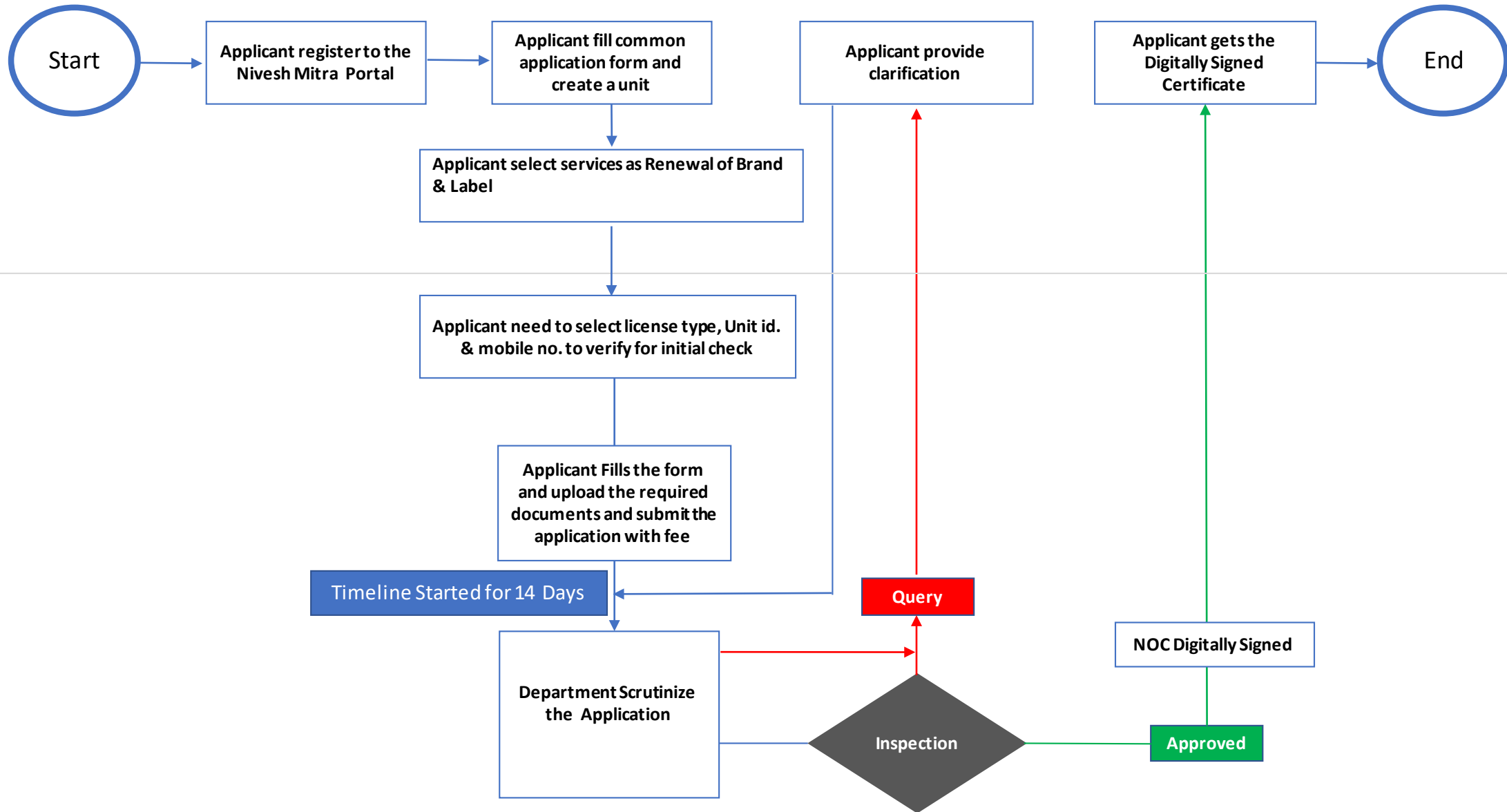


Process Flow for Renewal of Brand & Label

Nivesh Mitra

Directorate of Excise



Checklist

1	Name of Licenses	Renewal of Brand & Label
2	Competent Authority	Department of Excise
3	Applicability Criteria	Excise Commissioner
4	Stage	Post-Establishment
5	SLA/ Number of Days	14
6	Documents Required	An Affidavit Copy of Approved Brand Letter Copy of Approved Label Letter
7	Form Submission	http://niveshmitra.up.nic.in
8	Fee & Mode of Payment	“Variable Fee” (Auto calculated based on inputs) Online Fee

Process Flow for Renewal of Brand & Label Registration

Steps for License/Certificate

- a) The applicant will open the Online Single Window Portal using the address “<http://niveshmitra.up.nic.in>”
 - b) Register with Online portal using their personal Details and Contact Details.
 - c) A user id and password will be generated and sent through Email/SMS.
 - d) Applicant should verify email id and mobile no.
 - e) Now using the User id and Password, user is able to login to Nivesh Mitra portal.
2. After logging into the Nivesh Mitra portal, the Applicant has to fill the **Common Application Form** and create a new **Unit**.
3. Click **Apply for Permission**, select unit from dropdownlist, Now select Department as **Excise** and service as “**Renewal of Brand & Label**” then click on proceed button.
4. Applicant need to select license type , Unit id. and registered mobile no. then click on verify. Verified Applicant will go ahead and submit the application form for respective services.
5. Applicant submit the application and pay the fee then tracker will be start, Now applicant can track the status from Dashboard.
5. Department officials **Scrutinizes** the application and if there is any **query** then department will raise the query otherwise they will start inspection process.
6. Applicant has to respond on the queries raised by Department within **7 working days**.
7. On the basis of scrutiny and inspection report, department uploads the License/Certificate which is visible on applicant login.
8. Applicant open **Certificate/ NOC Issued** tab and click link to download the certificate.
9. Here applicant has to share his **feedback** before downloading the digitally signed NoC.
10. Applicant Downloads **the digitally signed certificate** from Nivesh Mitra login.