

**LIST OF DOCUMENTS FOR REGISTRATION OF LIFT OR ESCALATOR OR PASSENGER CONVEYOR MANUFACTURER OR MAKER OR OTHER PERSON**

1. Application Form D-1,
2. Original Treasury challan for application fees of Rs 100/-
3. Original Treasury challan for License fees of Rs 15000/-(for erection and maintenance) and of Rs 10000/-(for maintenance)
4. The applicant must have attained the age of 21 years as on the date of receiving application and has passed tenth standard examination. In the case of a company the Managing Director, the Manager incharge or in case of partnership firm, Manager or Managing Partner shall satisfy the above conditions.
5. The applicant shall satisfy the requirement of the State Emblem of India (Prohibition of Improper Use) Act, 2005 (Central Act 50 of 2005) as far as the name of the firm or company.
6. The applicant shall not utilize the existing or similar trade names or seek company or firm names which are already registered.
7. 2 recent passport size photographs with Specimen signature of the authorized signatory of the firm/company/individual
8. Copy of the registered partnership deed, for partnership firms
9. Registration certificate issued by Registrar of Firms, for partnership firms
10. Copy of Certificate of Incorporation, Memorandum and Articles of Association approved by the Registrar of Companies,
11. Authorization letter in original issued to the authorized signatory on Rs 100/- stamp paper,.( In case of a partnership firm all the partners of the firm and in case of a registered company not less than two third of total number of Directors must resolve and issue an authorization letter to the authorized signatory to sign the application, completion report, etc. on behalf of the firm or company as the case may be)
12. Company profile
13. Proof for address of business premises located within the state. i.e., copy of rental or lease agreement or khata certificate and latest tax paid receipt or an affidavit sworn before the notary
14. Bank guarantee certificate to an extent of five lakhs rupees from nationalized bank duly addressed to the Chief Inspector of Lifts, Escalators and Passenger conveyors.

15. Manufacturing Activities of the company
16. Outsourcing vendors list of Lift auxiliary equipments and their recommendations for supply of ISI standard materials.
17. The company shall employ following minimum staff on regular employment and list of employees, their Designation, Qualification, experience, copy of appointment orders, attested copies of Degree/diploma certificates, copy of experience certificates and their consent to work shall be furnished.
  - a. B.E (Mechanical) Degree holder Or Diploma in Mechanical Engg. + 2 or 4 years of experience respectively in erection of lifts or escalators or passenger conveyors
  - b. B.E (Electrical) Degree holder Or Diploma in Electrical Engg. + 2 or 4 years of experience respectively in erection of lifts or escalators or passenger conveyors

The Electrical Engineering degree or diploma holder shall have valid “Grade-I” “Electrical Supervisor (General) Permit” issued under the Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012

- c. Erection team:
  1. ITI holder Electrician Trade
  2. ITI holder in Fitter trade
  3. ITI holder Electronic Mechanic or Instrumentation Mechanic Trade(ITI holder in Electrician trade shall have “Grade-1” “Wiremen Permit” issued under the Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012
- d. Maintenance team: One maintenance team of three technicians for maintenance of every 50 lifts or escalator or passenger conveyor in a calendar year.
  1. ITI holder Electrician Trade
  2. ITI holder in Fitter trade
  3. ITI holder Electronic Mechanic or Instrumentation Mechanic Trade(ITI holder in Electrician trade shall have “Grade-1” “Wiremen Permit” issued under the Karnataka (Licensing of Electrical

Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012.

- e. Service Station wing: A responsible person shall be available round the clock in the service station or office for responding to complaints.

18. Details of necessary tools, safety gadgets and headgears as listed in annexure -1 for entire staff engaged in the work of erection & Maintenance.
19. Company shall have Electrical Contractor License not below CLASS II issued by the Karnataka LA&EB.
20. List of equipments and Critical spares Maintained, as listed in Annexure-2
21. List of erection tools as listed in Annexure-3
22. Proof of address of the logistic centre/workshop his own possession or on rent or lease basis within the state of Karnataka with independent facility and telephone and such workshop or logistic center shall be equipped with minimum machineries and testing instruments either stationary or portable as mentioned in Rule 8(i) of the Karnataka lift , escalator, passenger conveyors rules 2015. Provided ,that in case of a person seeking registration having his own manufacturing unit within the state of Karnataka , he shall not be required to have a separate workshop but he shall be required to have the minimum machineries and instruments as mentioned above.
23. Copy of Group Insurance policy.
24. VAT Registration details
25. Service Tax registration details
26. Communication proof (Telephone connection)
27. Product catalogue of the company.
28. Trade license for the premises issued by the Local Authority.
29. Proof for having suitable independent vehicles for transportation of materials.