

***#CHAPTER IV A**

REGISTRATION

16A. Registration.- (1) Every manufacturer of the articles notified by the Central Government for compulsory registration under clause (fa) of rule 13 shall apply to the Bureau for grant of registration for self declaration.

(2) Any manufacturer of the articles notified by the Central Government for voluntary registration under clause (fa) of rule 13 may apply to the Bureau for registration for self declaration.

16B. Application for registration.- (1) Every application for registration shall be made in Form VI and shall be accompanied by,-

(a) self evaluation cum declaration as specified in Form VII; and

(b) test report of sample of article as specified in sub-rule (3).

(2) For every manufacturing unit of the articles notified under clause (fa) of rule 13, separate registration shall be required.

(3) The applicant shall get the sample of the article tested from any laboratory in India recognised by the Bureau or any laboratory abroad covered under a mutual recognition agreement with the Bureau.

*@Provided that the test report so furnished shall not be beyond the period of ninety days as on the date of submission of application with Bureau.

(4) Every foreign applicant shall set up a liaison office or branch office located in India which

shall meet all liabilities and obligations with respect to the Act and the rules and regulations framed thereunder for the purpose of registration :

Provided that the requirement to set up an office in India shall not apply if the Bureau enters into a Memorandum of Understanding with the concerned country for implementation of the Act and the rules and regulations framed thereunder, or if the foreign applicant nominates an authorised representative located in India who declares his consent to be responsible for compliance to the provisions of the Act and the rules and regulations framed thereunder on behalf of the foreign applicant.

16C. Grant of registration.- The Bureau shall scrutinise the application and if the same is in accordance with provisions of rule 16B, registration shall be granted :

Provided that the Bureau may reject the application for registration if it is not in accordance with the provisions of rule 16B :

Provided further that no application shall be rejected before giving the applicant an opportunity of being heard and before consideration of the explanation, if any, submitted by him in this regard.

16D. Validity of registration.- The registration granted under rule 16C, unless renewed or its renewal is deferred, shall lapse at the end of the period for which it is granted.

16E. Certificate of registration.- (1) Every Registered User shall be given a certificate of registration in Form VIII.

(2) Where registration is granted, it shall be notified by the Bureau on its website, specifying particulars of the registration and the said particulars shall be entered in a register to be maintained by the Bureau.

16F. Conditions of registration:- (1) Every Registered User shall display the words 'Self declaration -- Conforming to IS.....' on the article or packaging as the case may be, in a manner so as to be easily visible and where the article cannot be packaged, written on the test certificate relating thereto :

Provided that no Registered User shall display or make such self declaration unless the article conforms to the relevant Indian Standard.

(2) No person other than the Registered User who is in possession of a valid registration shall make a public claim, through advertisements, sales promotion leaflets, price-lists or the like, that his article conforms to the Indian Standard or make such a declaration on the article.

16G. Collection and testing of samples.- (1) Any person authorised by the Central Government or the Bureau may collect samples of articles of a particular registered user from the market or from the manufacturing unit to check their conformity with sub-rules (1) and (2) of rule 16F :

(2) The cost of the samples, whether drawn from the registered user or from the market, and their testing charges shall be borne by the registered user.

(3) The person authorised by the Central Government or the Bureau shall send the sample so collected, to a laboratory recognised by the Bureau or to a laboratory abroad covered under mutual recognition agreement with the Bureau as the case may be, for testing of their conformity to the relevant Indian Standard.

(4) The laboratory to which the samples are sent for testing shall send the test reports in respect of articles under compulsory registration to the Central Government and those in respect of articles under voluntary registration to the Bureau.

(5) If the samples do not conform to the relevant Indian Standard, the Bureau may take action as specified under rule 16 I.

16H. Suspension of registration.- A registration may be suspended by the Bureau on request from the registered user, if the operation in his premises can no longer be carried due to:

- (a) natural calamities such as flood, fire, earthquake etc;
- (b) a lock out;
- (c) closure of operations directed by a competent Court or statutory authority.

16I Stoppage of Self declaration.- (1) The Bureau may, on receipt of information from the Central Government about non conformity of the articles under compulsory registration to the relevant Indian Standard as per the test report received under sub-rule (4) of rule 16G or on the basis of the test reports received directly by it under the said rule in relation to articles under voluntary registration, direct the Registered User to stop the use of the words 'Self declaration' - Conforming to IS, if it is satisfied that such article is not conforming to the relevant Indian Standard.

(2) The Bureau may permit resumption of 'self declaration' by the Registered User, if it is satisfied that the Registered User has taken necessary corrective action and sufficient evidence is produced about conformity of the article to the relevant Indian Standard.

16J. Renewal of registration.- (1) The Bureau may renew the registration if an application in Form IX is made by the registered user at least one month before the expiry of the period for which registration has been granted, in case no action is pending against him under rule 16I.

(2) The registration shall be renewed for a further period of two years on every occasion if the registered user is eligible for the same.

(3) If any action under rule 16I is pending against the Registered User, renewal of his registration may be deferred for a maximum period of twelve months and after the expiry of the said period, the registration shall be deemed to have been renewed and the Bureau shall grant the registration to the Registered User, duly renewed, unless non renewal of the registration has been due to reasons attributable to the Registered User.

(4) Before the Bureau decides not to renew any registration, it shall give the Registered User not less than fourteen days notice of its intention to do so.

(5) The Registered User may submit his explanation, if any, within seven days from the date of receipt of the notice and the same shall be considered by the Bureau and a hearing shall be

given to him within fourteen days from the date of receipt of such explanation or before the expiry of the notice period, whichever is later.

(6) In case of failure of the Registered User to submit his explanation within the prescribed time limit or the explanation submitted by the Registered User is not found satisfactory, the Bureau may, on expiry of the notice period, allow the registration to lapse and an intimation thereof in writing, together with the reasons therefor, shall be sent to the Registered User through registered post.

(7) The Registered User shall not use the words 'Self declaration--Conforming to IS', in case his registration lapses or its renewal is deferred under sub-rule(3).

16K. Cancellation of registration.- (1) Any registration granted by the Bureau may be cancelled by it if on the basis of the test report under sub-rule(4) of rule 16G it is satisfied that-

(a) the articles on which conformity has been self declared under a registration do not conform to the relevant Indian Standard; or

(b) the Registered User has failed to comply with any of the terms and conditions of the registration.

(2) Before the Bureau cancels any registration, it shall give the registered user not less than fourteen days notice of its intention to do so.

(3) The Registered User may submit his explanation, if any, within seven days from the date of receipt of the notice and the same shall be considered by the Bureau and a hearing shall be given to him within fourteen days from the date of receipt of such explanation or before expiry of the notice period, whichever is later.

(4) In case of failure of the Registered User to submit his explanation within the specified time limit or the explanation submitted by the Registered User is not found satisfactory, the Bureau may, on expiry of the notice period, cancel the registration and an intimation thereof in writing,

together with the reasons therefor, shall be sent to the Registered User through registered post.

16L. Withdrawal of Indian Standards.- When an Indian Standard is withdrawn, any registration granted in respect thereof shall be deemed to have been cancelled from the date of withdrawal of such Indian Standard.

16M. *@Effect of suspension or cancellation.- Where a registration has been suspended or cancelled, or the term thereof has not been renewed on the expiry of the period of its validity, the Registered User shall discontinue forthwith the use of the words ‘Self declaration -- Conforming to IS.....’ on the article, notwithstanding the pendency of any appeal before the Central Government.

16N Appeal.- An appeal against any order of the Bureau may be made to the Central Government within ninety days from the date of the order of the Bureau.

FORM VI

**APPLICATION FOR GRANT OF REGISTRATION
(see rule 16B)**

Full name of Applicant

Office Address		Tel	<input type="text"/>
<input type="text"/>		Fax	<input type="text"/>
State:	Country:	Email	
PIN:	STD Code(s) to be given with Telephone and Fax numbers		
Address of the manufacturing unit		Tel	<input type="text"/>
<input type="text"/>		Fax	<input type="text"/>
State:	Country:	Email	
PIN:	STD Code(s) to be given with Telephone and Fax numbers		

Top Management		Technical Management	
Name	Designation	Name	Designation
1.		1.	
2.		2.	
3.		3.	
4.		4.	

Contact Person & Tel. No./FAX No.
with STD Code & email

Correspondence Address

<input type="checkbox"/> Office	<input type="checkbox"/> manufacturing unit
[Please tick (V) appropriate box]	

This application is being made for Registration on:

PRODUCT

--

INDIAN STANDARD

IS:
Part:
Sec:

GRADE/TYPE/
CLASS

--

PRESENT
INSTALLED
CAPACITY
(Production per annum)

Units of Production

Quantity

Value (Rs.)

--

--

--

--

SEAL OF FIRM

Signature _____
Name _____
Designation _____
Date of application _____

Important:

1. Application should be signed by Chief Executive Officer of the firm, or in his absence by authorised representative
2. Applications from Foreign Manufacturers should be countersigned by Authorised Indian Representative

Form VII

**SELF EVALUATION-CUM-DECLARATION FOR REGISTRATION
(see rule 16B)**

Every page is to be signed and any cutting/correction shall be countersigned by the Applicant

1. GENERAL INFORMATION

(a) Name of applicant for Registration:

(b) Address: Office:

Manufacturing Unit:

(c) Telephone Nos. with STD Code: Office:
Factory:

(d) FAX Nos. with STD Code:

(e) e-mail:

(f) Management Composition:

(g) Name and Designation of person(s) to be contacted:

2. RAW MATERIALS/ COMPONENTS

(a) Raw Materials/Components Used (Separate sheet, duly authenticated, may also be used, if required):

Sl. No	Raw Material/Component	Name of Supplier	Test Certificate of the Supplier	How Received- Batches Nature of Package
--------	------------------------	------------------	----------------------------------	---

(b) Arrangement for testing as received

(c) Methods of disposal of sub-standard raw materials

(d) Any record of tests maintained for above?

3. MANUFACTURE

(a) **Machinery as available in the factory** (Separate sheet, duly authenticated, may also be used, if required)

Sl. No.	Machinery	Make	Capacity	Number
---------	-----------	------	----------	--------

I hereby declare that the machinery of which details given above is/are owned by me and are actually installed in the factory premises. I also declare that in case of grant of registration, I will send prior intimation to Bureau of Indian Standards whenever any machinery is/are taken out of the premises of the firm due to any reason.

(b) Enclose layout plan of the factory

(c) Production Process

- (i) Description of the process from raw material to finished product stage ready for dispatch [enclose process flow chart].
- (ii) Details of process steps being outsourced with relevant details about the suppliers regarding their names, address particulars
- (iii) Intermediate manufacturing steps where control is exercised and records maintained
- (iv) Method(s) of disposal of sub-standard products (intermediate or finished)
- (v) Units of production
- (vi) Production per day or per shift

4. PACKING, MARKING AND STORAGE

- (a) Nature of packing
- (b) Quantity per package
- (c) Details of Marking on article
- (d) Form of label(s), if any (enclose one set)
- (e) In what manner marking differs from the provisions in the Indian Standard Specification
- (f) Storage facility

5. LABORATORY AND INSPECTION

(Separate sheet, duly authenticated, may also be used, if required)

(a) Equipment, chemicals and other

Sl. No.	Details of Test Equipment/ Chemical	Least Count and Range	Valid Calibration Yes/No	Calibration frequency	Tests Used With clause Reference of IS	Quantity
---------	-------------------------------------	-----------------------	--------------------------	-----------------------	--	----------

I hereby declare that the test equipments of which details are given above are owned by me and are actually installed in the factory premises. I also declare that in case of grant of registration, I will send intimation to Bureau of Indian Standards whenever any equipment is taken out of the premises of the firm due to any reason.

(b) Details of Quality Control Staff:

Sl. No.	Name of Person	Designation	Qualification	Experience
---------	----------------	-------------	---------------	------------

(c) Records maintained in laboratory for routine tests:

Sl. No	Requirement/Characteristic*	Specified Value	Observed Value
--------	-----------------------------	-----------------	----------------

6. DECLARATION AND ACCEPTANCE

(a) Brand Name(s)

Brand Names/Trademark(s) which would be marked on the product bearing the registration (Give actual design depiction of the Brand Name/Trade Mark(s))	Owned by self or others	Registered/Unregistered Brand Name/Trade Mark	Date of Registration/Introduction
---	-------------------------	---	-----------------------------------

- (i)
- (ii)
- (iii)

In case Brand Names/Trademark(s) of any other party/manufacturer is being used for purposes of the above, give the design depiction of the Brand Names/Trademark(s) and copy of the agreement authorizing the use of the same.

I/We undertake to inform Bureau of Indian Standards in advance as and when we propose to use any other Brand Names/ Trademark(s) in conjunction with the operation of the Registration Scheme.

I/We understand that the above has been given only as information to Bureau of Indian Standards, that Bureau of Indian Standards has no role in permitting/approving of any Brand Name or Trade Mark, that this is not in anyway be interpreted to mean that Bureau

of Indian Standards has permitted/approved the use of the Brand Names and Trade Marks listed above, and that the responsibility is entirely mine/ours.

(b) Terms and Conditions

I/We as registered user on grant of a registration shall:

- (i) at all times comply with the provisions of Bureau of Indian Standards Act, 1986 and rules and regulations framed thereunder and as amended from time to time.
- (ii) apply self declaration on articles only when they meet requirements of the relevant Indian standard.
- (iii) apply self declaration only on those articles for which registration has been granted
- (iv) not use the registration in any manner which contravenes the provisions of Bureau of Indian Standards Act, 1986 and rules and regulations framed thereunder and as amended from time to time
- (v) upon expiry of validity, stoppage or suspension or cancellation of registration, discontinue forthwith the self declaration of conformity to the relevant Indian Standard(s) and withdraw all promotional and advertising matter which contains any reference thereto.
- (vi) permit access to a team appointed by Bureau of Indian Standards for the purpose of collection of factory samples.
- (vii) pay all financial dues to the Bureau, in the manner specified by it, even for the period of discontinuation of the registration.
- (viii) report any product related complaint to Bureau of Indian Standards and cooperate with and assist Bureau of Indian Standards for resolution of such complaint.

(c) Declaration

We/I further declare

- (i) that the information given in this declaration are true to the best of my knowledge and belief.
- (ii) that the sample(s) for which the test report(s) are enclosed have been manufactured in my factory premises at the address mentioned in the application form.
- (iii) if any misleading information has been found in this declaration, the application for grant of registration shall be liable for rejection
- (iv) if the registration is granted on the basis of information given above, which is found to be incorrect later, the registration shall be liable for cancellation.

Date:

Place:

Office Seal

(Signature)
Name and Designation

**FORM VIII
(see rule 16E)**

BUREAU OF INDIAN STANDARDS

Registration

1. By virtue of the power conferred on it by rule 16E of the BUREAU OF INDIAN STANDARDS RULES, 1987 framed under the BUREAU OF INDIAN STANDARDS ACT, 1986, the BUREAU hereby grants registration for use of the words 'self declaration – conforming to IS' to

(hereinafter called 'the registered user')

with Registration Number:

for Article:

manufactured by the registered user at the above address, which he self declares as conforming to the requirements of

IS:

2. This registration carries the rights and obligations stipulated in the above mentioned Act and rules.

3. This registration shall be valid from -----to ----- and may be renewed as prescribed in the rules.

Signed, Sealed and Dated this ----- day of -----

For BUREAU OF INDIAN STANDARDS

FORM IX
[see rule 16J]

APPLICATION FOR RENEWAL OF REGISTRATION

The Director General
Bureau of Indian Standards
New Delhi

Dear Sir,

I/We(name individual or Firm) having office
at and factory at

I/We are applying for renewal for a period of two years of the registration number
..... granted to us under the powers of rule 16J of Bureau of Indian Standards
Rules, 1987 framed under Bureau of Indian Standards Act, 1986 for use of the words 'self
declaration – conforming to IS----' on articles being manufactured by us as per this Indian
Standard.

2. We shall abide the provisions of the Bureau of Indian Standards Rules, 1987 and all the
terms and conditions for continuing with the registration.

3. The details and quantity of article covered under the registration are given overleaf, duly
authenticated by a Chartered Accountant.

4. Application date day of two thousand

Seal of office

Signature

Name

Designation

For and on behalf of

Renewal application shall be submitted before one month of the last date of validity of existing
registration.

PRODUCTION REPORT

(Reported for the period to)

Name of Article: IS

1. Brand name(s) of the article under registration
2. Quantity Produced
3. Value (Rs)
4. Names and addresses of purchasers of the article

5. Any difficulty faced in operation of the registration

6. Authentication by the Chartered Accountant