

New Licence / Renewal application for Trading of Finished Lubricating Oils & Greases

Check List: Competent Authority, Documents Required, Timeline, fee & Mode Of Payment etc.

Sr. no.	Work	Details
1	Request for application	Application for the grant of New license or Renewal of license to carry on the trading activities in Lubricating Oils & Greases including used/ Re-refined Oils. No physical/manual application is required
2	Competent Authority	District Supply Officer of Concern District.
3	Applicability Criteria	Applicants who require license or need renewal of license for Trading of Lube oil/Grease
4	Stage	Pre-Operations in case of fresh license. Three months before the date of expiry of the existing license in case of renewal.
5	Number of Days for approval and issuance	
6	Documents Required	<p><u>Documents to be attached for New License (Form-1A, seller or re-seller)</u></p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> (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. Lej deed/Sale deed/Rent Deed of the Business Premises, and God owns for legal and physical possession. which ever is applicable. 12. Photo of storage place. 13. Supplier details.
7	Form Submission/Applicati on website address	https://www.....
8	Procedure for getting license	<ol style="list-style-type: none"> 1. User login on SSO 2. Select Food Department application 3. Fill the relevant form 4. Attach mandatory documents 5. Make requisite payments via online procedure if any. 6. Submit the application

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9	Fee & Mode of payment	Rs 25/- for the grant of New license or Renewal of license. License shall be renewed for 5 years by with a renewal fee of Rs 25/- The payment of fees has to be made online.
10	Final License Delivery	If application is approved, an applicant can download the final certificate from the portal. District authorities accept downloaded, certificate as valid and do not require physically signed/stamped certificate to be obtained.