

**To All Manufactures / Applicants**

**Subject: Sequence of the documents to be submitted each time for fresh applications:**

It has been brought to the notice of the BEE that there is a considerable delay in application processing . We have observed and found that documents being sent to BEE are in loose condition. This causes difficulty in fast reviewing and processing of the applications. We are giving below the sequences to be followed in sending documents to BEE. Moreover, the documents, in many cases, are not signed / stamped which causes repetitive clarification on the portal thereby causing unwanted delay. In future you are requested to send the document in the sequence specified below failing which the application may not be considered for processing. Also, kindly ensure that documents are properly filed in a hard bound cover, as they can be referred in case of disputes.

**A. General Guidelines:**

- Each and every document submitted to BEE (Either in Hard copy or Uploaded Online) must bear the sign and stamp of the authorized signatory in original.
- All the Document must be submitted in the given sequence (as mentioned in ' B' ) and kept in File in a proper way.
- Documents without proper filing or loose or clipped or only stapled will not be accepted.
- Deviation from the process would be treated as non- compliance to the application.

**B. Sequence of Documents to be attached for the purpose of Company registration**

**1. Covering Letter (Format closed)**

Submit the covering letter as given in **Annexure-1 & Annexure-2** for the fresh application and resubmission (If applicable) respectively. The applications without cover letter will not be accepted.

**2. Company Registration Fee and Payment Options.**

One time registration fee of Rs.100000/- for large scale industry and Rs. 25000/- for small scale industry (SSI) is applicable for the registration of one product and respective brand. Kindly attach the DD with the online company registration form, as this will facilitate generation of online receipts. All demand drafts shall be in favour of "Bureau of Energy Efficiency", payable at New Delhi. Also, online payment option has been enabled on the BEE website.

**3. Print out of the Online Company Registration Form** (properly signed and stamped with company seal with all filled in details)

**4. Agreement between BEE & User of Label on Rs.100 Non Judicial Stamp Paper:**

This document is applicable for the applicant who wishes to participate in the S&L scheme for the first time for voluntary products only. The document must be as per the format given in the BEE Scheme duly signed and stamped on each page of the Agreement. If an applicant wishes to register for more than one Appliance/Equipment, then he must submit separate agreement for each respective Appliance/ Equipment or Brand, if any. The validity of the agreement is three years.

### **5. One set of General Documents:**

- a) **Trade Marks certificate** (In the Name of the User of Label)
- b) **SSI certificate** (If Small Scale Industry and applying for first time)
- c) **Quality Management System Certificate** (ISO 9001) (issued In the name and address of the manufacturing facility mentioned in company registration form of Manufacturer). In case of multiple manufacturing facilities, ISO of all the manufacturing facilities must be enclosed.
- d) **Authorized Signatory Letter** (On Company Letter Head mentioning the Name and specimen signature of the Authorized signatory/signatories and the company head)
- e) **BIS License** (With Validity date and endorsement Letter showing all applied models. The Models applied to BEE should be highlighted in the endorsement Sheet) (If applicable)

**Note: All the documents must be uploaded on the web portal with correct validity date before sending the documents to BEE.**

## **C. Sequence of Documents to be attached for the purpose of Model registration**

### **1. Covering Letter (Format closed)**

Submit the covering letter as given in **Annexure-3 & Annexure-4** for the fresh application and resubmission (If applicable) respectively. The applications without cover letter will not be accepted.

### **2. Payment Options.**

Model Registration fee for each model is Rs.1000/-. Kindly attach only one specific DD with unique application id, as this will facilitate generation of online receipts. In case, if single DD is given for multiple applications, than please ensure that the DD drawn for the value should match with the number of applications failing which applications will be rejected. All demand drafts shall be in favour of “Bureau of Energy Efficiency”, payable at New Delhi. Also, online payment option has already been enabled on the BEE website.

**3. Print out of the Online Application form** (properly signed and stamped with company seal)

**4. Print out of the Mandatory Form and its Annexure form** (For mandatory products only)

**5. Test Report** (properly signed and stamped with company seal)

Test Report of each model should be enclosed after the online application form of the respective model. Same Model name/number as applied to BEE along with the Date of testing must be written in the Test Report. In case of family of models declaration letter from the user of label must be enclosed for the models listed under one family. However, test report must be submitted with each respective model. **Rated values must be declared in test report. In house test reports must be printed on the letter head of the organization. (In house test lab reports are accepted provided the lab is accredited by NABL)**

#### **6. Sample Label**

Sample label (Printed Waterproof Adhesive or Metallic as applicable) of each model must be stapled along with online application form of that particular model. If the Label is metallic, then it should be enclosed in transparent cover and then stapled with the application form. The design & color parameters of sample label should strictly match with the specifications given in schedule of the respective equipments. Also, the CDR files are available on the S&L home page on the BEE website.

**Note: This shall be applicable from 1<sup>st</sup> November 2012, applications or clarifications not conforming to the above requirements will not be accepted.**

**Covering Letter format for Company Registration**  
**(To be furnished on the letter head of the corporate body)**

No: -----

Date: -----

To,  
The Director General  
Bureau of Energy Efficiency  
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**Subject: Application for registration of the company.**

Dear Sir/Madam,

With reference to the above subject, I on behalf of M/s. .... submit the documents for your consideration.

1. Manufacturer/Trader/Importer .....
2. Product Name .....
3. Payment Details:

<u>Amount (INR)</u>	<u>DD No./Ch. No./Date</u>	<u>Issuing Bank</u>
.....	.....	.....

2. Enclosure Details: (Please tick)

- |   |         |
|---|---------|
| a) <b>Company registration form</b>         | (     ) |
| b) <b>DD( Security Deposit)</b>             | (     ) |
| c) <b>Certificate of Incorporation.</b>     | (     ) |
| d) <b>Agreement (If Applicable*)</b>        | (     ) |
| e) <b>SSI Certificate (If Applicable**)</b> | (     ) |
| f) <b>Trade Mark Certificate</b>            | (     ) |
| g) <b>ISO of the Manufacturing Facility</b> | (     ) |
| h) <b>Authorization Letter</b>              | (     ) |

**\* Applicable for voluntary products only.**

**\*\* Applicable for Small Scale Industries only.**

Thanking you,

(Name & Signature of Authorized Signatory with company seal)

**Annexure-2**

**(Covering Letter format for the submission of Clarifications - Company Registration)**  
**To be furnished on the letter head of the corporate body**

No: -----

Date: -----

To,  
The Director General  
Bureau of Energy Efficiency  
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**Subject: Submission of clarification documents for the purpose of company registration.**

Dear Sir/Madam,

With reference to the above subject, I on behalf of M/s. .... submit the documents for your consideration after being asked to give clarifications in the web portal.

**Clarification No : (Please tick): First/ Second/ Third**

1. Manufacturer/Trader/Importer .....  
Product Name .....

2. Enclosure Details:

- a.....
- b.....
- c.....

Thanking you,

(Name & Signature of Authorized Signatory with company seal)

(Covering Letter format for Fresh Applications)  
To be furnished on the letter head of the corporate body

**Annexure-3**

No: -----

Date: -----

To,  
The Director General  
Bureau of Energy Efficiency  
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**Subject: Application for approval of Star-Labeling: FRESH APPLICATION**

Dear Sir/Madam,

With reference to the above subject, I on behalf of M/s. .... submit the documents for your consideration.

3. Manufacturer/Traderr/Importer .....  
Company ID .....  
Product Name .....

S.No	Model No.	Application ID

4. Payment Details:

<u>Amount (INR)</u>	<u>DD No./Ch. No./Date</u>	<u>Issuing Bank</u>
.....	.....	.....

5. Enclosure Details: (Please tick)

- |                               |         |
|-------------------------------|---------|
| a) DD(model registration Fee) | (     ) |
| b) Online application form    | (     ) |
| c) Mandatory form & Annexure. | (     ) |
| d) Test report                | (     ) |
| e) Sample Label.              | (     ) |

Thanking you,

(Name & Signature of Authorized Signatory with company seal)

**Annexure-4**

**(Covering Letter format for the submission of Clarifications)**  
**To be furnished on the letter head of the corporate body**

No: -----

Date: -----

To,  
The Director General  
Bureau of Energy Efficiency  
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**Subject: Submission of clarification documents.**

Dear Sir/Madam,

With reference to the above subject, I on behalf of M/s. .... submit the documents for your consideration after being asked to give clarifications in the web portal.

**Clarification No : (Please tick): First/ Second/ Third**

1. Manufacturer/Trader/Importer .....  
Company ID .....  
Product Name .....

S.No	Model No.	Application ID

2 Enclosure Details:

- a.....  
b.....  
c.....

Thanking you,

(Name & Signature of Authorized Signatory with company seal)

