

## Application for New Contractor's License Service

### Applicant's Basic Information :

1. Salutation\* : \_\_\_\_\_
2. First Name\* : \_\_\_\_\_
3. Middle Name : \_\_\_\_\_
4. Last name\* : \_\_\_\_\_
5. Mobile No. : \_\_\_\_\_
6. Email : \_\_\_\_\_
7. Date of Application\* : \_\_\_\_\_
8. Gender\* : \_\_\_\_\_
9. Name of firm in which the Electrical Contractor's License is applied for\* : \_\_\_\_\_
10. Aadhaar Card No : \_\_\_\_\_
11. Date of Incorporation of the firm\* : \_\_\_\_\_
12. Designation of the Applicant Applying on behalf of the firm\* : \_\_\_\_\_

### Business Address :

13. Address Line 1\* : \_\_\_\_\_
14. Address Line 2 : \_\_\_\_\_
15. Rural / Urban\* : \_\_\_\_\_
16. Sub-Division : \_\_\_\_\_
17. Block/Municipality/Corporation\* : \_\_\_\_\_
18. Block/Municipality/Corporation Name\* : \_\_\_\_\_
19. Village or Ward Name : \_\_\_\_\_
20. PIN Code\* : \_\_\_\_\_
21. Post Office : \_\_\_\_\_
22. Police Station : \_\_\_\_\_
23. District\* : \_\_\_\_\_
24. State : \_\_\_\_\_
25. Country : \_\_\_\_\_

Type of Firm *	Name *	Designation *	Country *	State *	District *

Sub Division *	Sub Division *	Rural or Urban *	Block or Municipality or Corporation *	Block or Municipality or Corporation Name *	Village or Ward Name :

Police Station	Post Office	Address Line 1 *	Address Line 2 *	Pin Code *	Owners Contact Number *

### Previous License Information :

- Any Previous License granted in the same Name \* : \_\_\_\_\_
- Previous License Details : \_\_\_\_\_

**SCC Employee Details :**

Name of the Employee * :	SCC Number * :	Part 1 and 2 * :	Part 3 * :	Part 4 * :	Part 5 * :	Part 1 and 6A * :

Part 6B * :	Part 6C * :	Part 1 and 7A * :	Part 7B * :	Part 7C * :	Part 8 * :

Part 9 * :	Part 10 * :	Part 1 and 11 * :	Part 12 * :	Electrical Workmens Permit No :	Date of Employment * :	Date of Discharge :

**Testing Instrument Details :**

Instrument Name \* : \_\_\_\_\_

Makers Name \* : \_\_\_\_\_

Device Serial No \* : \_\_\_\_\_

Voltage Parameter \*(500V/1000V/2500V/5000V) : \_\_\_\_\_

List of Documents:

A. Valid Trade License of the firm. (\*) : \_\_\_\_\_

B. Insulation Tester Purchase Voucher (500V or 1000V and 2500 or 5000V) (\*) : \_\_\_\_\_

C. Bank Certificate mentioning Name of the Firm, Name of the Owner(s) of Account, Current Account Number and Current Balance. (\*)

D. Appointment letter of Supervisors (\*) : \_\_\_\_\_

E. Supervisor's Declaration (\*) : \_\_\_\_\_

F. Owners Declaration(Affidavit and on own Letter-pad)(\*) : \_\_\_\_\_

G. Professional Tax: Challan and Certificate of Enrolment (Firm and Supervisor)(\*) : \_\_\_\_\_

H. Identity proof (Aadhaar or Voter's EPIC) of all the Owners(\*) : \_\_\_\_\_

I. Pan Card of the Firm and Owner(s)(\*) : \_\_\_\_\_

J. Registered Deed of Partnership : \_\_\_\_\_

G. Memorandum of Article or Association (Copy) and List of Directors from ROC website - Downloaded : \_\_\_\_\_

H. Power of Attorney from MD/CS to any designated Employee – In case of Limited company (Registered or Magistrate).

I. Power of Attorney from All Directors to any One Director or Company Secretary – in case of Private Limited Company (Registered or Magistrate)

J. AGM resolution and registered certificate (Bye-law) for co-operative society clearly notified Signatory (Applicant and Receiver of Contractor's

License)

K. Recent Passport Size colour Photograph of Firms Representative which would appear on the License. The Photograph needs to be signed by the person(\*)

L. S.C.C Licenses to be uploaded for each staff member working for the firm(\*)

**I hereby declare that the above information is true to the best of my knowledge and belief.**

Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

