

STANDARD OPERATING PROCEDURE (SOP)
FOR
AWARD OF DUPLICATE COPY OF LICENSE

In order to get duplicate copy of license, applicants will be required to arrange the following documents:

- a. Application by CEO/ Head to DG Licensing requesting provision of duplicate copy of license. This should include reason for getting duplicate copy.
- b. Authorization Letter to CEO/ Head by all the directors of company/ firm/ organization to request PTA for getting duplicate copy of license.
- c. Authorization letter by CEO in the name of the person authorized for signing of duplicate license (if signature is to be done by person other than CEO).
- d. Attested copies of police report (FIR) regarding loss of license.
- e. Attested copies of press notices in two leading newspapers.
- f. Duplicate License Fee (Non-refundable) : 1% of the ILF of the respective license.

Note: Duplicate License shall be marked as "Duplicate" on each page.