**Frequently Asked Questions (FAQ’s)-Amendment in the Electrical Contractor License**

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| Question No. |  |
| **1.** | **What are the eligibility conditions for making amendment in the of Electrical Contractor’s License?** |
| The eligibility conditions for amendment in the of Electrical Contractor’s License are :1. The applicant shall be the holder of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi
2. The office premises/ shop address shall be in Delhi.
3. The Proprietor or Authorised Signatory of the firm shall be resident of Delhi.
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| **2.** | **How to apply for amendment in the Electrical Contractor’s License?** |
| Any person or a firm or company intending to amend his/ her Electrical Contractor’s license shall submit an online application in the e-district web portal of Govt. of NCT of Delhi along with the following documents:-1. Proof of residence of Delhi i.e. Driving License/ Voter Card/ Aadhar Card/ Passport or passbook issued by Bank/ Post office.
2. Self declaration form in the prescribed format to employ/ engage persons having Certificate of Competency Class-I (Electrical Supervisor) and holder or deemed to be holder of Certificate of Competency Class –II (Electrician) for executing the electrical works and necessary testing instruments required for execution/ testing the work of electrical installation (Template of Self Declaration form can be downloaded from web portal).
3. Authorization letter in case of Partnership firm/ Company. (In case of Partnership firm, the Authorised signatory shall be one of the partner)
4. Self attested copy of Firm/ Company address proof document
5. Self attested copy of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi.
6. Copy of receipt of online payment of the prescribed fee of Rs. 1000/- /.
7. Dissolution deed in case of dissolving firm from Partnership/Company into Proprietorship.
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| **3** | **What is the prescribed fee for amendment in the Electrical Contractor’s License?** |
| The prescribed fee for the amendment of an Electrical contractor license shall be Rs 1000/- (Rs. One Thousand only). The fee shall be paid online. |
| **4.** | **What amendments can be made in the Electrical Contractor’s License?** |
| The licence holder can be allowed for following amendments in his/ her Electrical Contractor License: 1. Change in the address of business premises/ shop
2. Change of Authorised Signatory in case of Partnership/ Company
3. Change in constitution of firm/company.

Note: Change of firm name is not allowed except inclusion of LLP, Ltd. Pvt. Ltd. etc. |
| **5.** | **What is the time period for issuance of Certificate after making amendments in Electrical Contractor’s License?** |
| If all the documents submitted by the applicant found in order, the amendment in Electrical Contractor’s license shall be made within 03 working days from the receipt of application. |
| **6.** | **Who is the Decision Authority for any amendment in Electrical Contractor’s license?** |
| All Assistant Electrical Inspectors posted in the concerned district are the Decision Authority for any amendment in the Electrical Contractor’s license. |

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

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| Question No. |  |
| 1. | What is the eligibility condition for issuance of Duplicate Electrical Contractor’s License? |
| The applicant shall be the holder of valid Electrical Contractor License issued by the Labour Department, Govt. of NCT of Delhi  |
| 2. | What are the documents required for issuance of Duplicate Electrical Contractor’s License? |
| 1. Copy of Existing valid Electrical Contractor License
2. Copy of FIR issued by Delhi Police regarding loss of original Electrical Contractor License
3. Proof of office premises/ shop address in Delhi (any one)

(i) Copy of Certificate issued by registrar of Companies, GNCTD(ii) Copy of registration of GST, GNCTD(ii) Copy of valid rent agreement(iii) Ownership proof of Office premises/shop1. Proof of residence of Delhi of the applicant
2. Self attested copy of Aadhar card of the applicant
3. Self Declaration in the prescribed format
4. Authorization letter in the prescribed format for Partnership firm/ Company

(In case of Partnership firm, the Authorised signatory shall be one of the partner)  |
| 3 | What is the prescribed fee for issuance of Duplicate Electrical Contractor’s License? |
| The prescribed fee is Rs 1000/- (Rs. One Thousand only).  |
| 4. | What is the time period for issuance of Duplicate Electrical Contractor’s License? |
| 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. |
| 5. | Who is the Decision Authority for any amendment in Electrical Contractor’s license? |
| All Assistant Electrical Inspectors posted in the concerned district  |
| 6. | How can I get my certificate? |
| 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. |
| 7. | Is there any time limit for the applicant for amendment of Electrical Contractor license? |
| No |
| 8. | Is there any penalty for late submission of the application by the applicant? |
| No |
| 9. | Is there any late fee for late submission of the application? |
| No |