

Guide lines for the Renewal of Certificate of Registration

(Section 9 of the Kerala Lifts and Escalators Act, 2013)

1. (i) The application for renewal shall be submitted in the specified Form, three months before the date of expiry of validity of Certificate of Registration to the Chief Electrical Inspector, Thiruvananthapuram with required fees.

(ii) The applicant shall produce the original chalan receipt for Rs. 5,000/- (Rupees Five thousand only) as renewal fee for registration if renewal is required for a period of 1 year.

(iii) The applicant shall produce the original chalan receipt for Rs. 15,000/- (Rupees Fifteen thousand only) as renewal fee for registration if renewal is required for a period of 3 years.

(iv) If application for renewal is not furnished as aforesaid, a late fee of Rs 1000/- (Rupees One Thousand Only) per month shall be remitted in addition to the renewal fee.

(v) If the certificate holder fails to renew the Certificate of Registration before the date of expiry, the license will be lapsed and application for fresh certificate shall be submitted in the concerned district office with adequate fee.
2. Declaration in the specified format by all the staff employed duly authenticated by Deputy Chief Electrical Inspector / Electrical Inspector of the concerned district shall be forwarded along with the application.
3. All instruments shall be tested in the Meter testing and standards laboratory and test certificates shall be submitted.
4. (i) If there is any change in the address of the place of business of the holder of the Certificate of Registration, it shall be intimated to the Electrical Inspector within one week of such changes and a report from the Electrical Inspector shall be forwarded to the Chief Electrical Inspector, Thiruvananthapuram.
(ii) In the event of any change of authorised signatory within the validity period of Registration, shall be intimated to the Chief Electrical Inspector, along with the following documents.
 - (a) Original Registration Certificate
 - (b) Proof of change of authorised signatory attested by a Notary
 - (c) Processing fee of Rs 500/- (Rupees Five hundred only).
5. A certificate from Bank to the effect that the applicant continues to be solvent of Rs 5,00,000/- shall be furnished.
6. Details of safety gadgets/tools shall be forwarded.
7. A copy of Certificate of Registration issued shall be forwarded.
8. Staff register shall be produced at the time of Declaration and for subsequent verification.

Sd/-

Chief Electrical Inspector

Application for the renewal of Certificate of Registration

(Section 9 of the Kerala Lifts and Escalators Act, 2013)

| | | |
|-------|--|----------|
| 1 | Name and address of applicant | |
| 2 | Office address in Kerala with Contact No. (As specified in the Registration Certificate) | |
| 3. | Present office address (If any change of address) | |
| 4. | Registration number and date of Certificate of Authorization issued (Enclose copy) | |
| 5. | Details of Electrical Contractor's license, if any | |
| 6. | Period of renewal required (1 year or 3 years) | |
| 7. | Details of fee remitted (Head of account : 0043-800-98-Other Receipts) | |
| 8. | Whether the following documents are attached | |
| (i) | Declaration of staff from the Electrical Inspectorate | Yes / No |
| (ii) | Certificate of testing instruments | Yes / No |
| (iii) | Certificate regarding continue to be solvent /new solvency | Yes / No |
| (iv) | Report from the Deputy Chief Electrical Inspector / Electrical Inspector (If there is any change in office address) | Yes / No |
| (v) | Details of safety gadgets / tools | Yes / No |
| (vi) | Copy of Certificate of Registration | Yes / No |

I / We hereby declare that the particulars stated above are correct to the best of my / our knowledge and belief.

Place:

Date :

Signature

Name

Designation