

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

1. Application Form-D3.
2. Original Treasury Challan for application fee of Rs. 100/-
3. Original Treasury Challan for License fee of Rs. 30,000/- (Renewal of Registration).
4. Original Treasury Challan of Rs. 5000/- Penal fee for late submission (for renewal of Registration) for
5. Lifts/Escalator/Passenger conveyer erection and maintenance.
6. Undertaking letter for possessing a copy of the Karnataka Lifts, Escalators and Passenger Conveyer Act 2012 and rules, 2015 and the relevant code of practices prescribed by the Bureau of Indian Standards for installation and maintenance of Lifts, Escalators and Passenger conveyors shall be furnished.
7. Copy of Class I/II Contractor License, Grade-I electrical supervisor permit and Grade-I wiremen permit shall be furnished.
8. Address proof for independent office located within the state shall be furnished.
9. Address proof for workshop or logistic centre possessed by the persons seeking registration in his own possession or on rent or lease basis within state of Karnataka with independent facility and telephone and list of machineries maintained as per Rule 8(i) of KLE and PC Rules, 2015 shall be furnished.
10. List of all the lift erection and or maintenance team/staff along with their consent to continue to work & Qualification certificates shall be furnished.
11. Details of the number of Lifts, Escalators or Passenger conveyors for which erection permission is obtained in Form-E8 shall be furnished.
12. Details of the number of Lifts, Escalators or Passenger conveyors approvals for use obtained in Form-E9 shall be furnished.
13. Details of the number of Lifts, Escalators, Passenger conveyors for which maintenance contract is obtained in Form-E10 shall be furnished.
14. Details of all Maintenance teams each of three technicians for Maintenance of every fifty lifts or escalator or passenger conveyer in a calendar year (one with Electrician Trade, one with Fitter Trade and another one with Electronic Mechanic or Instrumentation Mechanic Trade OR one with certificate course in

Lift or Elevator technology or equivalent from the Institution recognized by the Directorate of employment and Training, Government of Karnataka) shall be furnished.

The technician in Electrician Trade shall have valid “Grade-I” “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.

15. Details of additional service station established in such city or town other than the city where the main office is situated where number of lifts, escalators, passenger conveyors under maintenance exceeds fifty shall be furnished along with the proof of address for the same.
16. Proof for having trained and issued Training certificate in Form-F to operate every lifts or escalators or passenger conveyors installed by the firm shall be furnished.
17. All registers maintained as per Form-E1 to Form-E7 of the Karnataka Lifts, Escalators and Passenger Conveyor Rules, 2015 shall be produced to this office for verification.
18. Reports for tests conducted in Form-C2 and Form-C3 on all Lifts or Escalators or Passenger conveyors maintained by the firm shall be produced to this office for verification.
19. Details of the information provided to the concerned authorities for investigation within twenty four hours of the occurrence of the accident over telephone and the details for having submitted a detailed report of causes leading to the accident, within forty eight hours, to the authorized officer or Inspector of Lifts, Escalators and Passenger conveyor for any accident in the operation of any Lift or Escalator or Passenger conveyor maintained by the firm, resulted or has caused in loss of human life or injury to any person if any, shall be furnished.
20. Copy of group insurance policy shall be furnished.
21. GST registration Certificate shall be furnished.
22. Vehicle Registration.
23. Group Insurance.
24. Trade License.
25. Annexure-1, 2 and 3.

26. Communication Proof (Recent One).

27. Renewed Bank guarantee.

28. Proof shall be furnished for having conducted at least two safety awareness programs to educate Children and adults about the risks, and safe way to use Lifts or Escalators or Passenger conveyors conducted in schools and residential housing complexes, apartments, malls, commercial and office complexes etc., in which the firm has maintenance contract.