

Annexure-A
CHECK LIST AT THE TIME OF RECEIPT OF APPLICATION FOR
FRESH/RENEWAL

| SL. NO. | DOCUMENTS |
|---------|--|
| 1. | Request letter/Application of the applicant with full detail of the quantity and purpose of Poisons for which License is to be applied. |
| 2. | Proof of ownership or right of possession of premises, viz. Sale-Deed or Lease-Deed or Allotment letters or Rent-Deed duly signed by the applicants (6 copies). |
| 3. | Self-attested NOC from land lord, in case of tenancy or lease. |
| 4. | NOC/Clearance from Delhi Pollution Control Committee (DPCC). |
| 5. | Site plan/key plan and structural safety certificate attested by an authorized architect of the proposed site duly verified by the applicant (6 Copies) |
| 6. | Electrical Safety Certificate issued by the Electrical Inspector, Labour Department, GNCT of Delhi or an Electrical Contractor duly licenced by them. |
| 7. | A Formatted self-attested Affidavit containing general information in respect of applicant on stamp paper of Rs-10/- along with its necessary enclosures signed by the applicant as per Annexure-III. |
| 8. | Proof of Date of Birth. |
| 9. | Proof of residence. |
| 10. | AADHAR Card of applicant/applicants. In case the applicant does not have Aadhar Card, a written declaration in the form of an Affidavit to be submitted in this regard along with an alternative identification proof which may include Passport or Voter's Identification Card or Permanent Account Number (PAN) card or Identity Card issued to the employees; |
| 11. | PAN Card (or Form 60) |
| 12. | GST registration Certificate. |
| 13. | ITR returns preceding 3 years. |
| 14. | In case applicant is an employee or a representative of any firm or company, an authority letter in favour of the applicant or signing authority or person issued by the firm or company, accompanied by certified Board Resolution. Every application submitted by a company for the grant of license shall be accompanied by the following documents, namely:- (a) Original copy of the Board Resolution passed or an Authority letter confirming the appointment of responsible person. (b) Certified copies of the founding documents of the company including Memorandum and Articles of Association. |
| 15. | Medical Certificate especially about mental health of the applicant with specific mention that the applicant is not dependent on the intoxicating or narcotic substances as per Annexure-IV. |
| 16. | Proof of installation of CCTV system with 30 days recording such as invoice, technical report of installation or AMC and photographs, etc. |
| 17. | List of all employees with name, parentage & address along with Police Verification Certificate or proof of submission thereof in |

| | |
|-----|--|
| | jurisdictional Police Station. |
| 18. | Undertaking that the persons deals with Poisons/Acids are adequately trained to handle the substances. |
| 19. | Fee receipt. |
| 20. | Original License (in case of Renewal) |

All photocopies should be self-attested by the applicant.

The Licensing Authority may require production/submission of additional documents, if so required.

NOC/Affidavit/Undertaking/Indemnity Bond should be given on a stamp paper or Rs. 10/-