during subsequent renewal.
- v) Any non-compliance on part of licensee shall be treated as violation of Regulation 10(2)/ Regulation 6 (10) of the BIS (Conformity Assessment) Regulations, 2018, as the case may be and cases shall be processed for suspension/cancellation accordingly, as per the prevailing guidelines.