

## Application Process

- ❖ Collect or download Bond License Application form.
- ❖ Download the list of documents needed for Bond License.
- ❖ Collect applicable all documents needed.
- ❖ Fill up the Bond License Application form correctly. If needed, you can consult with Bond License Branch.
- ❖ Submit application form with all documents. During submission, ensure that concern receiving officer checked the application and write comment "All documents submitted along with application" on your received copy and give a receive number on it.
- ❖ Take the date and time of visit to your premises to see the factory facilities and information provided by you.
- ❖ If any wanting is there, please provide it as early as possible to get the license in short period of time.
- ❖ After inspection, officers will submit a report. It should be approved by Commissioner.
- ❖ After getting approval from Commissioner, please collect License Form and back it after typing information on it.
- ❖ Submit appropriate fees and General Bond.
- ❖ Then appear all directors/partners/proprietor in person before officer in charge for signing the License.
- ❖ Receive the Bond Licenses