

F. No. V-11026/144/2018-Arms

Government of India
Ministry of Home Affairs
(IS Division/Arms Section)

ORDER

Sub: Checklist and security clearance proforma for the companies intending to manufacture/proof test/manufacture or proof test small arms and ammunition as per the extant provisions of the Arms Act, 1959 and the Arms Rules, 2016.

All the firms/companies applying for manufacture/proof test/manufacture or proof test small arms and ammunition as per the extant provisions of the Arms Act, 1959 and the Arms Rules, 2016 need to submit the requisite documents as per checklist and furnish details in the security clearance proforma attached.


Enclosure: As Above


28.1.2020

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Check list of documents to be furnished by a company applying for a new licence issued by MHA for manufacture / proof test / manufacture and proof test of small arms and ammunition upto 12.7 mm Caliber as defined under Rule 2(51) of the Arms Rules, 2016:

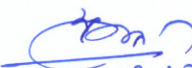
| Sr. No. | Inputs | Status Yes/No | Page No. | Remark, if any |
|---------|--|---------------|----------|----------------|
| 1. | <ul style="list-style-type: none"> i. Application in Form A-6 of the Arms Rules, 2016 ii. Complete details of the arms and/or ammunition intended to be manufactured or proof- tested or both, including their types and quantities | | | |
| 2. | <p>Documents supporting incorporation of the company under the Companies Act, 2013 (18 of 2013) viz.</p> <ul style="list-style-type: none"> i. Original/certified copies of the company's founding documents ii. Memorandum and Articles of Association with specific mention of manufacturing of Arms and Ammunition in their objects. iii. Certificate of Registration of the company under the Companies Act, 2013 (18 of 2013); iv. Corporate Identification Number (CIN); v. Proof of address of company's registered office; vi. Copy of the latest balance sheet of the company and audited copy of the net- worth certificate duly certified by a Chartered Accountant; vii. Estimated project outlay and means of finance for funding the project of the company duly certified by a Chartered Accountant; viii. Certified copy of the board resolution for making an application under these rules along with full particulars of the responsible person authorized to sign the same; ix. A declaration with proof thereof to the effect that the company has acquired the land for setting up the manufacturing plant or for setting up proof-test facility along with details of an access road to the proposed site, installation of electricity and water connection, | | | |


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| | <p>particulars of land development carried out and any other information deemed necessary by the licensing authority.</p> <p>x. A declaration duly signed by the authorized signatory of the company that the item proposed for production have no infringement of patents or copy rights.</p> <p>xi. A declaration under the signature of the authorized signatory of the company to the effect that the security guidelines as contained in the Security Manual prepared by the Ministry of Defence, Department of Defence Production, for licensed defence industries shall be fully complied with.</p> | | | |
| 3. | <p>i. Documents supporting company's ownership and control by resident Indian citizen or by Indian companies, owned and controlled by resident Indian citizens.</p> <p>ii. Documents giving details of ultimate ownership of the applicant company, duly certified by a Chartered Accountant may be provided.</p> <p>iii. Details of foreign control (direct/indirect) along with details of ultimate ownership of the applicant company, duly certified by a Chartered Accountant, if applicable.</p> <p>iv. A declaration to the effect that there is no shareholder from countries of concern (Pakistan and Bangladesh)</p> | | | |
| 4. | <p>Documents relating to Director(s) and responsible person (s):</p> <p>i. Copy of Director Identification Number (DIN) of all the directors</p> <p>ii. Identification proof along with two recent photographs of all the directors and the responsible person as under:</p> <p>(a) Aadhar Card; or</p> <p>(b) In case the director or the responsible person does not have Aadhar Card, a written declaration</p> | | | |


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| | <p>in the form of an Affidavit in this regard along with an alternative identification proof which may include Passport or Voter's Identification Card or Permanent Account Number (PAN) card or official Identity Card;</p> <p>iii. Resident proof –in case the director or responsible person does not have Aadhar Card or Passport, alternative residence proof, which may include Voter's Identification Card or Electricity Bill or Landline Telephone Bill or Rent Deed or Lease Deed or Property documents or other document to the satisfaction of the licensing authority</p> | | | |
| 5. | <p>Security clearance proforma along with self declaration of criminal cases in respect of all the Directors in case of company.</p> <p>Note: applicant is requested to take a print out of complete online application regarding security clearance and send it to the Arms Section, MHA duly signed along with main proposal at address:</p> <p>Section Officer (Arms Section) IS Division, Ministry of Home Affairs Second Floor, Hall No. 9 Major Dhyani Chand National Stadium New Delhi-110001</p> | | | |


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Check list of documents to be furnished by the existing manufacturers applying for enhancement or restoration or revision or re-fixation of their licensed capacity.

| Sl. No. | Input | Status Yes/No | Page No. | Remarks if any |
|---------|--|---------------|----------|----------------|
| 1. | <ul style="list-style-type: none"> (i) Recommendation of the State Government (ii) Copy of the existing manufacturing licence. (iii) Certified copies of the annual accounts of the licensee for the last five years duly certified by a Chartered Accountant. (iv) Details of the plant and machinery and manufacturing facility (v) Certified copies of the stock records, manufactured items and sales turnover for the last five years duly certified by a Chartered Accountant: (vi) Detailed proposal for enhancement of manufacturing capacity, project outlays, means of finance and justification for economic viability and market demand projections for enhancement in capacity production duly certified by a Chartered Accountant. (vii) Track record and preparedness to comply with the security guidelines for manufactures in Micro, Small and Medium Enterprise (MSME) sector. (viii) A declaration to comply with the provisions contained Arms Rules, 2016. | | | |
| 2. | <p>Following documents in respect of all the Directors in case of company and proprietor (s) / partners in case of proprietorship firm:</p> <ul style="list-style-type: none"> (i) Following identification proof along with two recent photographs of all the directors and the responsible persons <ul style="list-style-type: none"> a. Aadhar Card; or b. In case the proprietor /partners or the responsible person does not have Aadhar Card, a written declaration in the form of an Affidavit in this regard along with an alternative identification proof which may include Passport or Voter's | | | |


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| | <p>Identification Card or Permanent Account Number (PAN) card or official Identity Card;</p> <p>(ii) Residence proof-in case the proprietor /partners or responsible person does not have Aadhar Card or Passport, alternative residence proof which may include Voter's Identification Card or Electricity Bill or Landline Telephone Bill or Rent Deed or Lease Deed or Property documents to the satisfaction of the licensing authority</p> | | | |
| 3. | <p>Security clearance proforma along with self declaration of criminal cases in respect of all the Directors in case of company and proprietor (s) / partners in case of proprietorship firm.</p> <p>Note: applicant is requested to take a print out of complete online application regarding security clearance and send it to the Arms Section, MHA duly signed along with main proposal at address:</p> <p>Section Officer (Arms Section) IS Division, Ministry of Home Affairs Second Floor, Hall No. 9 Major Dhyan Chand Naional Stadium New Delhi-110001</p> | | | |


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Security clearance proforma for arms and ammunition manufacturing / proof testing up to 12.7 mm calibre

(All fields are mandatory)

I. Details in respect of applicant company:

| Sl. No. | Name of the company | Registration number with date | Registered office address and correspondence address | Previous name of the company, if any | Complete details about the proposed activities | Address of manufacturing / proof testing site | Details of earlier approvals, if any (ref. no. and date) |
|---------|---------------------|-------------------------------|--|--------------------------------------|--|---|--|
| | | | | | | | |

II. Details in respect of Foreign Collaborator, if any:

| Sl. No. | Name of foreign collaborator in respect of the proposed activities | Registration number with date | Registered office address and correspondence address | Previous name of the company, if any | Type of collaboration with the applicant company viz. technical / product patent / manufacturing etc. |
|---------|--|-------------------------------|--|--------------------------------------|---|
| | | | | | |

III. Details in respect of Board of Directors of the applicant company:

| Sl. No. | Full names of directors in BOD of the applicant company | Present position held and since when (date) | Date of birth | Parentage (Father/mother name) | Present and permanent address | Nationality | Passport no. and date of issue, if any | Contact address and telephone number |
|---------|---|---|---------------|--------------------------------|-------------------------------|-------------|--|--------------------------------------|
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IV. Details of share-holders of the applicant company (All firms/companies/entities/individuals having shareholding more than 5% or controlling stake in the applicant company):

| Sl. No. | Full name of Individual / company | Parentage (name of father / mother) in case of individuals, and beneficial owner in case of companies | Date of birth in case of individuals, and registration number in case of companies | Permanent address / present address in case of individuals, and registered office and correspondence address in case of companies | Present position held, in any, in the applicant company | Nationality, in case of individual (if holding dual nationality, both must be clearly mentioned)/ country of registration (in case of company) | % of shares held in the company |
|---------|-----------------------------------|---|--|---|---|--|---------------------------------|
|---------|-----------------------------------|---|--|---|---|--|---------------------------------|

V (A). Details of ultimate beneficial owner(s) / company(ies) / organization(s) of the applicant company:

| Sl. No. | Name of the ultimate beneficial owners / companies / organizations | Address of the company / individual / organisation | Date of birth and details in case of beneficial owner is an individual | Registration number with date in case of ultimate beneficial owner is company / organization | Address of registered office, in case of ultimate beneficial owner is company / organization |
|---------|--|--|--|--|--|
|---------|--|--|--|--|--|

V(B). Ownership structure chart depicting the link between applicant company and ultimate beneficial owner / company / organisation

VI. Details of criminal cases, if any, against the company/ director(s) as per annexure

(Signature)

Note: The above self-declaration is to be filled and signed by the authorized signatory of the company.


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Annexure

Self-declaration for company and director(s) for whom security clearance is sought

a. Name & address and registration number of the company :

b. Name and address of owners (in case of proprietorship firm) :
/ directors of the company

1. _____

2. _____

3. _____

4. _____

c. Is the company owners (in case of proprietorship firm) / directors listed above, the subject of any

- | | | |
|---|---|----------|
| 1. Preventive detention proceedings under | : | Yes / No |
| Public Safety Act / National Security Act etc. | | |
| 2. Criminal investigation in which charge sheet | : | Yes / No |
| has been filed | | |

d. If, Yes, please provide following details

- | | | |
|--|---|--|
| 1. Case / FIR number | : | |
| 2. Detention / warrant number, if any, | : | |
| 3. Police station / district / agency | : | |
| 4. Sections of law under which case(s) has / have been filed | : | |
| 5. Name and place of the court | : | |

e. The above mentioned details are in respect of both India and any other foreign country.

(Signature)

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the company.

 26.1.2020