

BIS Registration Process

PROCESS OF BIS REGISTRATION UNDER COMPULSORY REGISTRATION SCHEME(CRS)

Beneath, you will find the proper process of BIS Registration for BIS CRS, from online application to Grant licence - step by step

1. **Online submission of application:** Applicant is required to apply on the CRS portal to obtain login credentials.

Following Instructions for BIS Registration: Steps for Registration on CRS website:

- a. Kindly click "Register" button on the home page.
- b. A new page "Organization Registration" will open.
- c. Fill the relevant information. Email ID with domain '@gmail.com' will not be accepted for manufacturing unit located in China. Email ID with domain ending with '.in', i.e. 'registration@bis.gov.in', will not be accepted for manufacturing unit located outside India.
- d. For proof of name and address of manufacturing unit, kindly upload a valid government issued document in which name and address of the manufacturing unit to be clearly reflected along with reflection of manufacturing activity for products related to Registration Scheme.
- e. Documents like ISO certificates may be submitted in addition to above, if scope of manufacturing is not clear from the above-mentioned document(s). However only ISO document will not be accepted for the purpose of address proof.
- f. Kindly take following precautions while submitting online form:
 - > Kindly do not enter hyphen (-) or blank space in phone number(s) while entering the details.
 - > Kindly do not upload any password protected/ encrypted document for address authentication.
 - > The document uploaded by you should not have any special character in its filename.
 - > The filename extension for the uploaded document should be '.pdf' only. e. Kindly use type in the details to fill the online form. Copy and paste from another source is discouraged.
- g. On submission of the form, a verification link will be sent on the requested email ID. Kindly verify your email.
- h. On confirmation of email, BIS will verify the submitted documents. On positive verification, login credentials will be given to the manufacturer.
- i. In case the documents are found to be not satisfactory, the request will be rejected by BIS and the manufacturer will have to submit the request again with proper documents.
- j. **DO NOT DISCLOSE YOUR LOGIN CREDENTIALS TO ANYONE.**
- k. Manufacturer may use the login credentials to generate test request for testing of product at BIS recognized labs.
- l. On successful testing, manufacturer may use the issued test report for submitting online Form I for grant of licence

2. **Testing of product in BIS approved lab:** Applicants need to generate test request by login with credentials and getting their product tested from BIS recognize lab.
3. **Offline/online submission of Application:** After that, the Applicant must apply on the portal using the verified Test Report within 90 days of its issue and submit all required documents with the application as per the checklist.
4. **Scrutiny of application:** Scrutiny of test report and all submitted document with application will be done by BIS officials.
5. **Grant of license:** BIS will grant a license to the manufacturers to use or apply Standard Mark with unique R-number on electronics and IT products.

DOCUMENTS REQUIRED FOR BIS REGISTRATION

The following documents are required for bis certification for electronic products under CRS scheme.

- Self-Declaration of Conformity
- Test Report Conformity by Third-Party Testing Laboratory of Product Samples (Components and raw materials).
- The Name and Address proof of the manufacturing unit along with the scope of business activity.
- Copy of acknowledgment received from the portal
- Details of Authorized Signatory and other related documents
- Details of the samples to be tested by BIS
- Also, the details of the product's Models/Varieties to be covered

COST OF BIS REGISTRATION

The bis certification cost for electronic products will vary with Respect to the following:

- Location of Manufacturer. (Domestic/Overseas)
- Type of Product and Number of Models.
- Applicable government fee and service fee.

TIMELINE TO OBTAIN BIS LICENCE

- If you already tested your product in the past and wanted to use the prior test reports for BIS CRS Certification, just be sure that the test reports are not older than 90 days from the date of online application receipt.
- In case you like to submit a supplementary test report from the brand whose product is already tested and accepted by BIS, then the supplementary report will be considered but not older than 90 days from the date of application.
- The time period of testing will depend on the lab chosen by the manufacturer and the submission of technical details for testing the product. Samples for initial registration can be submitted directly to any of the BIS-recognized labs.
- Afterwards, the registration will be processed by BIS if all submitted documents are in order. Independent samples are picked up only during the surveillance process.

Disclaimer: *The process outlined above is indicative and compiled by MAIT based on inputs available from concerned government website and inputs from member companies. This is not to be treated as an authority or quoted for legal matter. Members may exercise their own discretion while using the same.*