

## **Annexure-XII**

### **Frequently Asked Questions (FAQ's)- Issue of Duplicate EC License:**

Question No.	
1.	<p>What is the eligibility condition for issuance of Duplicate Electrical Contractor's License?</p> <p>The applicant shall be the holder of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi</p>
2.	<p>What are the documents required for issuance of Duplicate Electrical Contractor's License?</p> <ul style="list-style-type: none"><li>a. Copy of Existing valid Electrical Contractor License</li><li>b. Copy of FIR issued by Delhi Police regarding loss of original Electrical Contractor License</li><li>c. Proof of office premises/ shop address in Delhi (any one)<ul style="list-style-type: none"><li>(i) Copy of Certificate issued by registrar of Companies, GNCTD</li><li>(ii) Copy of registration of GST, GNCTD</li><li>(ii) Copy of valid rent agreement</li><li>(iii) Ownership proof of Office premises/shop</li></ul></li><li>d. Proof of residence of Delhi of the applicant</li><li>e. Self attested copy of Aadhaar card of the applicant</li><li>f. Self Declaration in the prescribed format</li><li>g. Authorization letter in the prescribed format for Partnership firm/ Company (In case of Partnership firm, the Authorised signatory shall be one of the partner)</li></ul>
3	<p>What is the prescribed fee for issuance of Duplicate Electrical Contractor's License?</p> <p>The prescribed fee is Rs 1000/- (Rs. One Thousand only).</p>
4.	<p>What is the time period for issuance of Duplicate Electrical Contractor's License?</p> <p>If all the documents submitted by the applicant found in order, the Duplicate Electrical Contractor's license shall be issued within 03 working days from the date of receipt of the application.</p>
6.	<p>Who is the Decision Authority for any amendment in Electrical Contractor's license?</p> <p>All Assistant Electrical Inspectors posted in the concerned district</p>
7.	<p>How can I get my certificate?</p> <p>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.</p>
8.	<p>Is there any time limit for the applicant for amendment of Electrical Contractor license?</p> <p>No</p>

9.	Is there any penalty for late submission of the application by the applicant? No
10.	Is there any late fee for late submission of the application? No