

Flow chart for GRANT OF LUBRICATING OILS OR GREASE LICENCE

STEP 1: application is given to the DSO with fees

New License/Renewal (Form-1A, seller or re-seller)

New License/Renewal (Form-1, other than seller or re-seller)

An application for the renewal of License shall be made three months before the date of expiry of the existing license.

No separate application format is prescribed for renewal, an option is given in FORM – 1 & 1A

STEP 2: An application shall be made in Form-1 & 1A, together with a fee of Rs. 25/-

STEP 3: Application's scrutiny is done by as follows-

In case of seller or re-seller (Form-1A) by area inspector

In case of other than seller or re-seller i.e. manufacturer and refinery (**Form-1**), by technical committee constituted by Food Department.

STEP 4: On the basis of report from inspector or committee, the DSO may after making such investigation as it may deem fit, issue, renew or refuse to renew a license having due regard to:-

(a) The suitability of the premises regarding safety of neighborhood for which license has been applied for:

(b) Any other relevant factor. The licenses are granted for a period of five year with fee of Rs 25/- and thereafter shall be renewed for five years by with a renewal fee of Rs 25/-

STEP 5: License is issued as follows-

In case of seller or re-seller in format of Form-2A

In case of other than seller or re-seller i.e. manufacturer and refinery **in format of Form-2**

GERNERAL PROCEDURE

Every application for a License or renewal thereof shall be made to the District Supply Officer in prescribed Form for issue of License under the LUBRICATING OILS & GREASES (PROCESSING, SUPPLY & DISTRIBUTION REGULATION) ORDER, 1987 along with information/documents as given in check list showing truthfully the particular asked for.

- Any person desiring to carry on the business of a processor, other than a seller or a re-seller, shall make an application in Form-1 and every seller or re-seller shall make an application in Form-1A, together with a fee of Rs. 25/-
- An application for the renewal of License shall be made three months before the date of expiry of the existing license.

Documents to be attached for New License (Form-1A, seller or re-seller)

1. Passport photo of Applicant.
2. Address proof of applicant
3. Identity proof of applicant
4. Partnership deed in case of Partnership firm if applicable
5. If any Limited Company or Firm applies for license, the following documents are also required in
 - (a) Memorandum Article
 - (b) Resolution of Board
 - (c) List of Directors
6. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.
7. Proof of Sole Proprietor/partners/Directors
8. Packer registration no. in case of producer/miller/refinery/packer/re-packer
9. GSTN Registration
10. Details of storage - the map of the storage site
11. Leej deed/Sale deed/Rent Deed of the Business Premises, and Godowns for legal and physical possession. which ever is applicable
12. Supplier details.

Documents to be attached for New License (Form-1, other then seller or re-seller)

1. Passport photo of Applicant.
2. Address proof of applicant
3. Identity proof of applicant
4. If any Limited Company or Firm applies for license, the following documents are also required in
 - (a) Memorandum Article
 - (b) Resolution of Board
 - (c) List of Directors
5. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.
6. Proof of Sole Proprietor/partners/Directors
7. Industrial License in case of producer/refinery

8. Packer registration no. in case of producer/ refinery/packer/re-packer
9. GSTN Registration
10. Details of storage - the map of the storage site
11. Lej deed/sale deed/Rent Deed of place of business which ever is applicable.
12. Photo of storage place.
13. Supplier details.
14. Udhog Aadhaar (if applicable)
15. Environment Clearance
16. Annual production Capacity and Item Wise Production Capacity
17. The sources and details of procurement of base oils and additives.
18. List of Product with specification number and equipment list as per B.I.S
19. Test Report last three batch as per B.I.S Specification (if available)
20. Details of Technical Staff (with name and Education Qualification)
21. Process Chart of each produced Item
22. Bills of Plant & Machinery
23. Bills of Laboratory Equipment
24. Proof of Three Phase Connection
25. Copy of License issued by DIC, in case of Renewal
26. Details of Production, Sale and Purchase, in case of renewal

Procedure for issue of License

- On receipt of an application for license under this Order, the DSO may after making such investigation as it may deem fit, issue, renew or refuse to renew a license having due regard to:-
 - (a) the suitability of the premises regarding safety of neighborhood for which license has been applied for:
 - (b) Any other relevant factor.

in case of manufacturer and refinery, Report of technical committee constituted by Food Department shall be required.

- The licenses are granted for a period of five year with fee of Rs 25/- and thereafter shall be renewed for five years by with a renewal fee of Rs 25/-

Documents to be attached for Renewal and Modification

- All the documents mentioned in List of Documents to be attached for New License, if any change at the time of renewal.
- In case of Modification/Alteration, Support documents regarding the item/s
- No Fees shall be charged for Modification/Alteration.
- License shall be renewed for 5 years by with a renewal fee of Rs 25/-

List of acceptable Documents as Proof of Identity and Proof of Address

For Proof of Identity (All Identity proof to have photo)	For Proof of Address
Passport	Passport
Arms License	Arms License
Driving License	Driving License
Election Commission ID Card	Election Commission ID Card
Ration Card with Photo, for the person whose photo is affixed	Ration Card with address
Kissan Passbook having photo	Kissan Passbook with address
Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website	Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website
Janadhar Card/Bhamashah Card	Janadhar Card/Bhamashah Card
Income Tax PAN Card	Registered Sale/Lease Agreement
	Fixed line Telephone/Electricity /Water bill (not older than last three months)
	Vehicle Registration Certificate