



HOW TO REGISTER R-NUMBERS

A. Instructions to be followed by the Manufacturer/AIR/Brand:

The Manufacturer/AIR/Brand are required to register all their R-Numbers. Please register the R-Numbers, which were “**Previously Provided to STPI**” as part of the deposit collection drive/replenishment post surveillance.

The deposited amount remains with STPI and the Manufacturer/AIR/Brand is not required to deposit charges again. After last date of registration, the PMU will verify the registered data and Manufacturer/AIR/Brand will be able to check the deposit details in deposit amount tabs at dashboard

The steps to be followed to register R-Number(s):

Step: 1 Click on the “**R-Number**” in given table named previously provided information by manufacturer/AIR/Brand to register the R-Number(s).

The screenshot shows the STPI CRS portal dashboard. At the top, there are logos for STPI, Software Technology Parks of India, and CRS. Below the logos is a navigation bar with links for Home, Add R-Number, My R Numbers, and Payment. The main content area displays four statistics: 0 Total Registered R-Numbers, Initiated Surveillance, Rs. 0.00 Deposit Amount, and 0.00 Replenish Amount and 0.00 Due Amount. Below this is a section titled "Previously Provided Information By MANUFACTURER/AIR/BRAND" with a search bar and a link for instructions. A table lists the information for four entries, with the "Calculate Surveillance Charges" link highlighted in red.

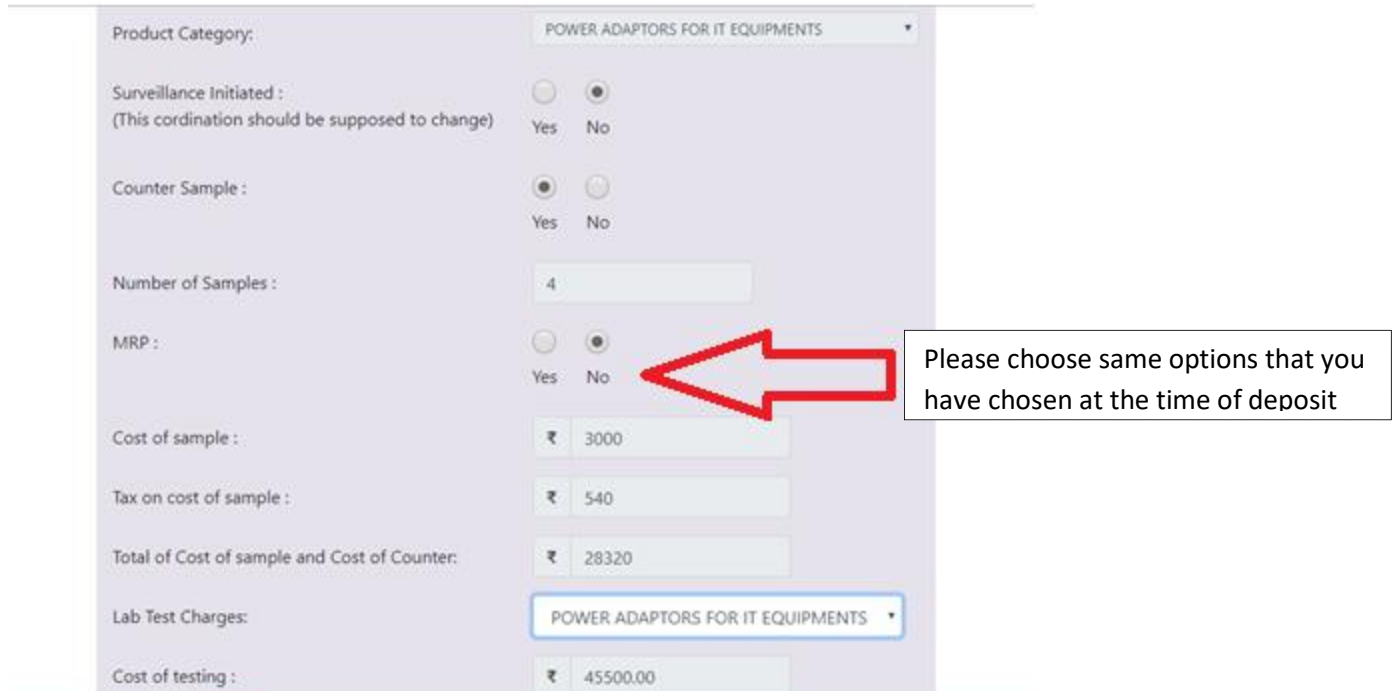
Sr. No.	Brand	Product Category	R-Number(s) for Which Deposit has been Received	Deposit	R-Number(s) Registered On STPI's Portal	Payment
1	HAFELE	DC or AC Supplied Electronic Controlgear for LED Modules	R-41038822, R-41059510, R-51000485, R-41033626	80,830.00	R-41038822.	Register All R-Number First
2	HAFELE	Fixed General Purpose LED Luminaires	R-4104930, R-41063916, R-4109401, R-4112894, R-4108219	104,135.00	You have not added details for any R-Number.	Register All R-Number First
3	HAFELE	Recessed LED Luminaires	R-4103039, R-4103829, R-4112232, R-4102917	85,255.00	You have not added details for any R-Number.	Register All R-Number First
4	HAFELE with Look	Fixed General Purpose LED Luminaires	R-4109849, R-4108219	104,135.00	R-4108219, R-4109849.	Calculate Surveillance Charges

- Choose the “**Main Product Category**” from the list provided the product category lies in the BIS (Please read instructions before choosing the main product category).
- Fill the details (Name, E-Mail Id, Contact Number and Address) of manufacturer, brand and AIR.
- Fill the model details (model name, model market name, type of model, availability channels of model, location of model and MRP of model) of that R-Number.
- Upload the declaration for Made to Order model(s) and EOL model(s) (if any).
- Save and submit the details.

Step: 2 After registration of all the R-Numbers, the Manufacturer/Brand/AIR is required to calculate the surveillance charges on payment column.

Step: 3 Go to “**Payment column**” and click on the **calculate surveillance charges** against your brand and product category to calculate the amount.

Step: 4 On calculation page select the required fields and appropriate product category for the Lab test charges.



Product Category:	POWER ADAPTORS FOR IT EQUIPMENTS
Surveillance Initiated : (This coordination should be supposed to change)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Counter Sample :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Samples :	4
MRP :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cost of sample :	₹ 3000
Tax on cost of sample :	₹ 540
Total of Cost of sample and Cost of Counter:	₹ 28320
Lab Test Charges:	POWER ADAPTORS FOR IT EQUIPMENTS
Cost of testing :	₹ 45500.00

Step: 5 Click on “**submit**” button.

B. EOL/Cancellation Process

If any R-Number has models which have reached their End of Life or Manufacturer/AIR/Brand wants to opt for cancellation of BIS registration, he/she has to apply in BIS for exclusion of models or cancellation of R-Number and submit the receipt of the same for exemption from surveillance. Please ensure that the Manufacturer has to submit the receipt of the application for cancellation filled with BIS within 2 working days (for the soft copy of the cancellation receipt)



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and 10 working days (for the hard copy of the cancellation receipt) to STPI. The Manufacturer/AIR/Brand shall also be required to submit an undertaking for EoL of all the model(s). Further you are required to submit the scanned copy of BIS approval letter for the EoL of model(s) and Cancellation of R-Number(s).

Contact us:

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Note: For any query, please contact at pmu.crs@stpi.in and quote your Reference Number in the e-mail subject.