



# BUREAU OF INDIAN STANDARDS

## The National Standards Body of India

BIS/HYBO/Ver./1.0  
Date: 03.06.2021

### 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 (<https://www.manakonline.in/>)



**Step 2:** Click on the 'Conformity Assessment' tab





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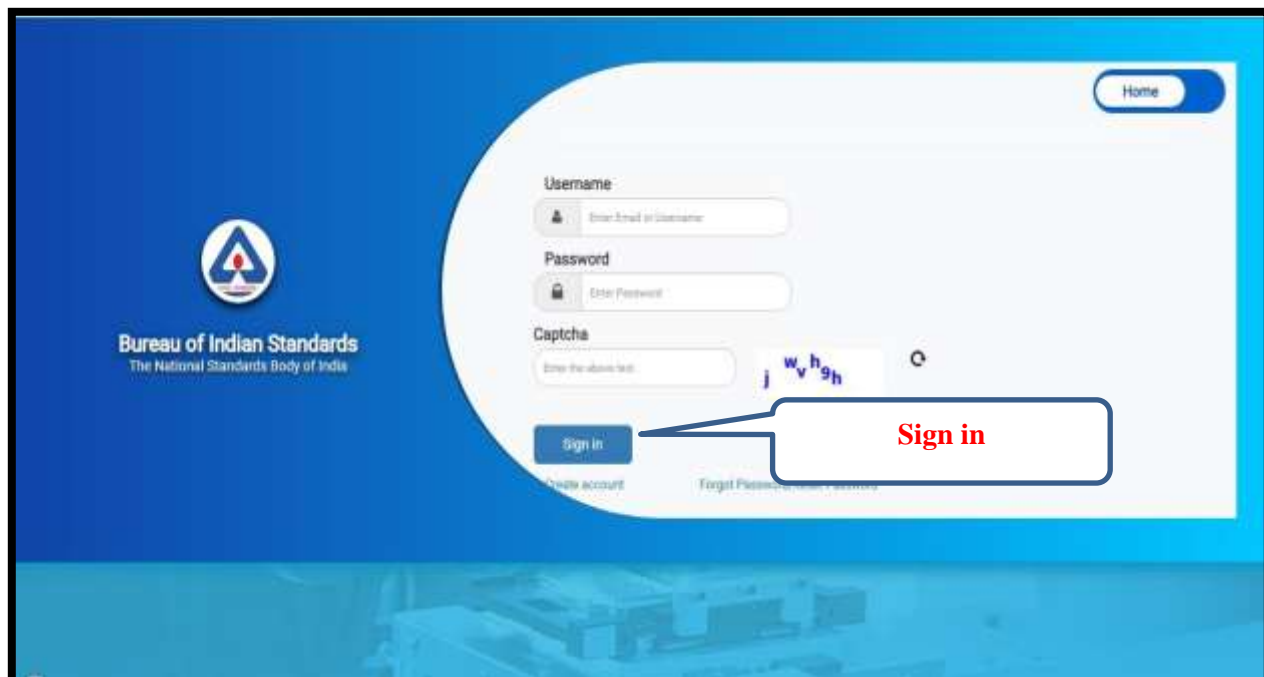
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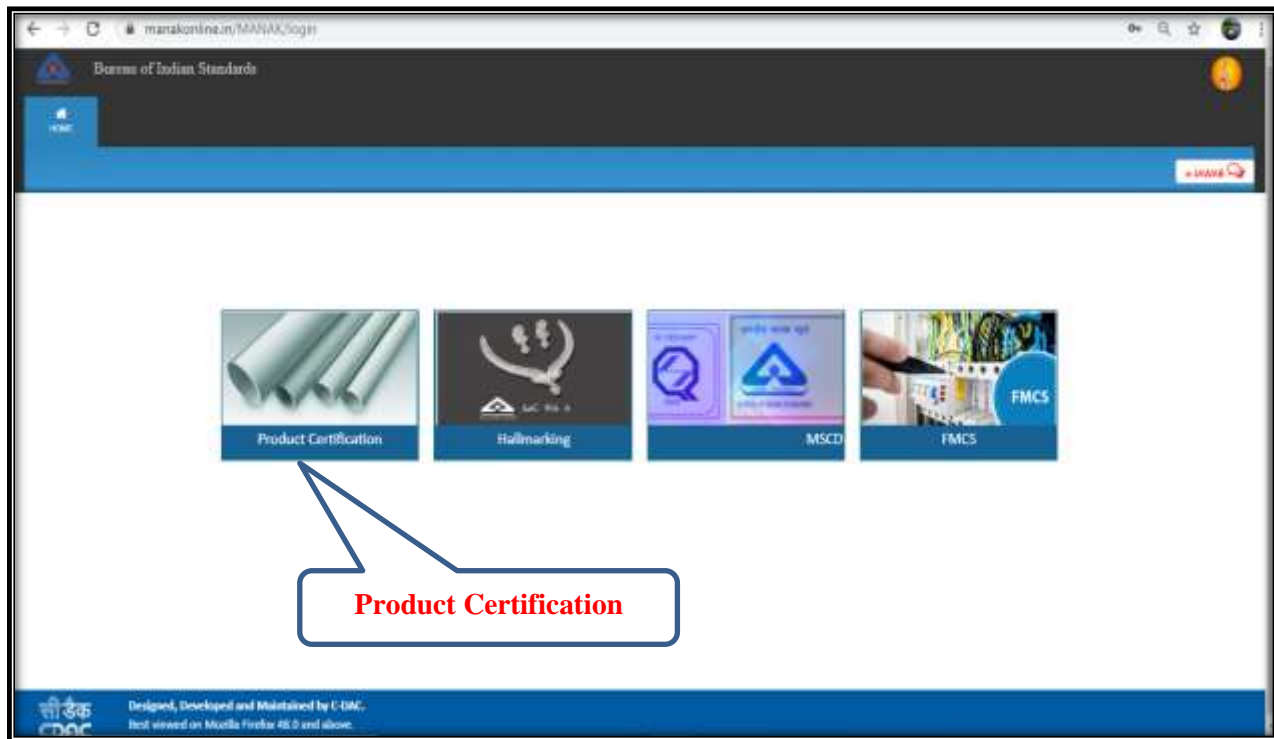
**Step 3:** Click on 'login' at the top right corner



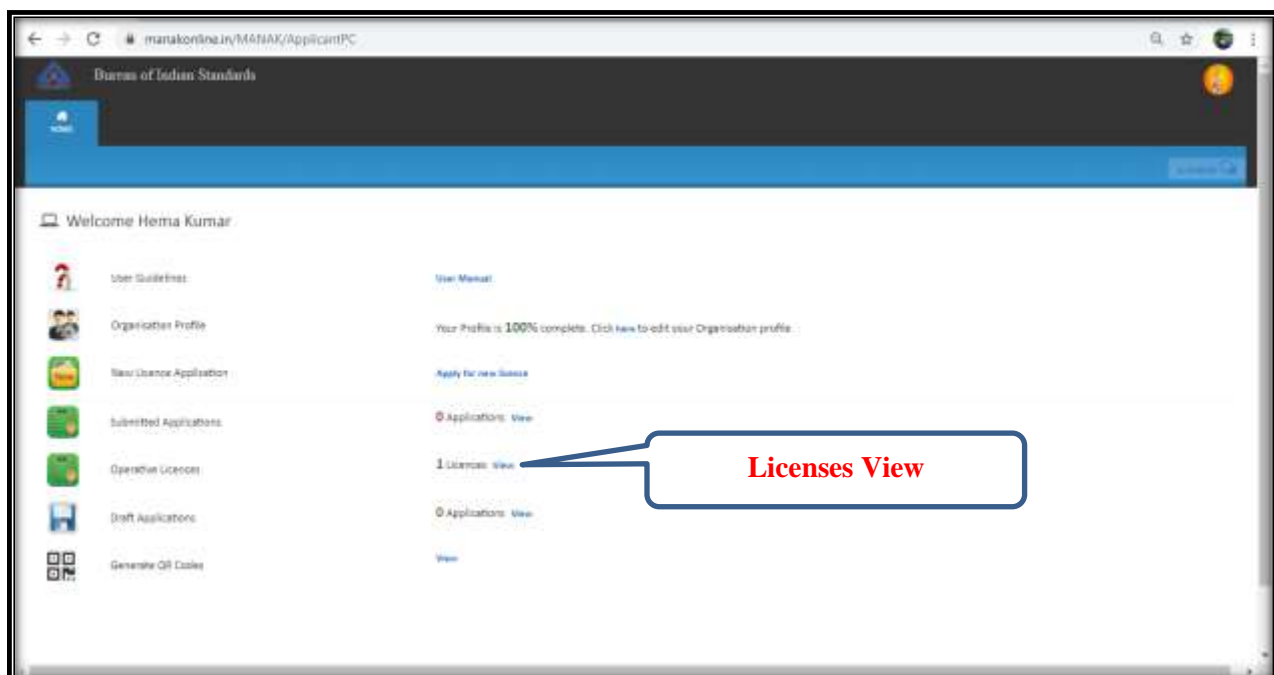
**Step 4:** Sign in using your Manak Online credentials



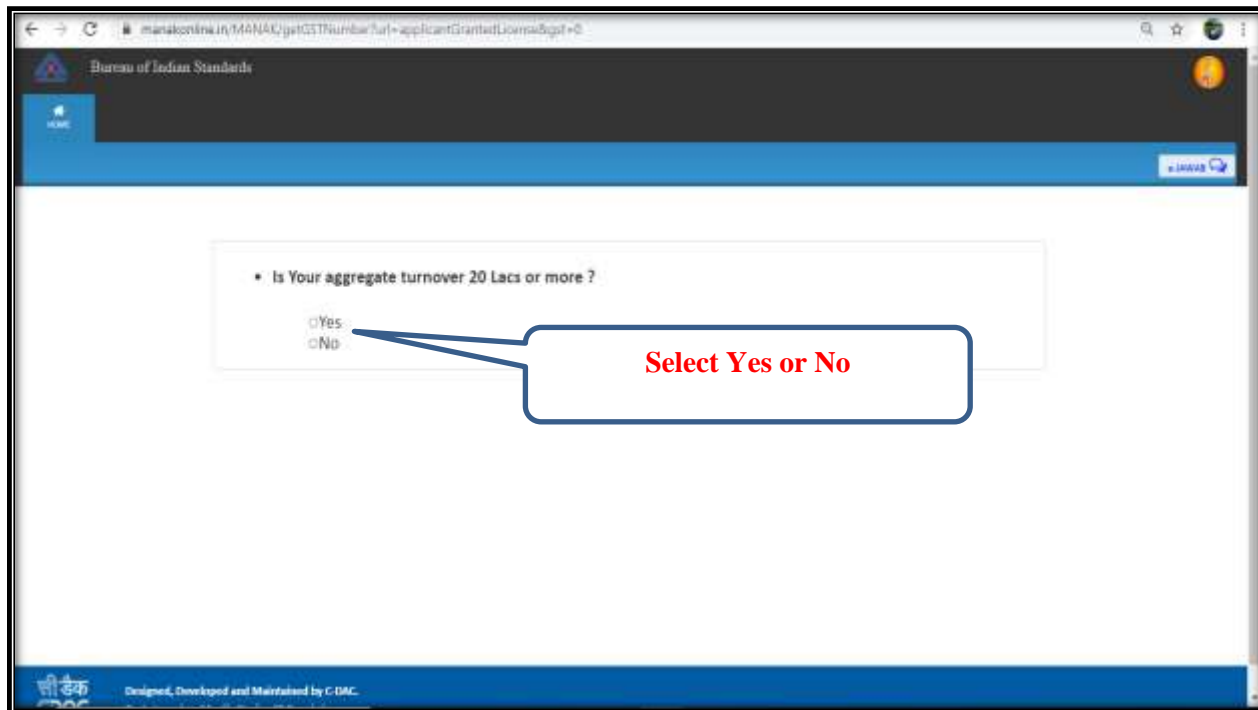
Step 5: Click on 'Product Certification' tab



Step 6: Click on 'Licenses View' option



**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')



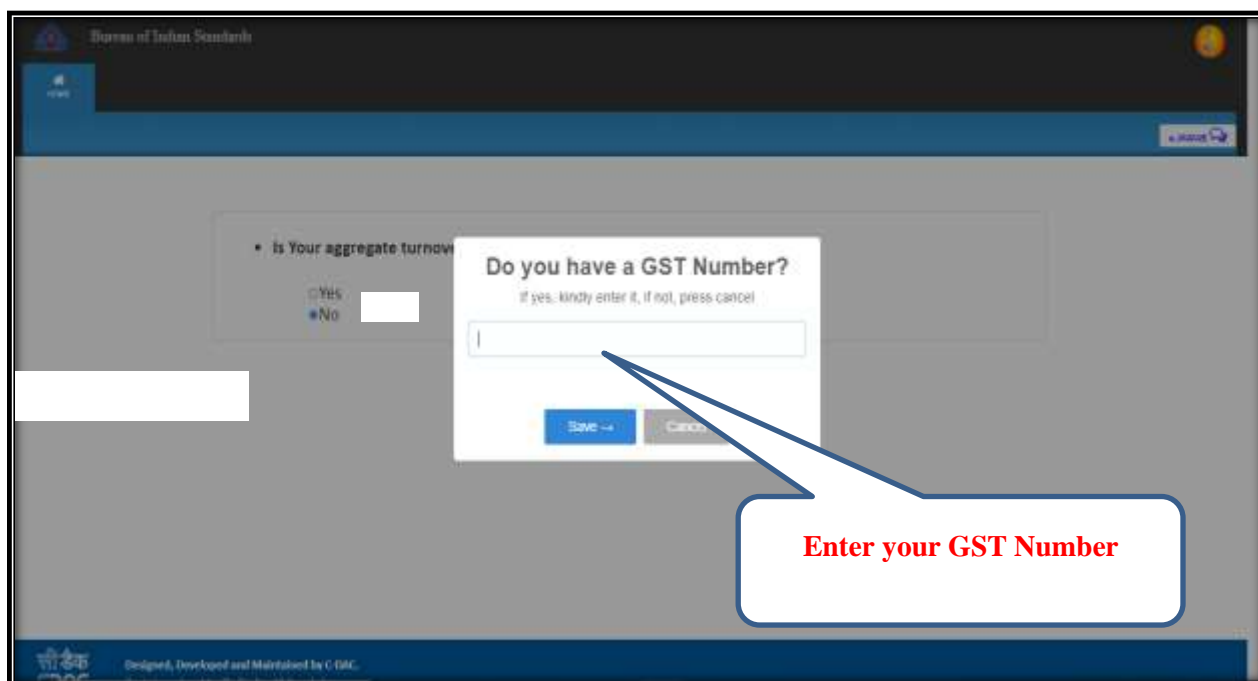
Is Your aggregate turnover 20 Lacs or more ?

☐ Yes

☐ No

Select Yes or No

**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')



Do you have a GST Number?

if yes, kindly enter it, if not, press cancel

Save Cancel

Enter your GST Number



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**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)

Granted Licenses								
					Search:	<input type="text"/>	[clear]	
S.No. ↓	CML No. ↓	Firm Name ↓	IS No. ↓	Status ↓	Granted Date	License Valid Till	Activity Log	Click on Action ↓
1	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	License Operative	07/05/2012	31/05/2018	<ul style="list-style-type: none"><li>History</li><li>Activity Log</li><li>Communication With BIS</li><li>Apply for Inclusion</li><li>Make Payment</li><li>File Your Return</li><li>Apply For Stop Marking</li><li>Apply for List Inspection</li></ul>	<a href="#">Apply for Renewal</a>

Apply for Renewal

**Step 10:** Fill the ‘Application for Renewal’ of License and click on ‘Next’ button.

Application for Renewal of Licence	
The Director General Bureau of Indian Standard	
Dear Sir,	
I/We, carrying on business at _____ under the style of _____ apply for renewal of licence No. _____ dated _____ granted by the Bureau under the Bureau of Indian Standard Act, 1986, and the Rules and Regulations framed thereunder, as amended from time to time, for a further period of one year/two years, the terms and condition being the same as stipulated in my/our previous application and the aforesaid licence, and/or such other condition as the Bureau may stipulate.	
Next	Next





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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).

**Production Return Details**

Use Manual, \* Mandatory Fields

**Licence Details**

Licence/Registration No: 6100083186 Firm Name: SRI RAM AQUA INDUSTRIES  
Product: PACKAGED DRINKING WATER (OTHER THAN PACKAGED NATURAL MINERAL WATER) Brand: sri ram aqua  
IS No: IS 14543 Validity: 17-10-2021  
Status: Operative

**Consignee Details**

Add/View Consignee details

**Production Details**

a) Production Details

Brand	Month	Year	Total Production		Production Covered (CA certified)			Marking Fee Payable(Rs.)
			Quantity	Value(Rs.)	Production Marked	Value(Rs.)	Marked Percentage	
sri ram aqua	Select	Select	Quantity	Value	production	Value	marked per	
			1000 LITRE		1000 LITRE		Rs.	

**\*Note:**

1. Brand name is non mandatory. You can proceed without entering it by choosing 'other' option.
2. If your brand name is not visible in your brand name drop-down list, kindly use 'Other' option and if necessary correction, kindly contact your concerned branch.

Add Return

**Add Returns**

**Step 12:** Fill the **Consignee Details** (Consignee details can be entered by clicking on 'Add Consignee details' or 'Upload Consignee details')

**Consignee Details**

Add/View Consignee details OR Upload Consignee details

**Add/View Consignee details**

Consignee's Details

Brand: sri ram aqua  
Address: 125/9  
Country: India  
State: Tamil Nadu  
City: Tiruvallur  
Telephone: 8881121  
Email: sri ram aqua@gmail.com  
Month: Year

Consignee's Name: sri ram aqua  
Address: 125/9  
State: Tamil Nadu  
City: Tiruvallur  
Pincode: 601101  
Phone No: 9840745770  
Mobile No: 9840745770  
Email Id: sri ram aqua@gmail.com  
Quantity: 1000

**Upload Consignee details**

Brand	Consignee's Name	Address 1	Address 2	Country	State	District	City	Pincode	Phone No	Mobile No	Email Id	Quantity	Month	Year
sri ram aqua	verma	125/9		India	TAMIL NADU	TIRUVALLUR	Mangadu	601101	9840745770	9840745770	sri ram aqua@gmail.com	1000		

**6**



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### Notes:

1. Kindly ensure that the validity is shown correctly in Licence Details.
2. 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 Oct 2020 to Sep 2021(Current Operative Period).
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”.



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**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)

Production Details

a) Production Details

Brand	Month	Year	Total Production		Production Covered (CA certified)			Marking Fee Payable(Rs.)
			Quantity	Value(Rs.)	Production Marked	Value(Rs.)	Marked Percentage	
ttt	Jan	2012	1	1	1	1	100	0.50
			1 PIECE		1 PIECE			Rs.

**\*Note:** 1. Brand name is non mandatory, you can proceed without entering it by choosing 'other' option.  
2. If your brand name is not visible in your brand name drop-down list, kindly use 'Other' option and enter your brand detail. For necessary correction, kindly contact your concerned branch.

Add Return

Next

Next

Production Return Done

Brand Name	Month	Year	Production Quantity	Production Value	Production Marked	Marked Percentage	Production Covered Value	Marking Fee	
ttt	January	2017	1	11	1	100	1	0.50	✖
ttt	March	2017	423	123	123	29.08	123	61.50	✖
ttt	January	2012	423	123	123	29.08	123	61.50	✖
ttt	April	2018	423	123	123	29.08	123	61.50	✖
ttt	February	2018	423	123	123	29.08	123	61.50	✖
ttt	January	2018	423	123	123	29.08	123	61.50	✖
ttt	December	2017	423	123	123	29.08	123	61.50	✖
ttt	November	2017	423	123	123	29.08	123	61.50	✖
ttt	October	2017	423	123	123	29.08	123	61.50	✖
ttt	September	2017	423	123	123	29.08	123	61.50	✖
ttt	August	2017	423	123	123	29.08	123	61.50	✖





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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')

### Report of Performance

\* Mandatory Fields

License Renewal applied for period: 1 Year

Start Date: 07-05-2012 End Date: 31-05-2018

Article Name: Automotive vehicles - Pneumatic tyres for two and three-wheeled motor vehicles IS No: IS 15627 : 2005

Brand name(s) of BIS Certificate article(s):

Sr.no.	Brand Name	From Date	To Date	Production Quantity	Production Value	production Marked	production Marked %	Production Quantity By CA	Production Value By CA	Marking Fee
1	MIL	1/1/2016	31/1/2018	423	123	123	29.08		123	61.50
2	MIL	1/10/2017	31/10/2017	423	123	123	29.08		123	61.50
3	MIL	1/11/2017	30/11/2017	423	123	123	29.08		123	61.50
4	MIL	1/12/2017	31/12/2017	423	123	123	29.08		123	61.50
5	MIL	1/2/2018	28/2/2018	423	123	123	29.08		123	61.50

Total production of the article(s) licensed for certification marking \*

Total production of the article(s) Conforming to Indian Standard \*

Production covered with BIS Certification Mark and its approximate value \*

Quantity (in the terms of Unit Defined) \*

Value Rs. \*

Calculation of marking fee on unit-rate basis \*

Unit \*

Quantity (in the terms of Unit Defined) \*

Marking Fee (as calculated) \*

[View Paid Marking Fee](#)

Quantity not covered with BIS Certification Mark, if any, and the reason for such non-coverage

Quantity (in the terms of Unit Defined)

Reason

Names and Addresses of indigenous purchasers of BIS certified goods \*

Names and Addresses of importers of BIS certified goods

Consignee detail upload

Brief information regarding difficulties if any, experienced in operating of BIS Licence \*

Authentication by Chartered Account or by the manufactures by giving an affidavit / undertaking \*

Declaration & Notice

After successful renewal application submission, you will shortly receive an email alert from BIS for payment of marking fees concerned BIS office. Kindly pay the fees from 'Make Payment' option in Manak Online on receipt of Email alert. Contact your corresponding BIS branch for any query

☐ I Agree

[Back](#) [Save as draft](#) [Next](#)



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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**

Contact BIS:

Address: Plot No. 4-a, Sector 27-B, Madhya Marg, Chandigarh  
District: Chandigarh, Chandigarh - 160019

Branch Contact No: 0172-2656290, 2656206  
E-mail: rfb01@bis.gov.in

Note: Your fee will be submitted to this branch.

**Application Fee Details:**

Fee Description	Fee (₹)
Actual Marking Fee	204000
Annual Licence Fee	1000.00
Renewal Application Fee	1000.00
IGST(18.0 %)	37080.00
<b>Total</b>	<b>243080.00</b>

Payment Mode: ☒ Individual/Retail Banking ☐ With Corporate Netbanking

Info! In case of payment failure, if money is deducted from your account, the same would be refunded within 7 working days. Please contact your bank in case of further queries. Kindly do not make another attempt for payment unless there is a failure.

**Application Fee Details:**

Fee Description	Fee (₹)
Actual Marking Fee	204000
Annual Licence Fee	1000.00
Renewal Application Fee	1000.00
IGST(18.0 %)	367561.44
<b>Total</b>	<b>2409561.44</b>

Remarks For Change of Actual Marking Fee

Payment Mode: ☒ Individual/Retail Banking ☐ With Corporate Netbanking

Info! In case of payment failure, if money is deducted from your account, the same would be refunded within 7 working days. Please contact your bank in case of further queries. Kindly do not make another attempt for payment unless there is a failure.

☒ I agree to the Terms and Conditions.

Note: Fees can be changed at any time during application and applicant would be required to clear all the dues before Grant of Licence.

[Back](#) [Proceed to Payment](#)

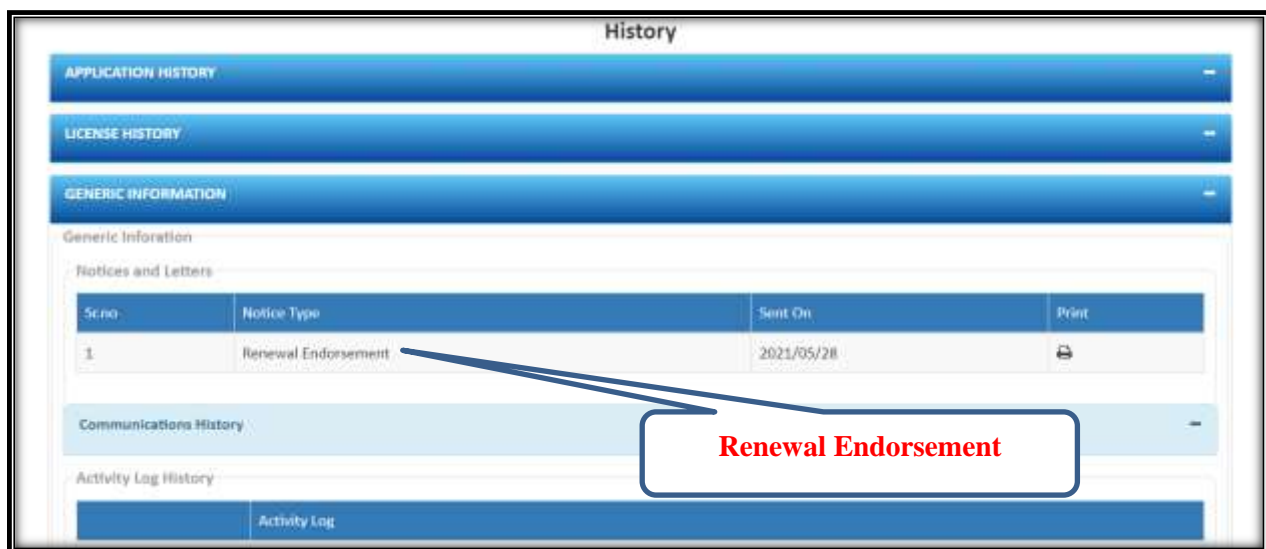
**Proceed for Payment**



**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**



**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.