

DOCUMENTS TO BE SUBMITTED FOR GRANT OF APPROVAL FOR TESTING LABORATORY

- 1 Application (statutory) in Form-36.

duly signed by the Proprietor / Managing Partner / Managing Director/ Person declared as responsible under Sec.34 / Person Authorized by the Board of Directors accompanied by Company Board Resolution with
- 2 Partnership Deed *in case of partnership firm.*
- 3 Declaration of the Proprietor / Partners / Directors etc. in Affidavit (as per format) & List of Directors downloaded from MCA website signed by Company Secretary / Managing Director (In case of company).
- 4 Self attested Copy of Aadhar card/Passport/Electoral card as proof of residential address of the responsible person as mentioned in the Affidavit at Sl.No. 2.
- 5 Rent / Lease deed in case of Rental premises
- 6 Declaration of the owner of the premises if premises owned by the applicant firm or company with the documentary evidence of ownership like Registered sale deed etc and or proof of allotment of the site and or building along with latest property tax receipt.
- 7 Plan and layout of the premises showing the installation of Machinery and Equipment. preferably a Blue Print duly signed by the applicant who signed in the statutory form.
- 8 Detailed list of Analytical Equipment.
- 9 Application for approval of Technical Staff in the prescribed format with enclosures of consent letter, copies of qualification certificates, experience certificates of proposed technical staff along with earlier approvals, if any, appointment order of the Technical staff.