

1. LIST OF DOCUMENTS FOR FRESH SUPER GRADE ELECTRICAL CONTRACTOR LICENSE

- 1) Application Form A,
- 2) Original Treasury challan for application fees of Rs 25/-,
- 3) Original Treasury challan for License fees of Rs 10,000/- ,
- 4) Three recent passport size photographs with Specimen signature of the authorized signatory,
- 5) Self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 6) Copies of educational qualification (Minimum SSLC Marks card) along with proof of age applicant,
- 7) Affidavit to establish that he/she is not an employee of a State or Central Government or Public sector undertaking etc for Unemployed candidates as per Format affidavit-5 or Affidavit-6, on Rs 20/- stamp paper,
- 8) Any of the Photo Identity proof of the applicant such as Ration card, Passport, Voters identity card, Driving license, Aadhar card.
- 9) Proof of address of business premises i.e., copy of rental agreement along with khata certificate and latest tax paid receipt or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 10) copy of the registered partnership deed,
- 11) Registration certificate issued by Registrar of Firms, for partnership firms,
- 12) copy of Memorandum and Articles of Association approved by the Registrar of Companies,
- 13) Authorization letter in original issued to the authorized signatory on Rs 100/- stamp paper,
- 14) Where an application is made for,-
 - (1) change of class of License; or
 - (2) regrant of License in lieu of lapsed License,

- Original License, Professional tax paid clearance certificate, or an affidavit as per format Affidavit1 and 7,
- 15) Original Solvency certificate of Rs 5, 00,000/-,
 - 16) Undertaking of solvency an affidavit sworn before the notary on Rs 20/- stamp paper as per format Affidavit-2,
 - 17) All Testing instruments with names engraved on them for verification by the DEIs,
 - 18) Copies of the test certificate from NABL accredited authorized testing laboratory for the condition of testing instrument,
 - 19) Original with details of Class I License holding past minimum three years,
 - 20) Copies of the work done certificate of minimum **Eight numbers** of HT installations,
 - 21) Copies of the sole appointment letter of **one** number of Supervisors, **three** numbers of Wiremen's, and a Draughtsman,
 - 22) Consent letters obtained from Supervisor, Wiremen and Draughtsman along with copies of their Educational Certificate and Permits respectively,
 - 23) Copies of the Registration certificate in EPF and ESI ,
 - 24) File folder,

2. LIST OF DOCUMENTS FOR FRESH CLASS I ELECTRICAL CONTRACTOR LICENSES

- 1) Application Form A,
- 2) Original Treasury challan for application fees of Rs 25/-,
- 3) Original Treasury challan for License fees of Rs 3000/- ,
- 4) Three recent passport size photographs with Specimen signature of the applicant/ Authorized signatory,
- 5) Self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 6) Copies of educational qualification (Minimum SSLC Marks card) along with proof of age of applicant,
- 7) Affidavit to establish that he/she is not an employee of a State or Central Government or Public sector undertaking etc for Unemployed candidates as per Format affidavit-5, on Rs 20/- stamp paper as per format Affidavit – 5 or 6,
- 8) Any of the Photo Identity proof of the applicant such as Ration card, Passport, Voters identity card, Driving license, Aadhar card.
- 9) Proof of address of business premises i.e., copy of rental agreement along with khata certificate and latest tax paid receipt or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 10) copy of the registered partnership deed,
- 11) Registration certificate issued by Registrar of Firms, for partnership firms,
- 12) copy of Memorandum and Articles of Association approved by the Registrar of Companies,
- 13) Authorization letter in original issued to the authorized signatory on Rs 100/- stamp paper,
- 14) Where an application is made for,-
 - (1) change of class of License; or
 - (2) regrant of License in lieu of lapsed License,

- Original License, Professional tax paid clearance certificate, or an affidavit as per format Affidavit – 1 and affidavit – 7 for lapsed,
- 15) Original Solvency certificate of Rs 1,00,000/- ,
 - 16) Undertaking of solvency an affidavit sworn before the notary on Rs 20/- stamp paper as per format Affidavit - 2,
 - 17) Original License with details of **Class II License** from past minimum three years,
 - 18) Copies of the work done certificate of minimum **TWELVE** (12) numbers of MV installations,
 - 19) All Testing instruments with name engraved on them for verification by the DEIs,
 - 20) Copies of the registration certificate in EPF and ESI if applicable as per prevailing Labour Laws,
 - 21) File folder,

3. LIST OF DOCUMENTS FOR FRESH CLASS –II **ELECTRICAL CONTRACTOR LICENSES**

- 1) Application Form A,
- 2) Original Treasury challan for application fees of Rs 25/-,
- 3) Original Treasury challan for License fees of Rs 2000/-,
- 4) Three recent passport size photographs with Specimen signature of the applicant,
- 5) Self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 6) Copies of educational qualification (Minimum SSLC Marks card) along with proof of age of applicant,
- 7) Affidavit to establish that he/she is not an employee of a State or Central Government or Public sector undertaking etc for Unemployed candidates as per Format affidavit–5 or 6, on Rs 20/- stamp paper,
- 8) Any of the Photo Identity proof of the applicant such as Ration card, Passport, Voters identity card, Driving license, Aadhar card.
- 9) Proof of address of business premises i.e., copy of rental agreement along with khata certificate and latest tax paid receipt or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 10) Copy of the registered partnership deed and Registration certificate issued by Registrar of Firms, for partnership firms,
- 11) Copy of Memorandum and Articles of Association approved by the Registrar of Companies and authorization letter in original issued to the authorized signatory,
- 12) Where an application is made for,-
 - (1) change of class of License; or
 - (2) regrant of License in lieu of lapsed License,Original License, Professional tax paid clearance certificate, or an affidavit as per format Affidavit 1 and 7,
- 13) Original Solvency certificate of Rs 50,000/-,

- 14) Undertaking of solvency an affidavit sworn before the notary on
Rs 20/- stamp paper as per format Affidavit-2,
- 15) All Testing instruments for verification by the DEIs,
- 16) File folder,

4. LIST OF DOCUMENTS FOR FRESH CLASS –III **ELECTRICAL CONTRACTOR LICENSES**

- 1) Application Form A,
- 2) Original Treasury challan for application fees of Rs 25/-,
- 3) Original Treasury challan for License fees of Rs 1000/-,
- 4) Three recent passport size photographs with Specimen signature of the applicant,
- 5) Self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 6) Copies of educational qualification (Minimum SSLC Marks card) along with proof of age of applicant,
- 7) Affidavit to establish that he/she is not an employee of a State or Central Government or Public sector undertaking etc for Unemployed candidates as per Format affidavit-5, on Rs 20/- stamp paper as per format Affidavit-5 or 6,
- 8) Any of the Photo Identity proof of the applicant such as Ration card, Passport, Voters identity card, Driving license, Aadhar card.
- 9) Proof of address of business premises i.e., copy of rental agreement along with khata certificate and latest tax paid receipt or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 10) Where an application is made for,-
 - (1) change of class of License; or
 - (2) regrant of License in lieu of lapsed License,Original License, Professional tax paid clearance certificate, or an affidavit as per format Affidavit1 and 7,
- 11) Original Solvency certificate of Rs 25,000/-,
- 12) Undertaking of solvency an affidavit sworn before the notary on Rs 20/- stamp paper as per format Affidavit-2,
- 13) All Testing instruments for verification by the DEIs,
- 14) File folder,

5. LIST OF DOCUMENTS FOR RENEWAL OF ELECTRICAL CONTRACTOR LICENSES

- 1) Application Form D,
- 2) Original Treasury challan for application Rs 25/-.
- 3) Original Treasury challan License fees of Rs 10,000/- for super grade, Rs 3000/- for Class I, Rs 2000/- for Class II and Rs 1000/- for Class III,
- 4) Three recent passport size photograph of the applicant with Specimen signature,
- 5) A self-addressed envelope duly affixed with the Rs 30/- postage stamp,
- 6) Attested copies of Electrical Supervisor and Wireman permit duly endorsed,
- 7) P T clearance certificate for having remitted Professional Tax and or an affidavit sworn before the notary on Rs 20/- stamp paper as per format Affidavit -1,
- 8) Original Bank Solvency certificate of Rs 5,00,000/- for super grade, Rs 1,00,000/- for Class I, Rs 50,000/- for Class II and Rs 25,000/- for Class III,
- 9) Bank solvency undertaking on Rs 20/- stamp paper an affidavit sworn before the notary as per format Affidavit-2,
- 10) Testing instruments for DEIs verification, Testing certificate for testing instrument of Super grade Licenses, tested by NABL accredited authorized testing laboratory for the condition of testing instrument,
- 11) Details of payment of premium to EPF and ESI in case of Super grade is compulsory and for Class I License if applicable as per ,
- 12) Details of work done along with copies of certificate of EHT/HT/LT installation work,
- 13) Original license,
- 14) File folder,

6. LIST OF DOCUMENTS FOR FRESH ELECTRICAL SUPERVISOR PERMIT (General)

- 1) Application Form R,
- 2) Original challan for application fee Rs 25/-,
- 3) Original challan for permit fee Rs 500/-,
- 4) Copy of the Degree or Diploma certificate issued by the University or Technical Board in the state of Karnataka,
- 5) three recent passport size photograph of the applicant with Specimen signature,
- 6) A self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 7) Any of the Photo Identity proof of the applicant and Proof of address such as Ration card, Passport, Voters identity card, Life insurance policy, Aadhar card or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 8) Original Medical fitness certificate issued by a Registered Medical Practitioner,
- 9) File folder,

7. LIST OF DOCUMENTS FOR FRESH ELECTRICAL SUPERVISOR PERMIT (Mines)

- 1) Application Form S,
- 2) Original challan for application fee Rs 25/-,
- 3) Original challan for permit fee Rs 500/-,
- 4) Copy of the Degree or Diploma certificate issued by the University or Technical Board in the state of Karnataka,
- 5) Copy of certificate of competency in the Form K or L issued by the Board,
- 6) Three recent passport size photograph of the applicant with Specimen signature,
- 7) A self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 8) Any of the Photo Identity proof of the applicant and Proof of address such as Ration card, Passport, Voters identity card, Life insurance policy, Aadhar card or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 9) Original Medical fitness certificate issued by a Registered Medical Practitioner,
- 10) File folder,

7. LIST OF DOCUMENTS FOR FRESH WIREMEN PERMITS

- 1) Duly filled Application Form T,
- 2) Original challan for application fee Rs 25/-,
- 3) Original challan for permit fee Rs 200/-,
- 4) Attested copy of Wireman / Electrician / Electrical Trade Certificates, or Job oriented pre- university Diploma certificate in the vocational course of Electrical Wiring and Servicing of Electrical Appliances,
- 5) three recent passport size photograph of the applicant with Specimen signature,
- 6) A self-addressed envelope duly affixed with Rs 30/- postage stamps,
- 7) Any of the Photo Identity proof of the applicant and Proof of address such as Rationcard, Passport, Voters identity card, Rahavasi pramana patra, Life insurance policy, Aadhar card or an affidavit Sworn before the Notary on Rs 20/- stamp paper,
- 8) Original Medical fitness certificate issued by a Registered Medical Practitioner,
- 9) File folder,

8. LIST OF DOCUMENTS FOR RENEWAL OF PERMITS

- (1) Duly filled Application Form **U** for Electrical supervisor (General), **Form V** for Electrical supervisor (Mines), and Form **W** for Wiremen,
- (2) Original challan for application fee Rs 25/-,
- (3) Original Treasury challan for having remitted the Rs 500/- fee for Electrical supervisor (General), Electrical supervisor (Mines), and Rs 200/- Wiremen Permit,
- (4) Three recent passport size photograph of the applicant with Specimen signature,
- (5) A self-addressed envelope duly affixed with the Rs 30/- postage stamp,
- (6) Original Medical fitness certificate issued by a Registered Medical Practitioner,
- (7) Original permit,
- (8) File folder,

9. LIST OF DOCUMENTS FOR DUPLICATE LICENSES OR PERMITS

- 1) Request letter either plain letter or on letterhead of concerned,
- 2) Copy of the complaint lodged at Police station for the loss of the document,
- 3) Copy of the License or Special wiring permit or Electrical supervisory certificate of competency or certificate or permits as the case may be,
- 4) An affidavit sworn before the notary on Rs 20/- stamp paper in the format as Affidavit-4,
- 5) Original Treasury challan or cash receipt for having remitted Rs 500/- for Licenses and Rs 50/- for Permits,
- 6) three recent passport size photograph of the applicant with Specimen signature,
- 7) A self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 8) File folder,

10. LIST OF DOCUMENTS FOR LAPSED PERMITS

- 1) Application Form **R, S, and T** ,
- 2) Original challan for application fee Rs 25/-,
- 3) Original challan for permit fee Rs 500/- or Rs 200/- Respectively,
- 4) Original lapsed permit,
- 5) An affidavit sworn before the notary on Rs 20/- stamp paper in the format as Affidavit-7,
- 6) three recent passport size photograph of the applicant with Specimen signature,
- 7) A self-addressed envelope duly affixed with Rs 30/- postage stamp,
- 8) Any of the Photo Identity proof of the applicant and Proof of address such as Ration card, Passport, Voters identity card, Life insurance policy, Aadhar card or an affidavit sworn before the Notary on Rs 20/- stamp paper,
- 9) Original Medical fitness certificate issued by a Registered Medical Practitioner,
- 10) File folder,
