

Annexure-XI

Frequently Asked Questions (FAQ's)- Amendment in the Electrical Contractor License

Question No.	
1.	<p>What are the eligibility conditions for making amendment in the of Electrical Contractor's License?</p> <p>a) The applicant shall be the holder of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi</p> <p>b) The office premises/ shop address shall be in Delhi.</p> <p>c) The Proprietor or Authorised Signatory of the firm shall be the resident of Delhi.</p>
2.	<p>What are the documents required for amendment in the Electrical Contractor's License?</p> <p>a) Proof of residence of Delhi i.e. Driving License/ Voter Card/ Aadhaar Card/ Passport or passbook issued by Bank/ Post office. (any one)</p> <p>b) Self declaration form in the prescribed format (Template of Self Declaration form can be downloaded from web portal).</p> <p>c) Authorization letter in case of Partnership firm/ Company. (In case of Partnership firm, the Authorised signatory shall be one of the partner)</p> <p>d) Self attested copy of Firm/ Company address proof document</p> <p>e) Self attested copy of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi.</p> <p>f) Dissolution deed in case of dissolving firm from Partnership/Company into Proprietorship.</p>
3	<p>What is the prescribed fee for amendment in the Electrical Contractor's License?</p> <p>The prescribed fee is Rs 1000/- (Rs. One Thousand only).</p>
4.	<p>What amendments can be made in the Electrical Contractor's License?</p> <p>1. Change in the address of business premises/ shop</p> <p>2. Change in constitution of firm/company.</p> <p>3. Amendment in name of firm/company (i.e. change of firm name is not allowed except inclusion/ deletion of LLP or Ltd. or Pvt. Ltd. One Person Company (OPC))</p> <p>4. Change of Authorised Signatory in case of Partnership/ Company</p>
5	<p>How many amendments can be made at a time?</p> <p>At least 01 to a maximum of 04 amendments can be made at a time</p>
6.	<p>How many times can I make amendments in my Electrical Contractor license?</p> <p>The amendments can be made as and when required.</p>
7.	<p>What is the time period for issuance of Certificate after making amendments in Electrical Contractor's License?</p> <p>If all documents submitted by the applicant found in order, the amendment in Electrical Contractor's license shall be made within 03 working days from the date of receipt of application.</p>
8.	<p>Who is the Decision Authority for any amendment in Electrical Contractor's license?</p> <p>All Assistant Electrical Inspectors posted in the concerned districts</p>

9.	How can I get my certificate?
	Once, the application is approved, you can download the digitally signed certificate from the e-District portal using the application no. provided to you at the time of applying for the service.
10.	Is there any time limit for the applicant for amendment of Electrical Contractor license?
	No
11.	Is there any penalty for late submission of the application by the applicant?
	No
12.	Is there any additional fee for late submission of the application?
	No