**HOW TO REGISTER R-NUMBERS**

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

The Manufacturer/AIR/Brand has to register all his/her R-Numbers one by one. Please register first those R-Numbers which are previously provided R-Numbers by Manufacturer/AIR/Brand after login. After this, if the manufacturer/AIR/Brand has any additional R-Number, he/she can register those R-Numbers form the tab Add R-Number.

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** Manufacturer/brand/AIR will login with the provided user id and password on [www.crsbis.stpi.in.](https://crsbis.stpi.in/)

**Step: 2** After login, Manufacturer/brand/AIR is required to reset the new password and login again with new password.

**Step: 3** Click on the “**R-Number”** which are providedin given table named previously provided information by manufacturer/AIR/Brandto register the R-Number(s).

* 1. 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).
  2. Fill the details (Name, E-Mail Id, Contact Number and Address) of manufacturer, brand and AIR.
  3. 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.
  4. Upload the declaration for Made to Order model(s) and EOL model(s) (if any).
  5. Save and submit the details.

**Step: 4** After registration of all the R-Numbers, the Manufacturer/Brand/AIR is required to calculate the surveillance charges on payment page.

**Step: 5** Go to “**Payment Page”** and click on the **surveillance charges** against your brand and product category to calculate the amount.

**Step: 6** On calculation page select the required fields and appropriate product category for the Lab test charges.

**Step: 7** Click on “**submit**” button.

1. **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) 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](mailto:pmu.crs@stpi.in) and quote your Reference Number in the e-mail subject.