

## New Licence / Renewal application for Processor Licence of Lubricating Oils & Greases including used/Re-refined Oils.

**Check List: Competent Authority, Documents Required, Timeline, Fee & Mode of Payment etc.**

Sr. no.	Work	Details
1	<b>Request for application</b>	Application for the grant of New license or renewal application of existing license to carry on the profession of a processor (Manufacturing, Blending, Packaging or Re-refining) of Lubricating Oils/Greases/specialties <b>No physical/manual application is required</b>
2	<b>Competent Authority</b>	District Supply Officer of Concern District.
3	<b>Applicability Criteria</b>	Applicants who require renewal of existing license for Processor of Lube oil/Grease
4	<b>Stage</b>	Pre-Operations in case of fresh license. <b>Three months before the date of expiry of the existing licence in case of renewal.</b>
5	<b>Number of Days for approval and issuance</b>	
6	<b>Documents Required</b>	<p><b><u>Documents to be attached for New License (Form-1, for processor)</u></b></p> <ol style="list-style-type: none"> <li>1. Passport photo of Applicant.</li> <li>2. Address proof of applicant</li> <li>3. Identity proof of applicant</li> <li>4. If any Limited Company or Firm applies for license, the following documents are also required in             <ol style="list-style-type: none"> <li>(a) Memorandum Article</li> <li>(b) Resolution of Board</li> <li>(c) List of Directors</li> </ol> </li> <li>5. If any Cooperative Society registered under the Rajasthan Cooperative Societies Act, applies for license, bye-laws are required.</li> <li>6. Proof of Sole Proprietor/partners/Directors.</li> <li>7. Industrial License in case of producer/refinery.</li> <li>8. Packer registration no. in case of producer/ refinery/packer/re-packer</li> <li>9. GSTN Registration</li> <li>10. Details of storage - the map of the storage site.</li> <li>11. Lej deed/sale deed/Rent Deed of place of business/storage which ever is applicable.</li> <li>12. Photo of storage place.</li> <li>13. Udhog Aadhaar (if applicable)</li> <li>14. Environment Clearance</li> <li>15. Annual production Capacity and Item Wise Production Capacity.</li> <li>16. The sources and details of procurement of base oils and additives.</li> <li>17. List of Product with specification number and equipment list as per B.I.S</li> <li>18. Details of Technical Staff (with name and Education</li> </ol>

Sr. no.	Work	Details
		Qualification) 19. Process Chart of each produced Item. 20. Bills of Plant & Machinery 21. Bills of Laboratory Equipment for quality control at plant. 22. Proof of electricity Connection. 23. Sources of the fuel of furnace, if any 24. No objection certificate from pollution Control Board, 25. Copy of License issued by DIC, in case of Renewal 26. Details of Production, Sale and Purchase, in case of renewal.
7	<b>Form Submission/Application on website address</b>	<a href="https://www.....">https://www.....</a>
8	<b>Procedure for getting license</b>	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
9	<b>Fee &amp; Mode of payment</b>	Rs 25/- for the grant of New license or Renewal of licence. 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	<b>Final License Delivery</b>	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.