



**Aleph INDIA<sup>®</sup>**

A single window for all kind of certificate and testing equipment

**BUREAU OF INDIAN STANDARDS**

**COMPULSORY REGISTRATION SCHEME  
PROJECT(CRS)**

# PRODUCT TYPE AND STANDARD



**COPYING MACHINE - IS 13252 : 2010**



# PROCEDURE FOR BIS REGISTRATION

This presentation will address you detailed description for BIS registration.

The basic requirements for BIS registration are as follows:-

**A} For Foreign Manufacturer:** All foreign applicants having no liaison office or branch office located in india have to appoint Authorized Indian Representative widely known as AIR. The nomination of AIR shall be varying as perfollowings:

- If the manufacturer has the liasion office /branch office in India, then they will become the AIR.
- If the manufacturer does not have the liasion office /branch office in India but proprietor / registered user of the brand/trademark appearing on the article is located in India, then Brand/Trademark owner will become AIR.
- If the manufacturer does not have a liasion office located in India and there is no proprietor /registered user of the brand/trademark appearing on the article, located in India then the other entity will become the AIR.

**B} For Domestic Manufacturer:** The domestic manufacturer can directly apply to BIS without nominating Authorized Indian Representative(AIR).

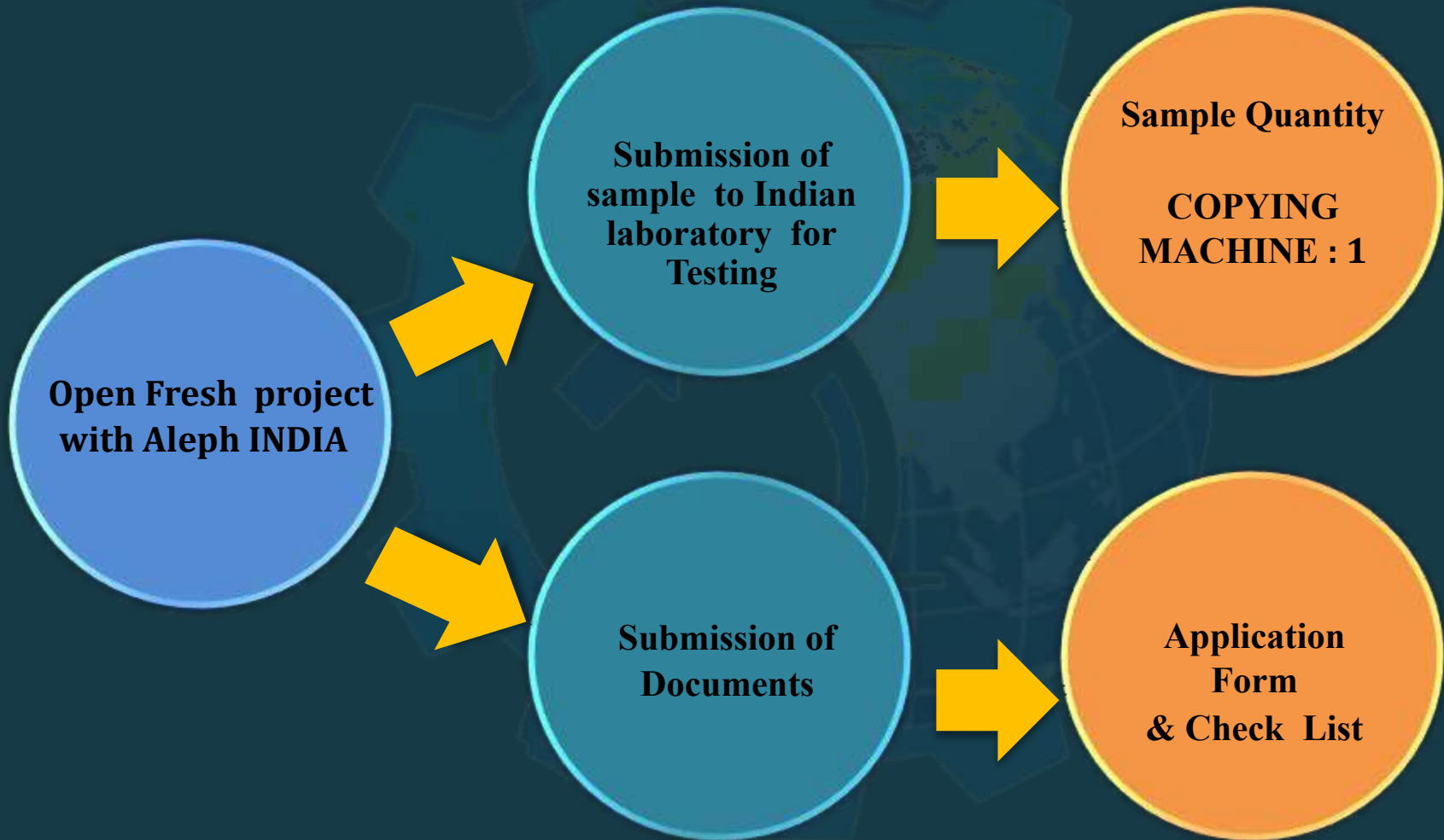
# STEPS INVOLVED IN BIS REGISTRATION

From 2018 the Bureau of Indian Standards (BIS) has required COPYING MACHINE to be registered to **IS 13252 : 2010** While meeting the technical requirements of the standard has not been a challenge, working with the testing laboratories and BIS had not come so easily. Constantly changing requirements and administrative roadblocks have burdened many manufacturers.

**The steps involved in BIS Registration are as follows:-**

- 1. Testing of products in BIS approved Lab**
- 2. Online submission of application**
- 3. Offline submission (hardcopy) of application**
- 4. Scrutiny of application and Report by BIS officials**
- 5. Grant of License**

# PROCEDURE FOR BIS REGISTRATION



## DOCUMENT REQUIRED (CHECK LIST) FOR BIS REGISTRATION OF COPYING MACHINE

1. Completely filled CDF/CCL form
2. Duly filled BIS application form
3. Business Licence of manufacturing unit (English Translation + Local Language)
4. Scope of Business License (English Translation + Local Language)
5. ISO certificate of manufacturer
6. Marking Label/ Details of Marking on the product
7. Authorization letter (If signatory person is other than the head of the manufacturing)
8. Trade Mark Certificate
9. Trademark Authorization Letter (If TM is owned by other than manufacturer)
10. AIR Company registration proof in INDIA (in case of foreign manufacturer)
11. Photo ID of Authorized Indian Representative/ Authorized Signatory
12. PCB Layout, Circuit Diagram, Block Diagram

# ONLINE SUBMISSION

**Test Report**

**Supporting Documents  
as per check list**

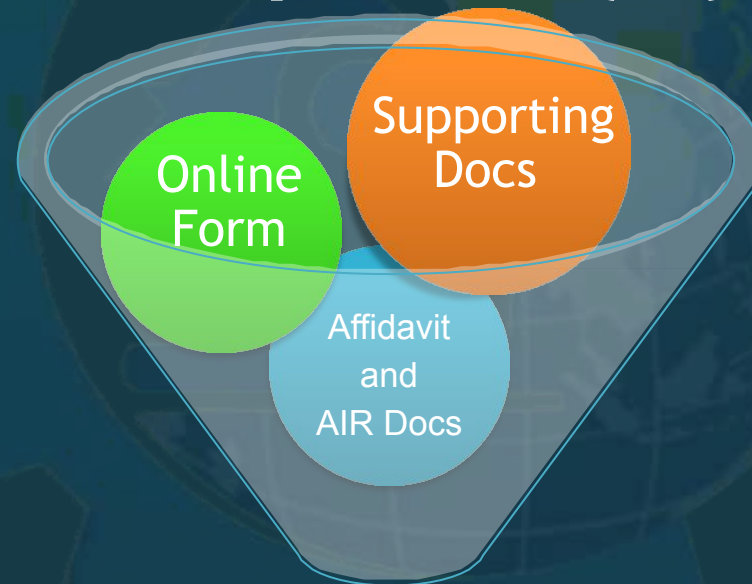
**ONLINE  
SUBMISSION OF  
APPLICATION TO  
BIS**

**Application Fee**

**Trademark Certificate  
&  
Business License**

# OFF-LINE SUBMISSION

After submission of online application, a soft copy of form I and some supporting documents shall be shared by BIS to applicant/matrixufacturer, which need to be duly signed and stamped by authorized signatory of manufacturing unit as well as counter signed by Authorized Indian Representative (AIR).



**Submit Hard Copy to BIS within 15 days  
of Online Submission**



# PROCESSING OF APPLICATION

The hard copy of complete application file along with the test report shall be submitted to BIS. The BIS authority shall scrutinize the submitted application, and if everything will be in order, BIS shall grant Registration Number valid for 2 years. The granted Registration Number may further renewed subsequently upto 5 years.

## **Process time**

Total Time for BIS Registration will be approx. 30 working days, including testing time (15 working days) and BIS application processing time (15 working days).

This duration can be reduced if all the required information and documents are submitted promptly by the applicant.

# POINTS NEED TO BE CONSIDERED

**Although the previous slides do not appear that challenging but there are few things to watch out for...**

- Choose a reputable testing organization/ BIS agent unless you have the expertise and/or an office in India that can assist you.
- Make sure the laboratory that you plan to use (in country testing required) is currently authorized for testing of your product and is not in the middle of or about to get audited. At any given time it seems that a third of the laboratories are on suspension. If the lab is being audited, they may lose their authorization until the audit has been fully executed.
- Before shipment of samples, make sure complete arrangements have been made for the entire shipment from your location to the testing laboratories door.

- Prepare the documents ahead of time to ensure there are no delays. Many of the documents have to be signed by the Manufacturer, Brand Owner and Indian Representative. In addition, the documents will require Notarization by the Manufacturer and Stamped by the Brand Owner and Indian Representative. If you did not read between the lines, you will have to send originals to India to be countersigned as appropriate.
- Make sure the CDF is accurate and that the description of the critical component list is completely filled.
- Remember the test report expires 90 days after issue. If the BIS submittal is not underway by that date, you will have to start over with a new samples submittal and retest.
- Try to have all agency/BIS documentation ready and hard copies sent to India before the testing is complete. Request that the Agency complete the address verification (1 week) before the testing completes to reduce delays.
- BIS normally about 15 days to either approve the registration or make additional requests. Expect multiple requests and delays. 30 to 60 days is a more realistic timeline to expect.

# WHY US...?

The most important decision to successfully obtain BIS registration is selection of a competent partner testing organization/agency and plan to keep a constant line of communication open. Our professional team will assist you with following parameters:-

1. Entire paper work related to the certification.
1. Development of samples as per standards for 100% conformity of sample in testing laboratory.
2. Liaison with BIS which includes detailed Application preparation, submission, replying to time to time queries providing clarifications.
3. Sending pre-registration request and documentation.
4. Online submission of application. Hard copy submission of all docs along with test report to BIS.
5. Multiple visits to BIS office, Agreement Documents signing, Affidavit.
6. Time to time miscellaneous/incidental works throughout the License granting process.
7. Maintenance of license up to 2 years. Complete solution for BIS related queries with the help of highly experienced professional team



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