



User Manual

Foreign Manufacturers Certification
Scheme (FMCS)

Application Submission

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida-201307

Phone: 91-120-2210800 Website: <http://www.cdac.in>

Table of Contents

1. Registration and Login:.....	3
2. Apply for New Licence.....	11
List of Figures	20

1. Registration and Login:

1. Visit www.manakonline.in

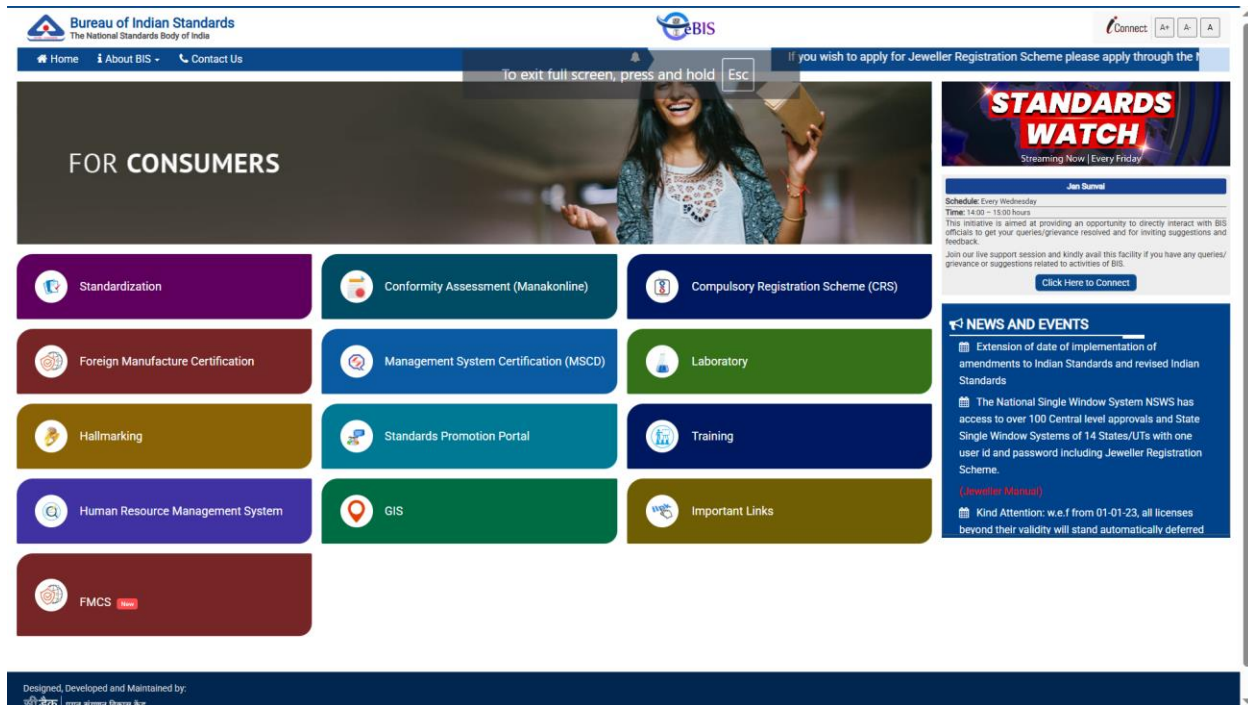


Figure 1: Home Page

2. Click on **FMCS** tile.

Following login page will appear.

Existing Applicants can use their credentials and login into the system after entering valid Username, Password, Captcha and pressing Sign In button.

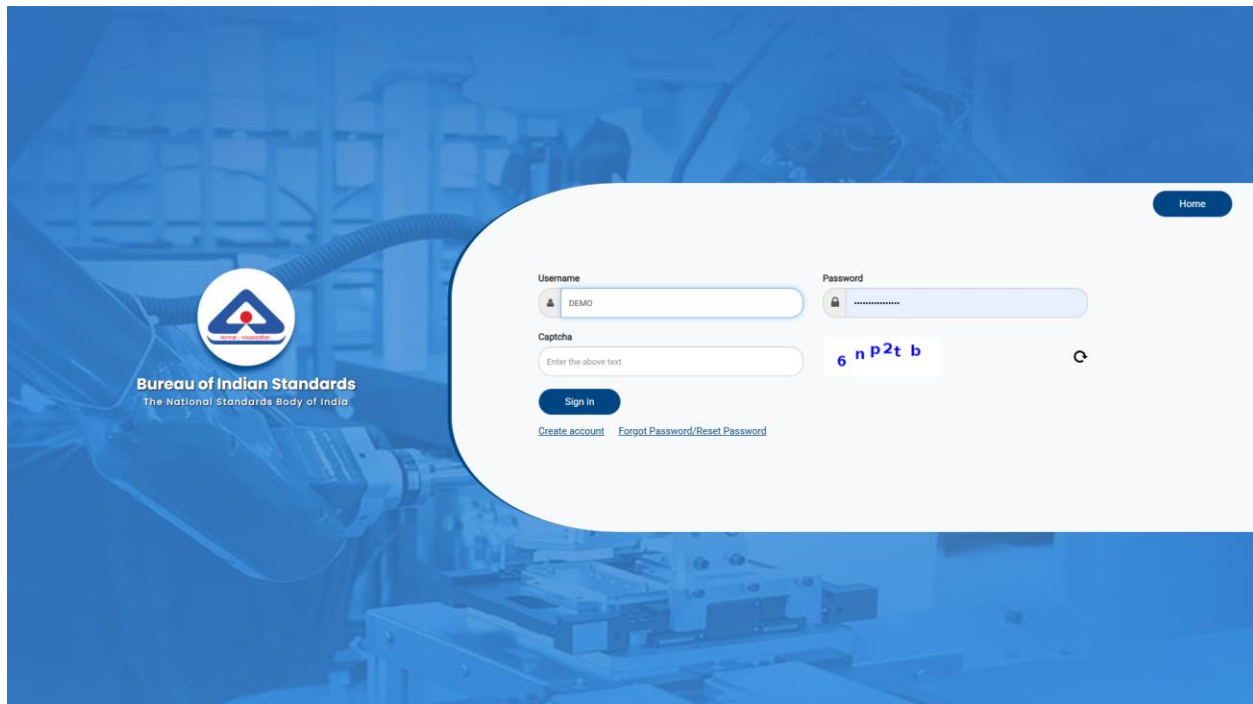
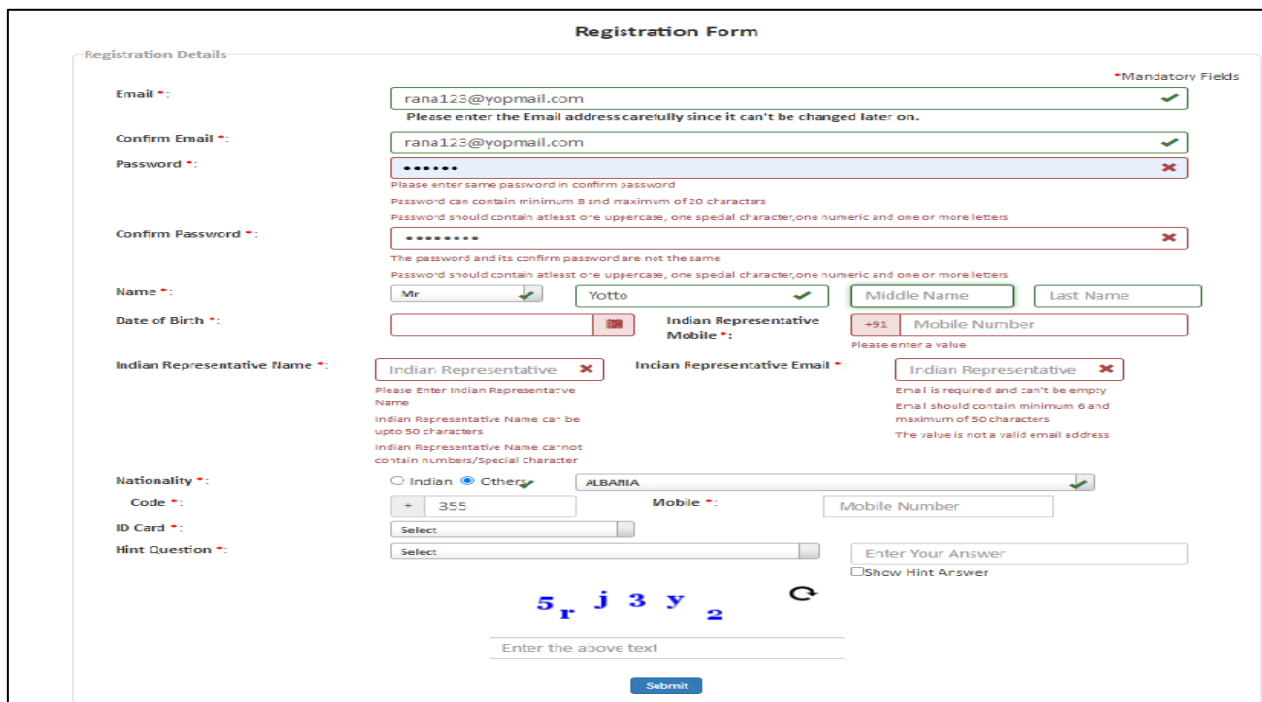


Figure 2: Login page

New Applicants can create Account by clicking on Create account.

Following Registration form will appear on click of Create account link.



The screenshot shows a 'Registration Form' with the following fields and instructions:

- Email ***: rana123@yopmail.com (Mandatory Fields)
- Confirm Email ***: rana123@yopmail.com
- Password ***: [Redacted] (Instructions: Please enter same password in confirm password. Password can contain minimum 8 and maximum of 20 characters. Password should contain atleast one uppercase, one special character, one numeric and one or more letters.)
- Confirm Password ***: [Redacted] (Instructions: The password and its confirm password are not the same. Password should contain atleast one uppercase, one special character, one numeric and one or more letters.)
- Name ***: Mr. Yotto (Middle Name, Last Name)
- Date of Birth ***: [Redacted]
- Indian Representative Name ***: Indian Representative (Instructions: Please Enter Indian Representative Name. Indian Representative Name can be upto 50 characters. Indian Representative Name cannot contain numbers/Special Character.)
- Indian Representative Email ***: Indian Representative (Instructions: Email is required and can't be empty. Email should contain minimum 6 and maximum of 50 characters. The value is not a valid email address.)
- Nationality ***: Indian (Other: ALBANIA)
- Code ***: +355
- Mobile ***: [Redacted] (Mobile Number)
- ID Card ***: [Redacted]
- Hint Question ***: [Redacted] (Enter Your Answer, Show Hint Answer)

Below the form is a CAPTCHA: 5 r j 3 y 2. A 'Submit' button is at the bottom.

Figure 3: Registration Form

Following alert will be displayed on user's screen on clicking the **Submit** button after entering all the mandatory details. A verification link will be sent to the email and Mobile number provided during creation of account.

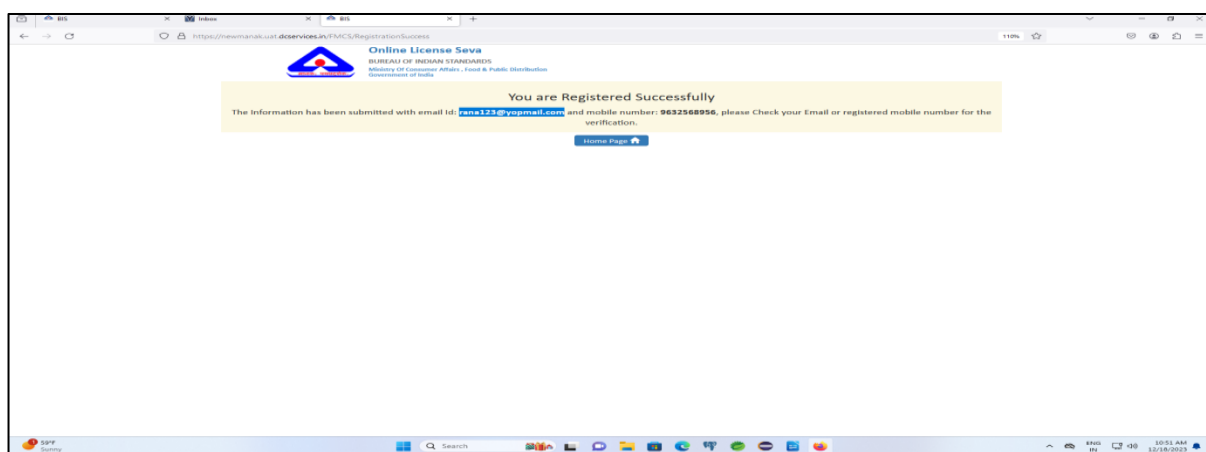


Figure 4: Registration confirmation

NOTE: After creation of account login to your email account and click on the link received from BIS to active your registered account. You can login into the system after verification of your email account.

Here is the sample link to verify the account in screen below.

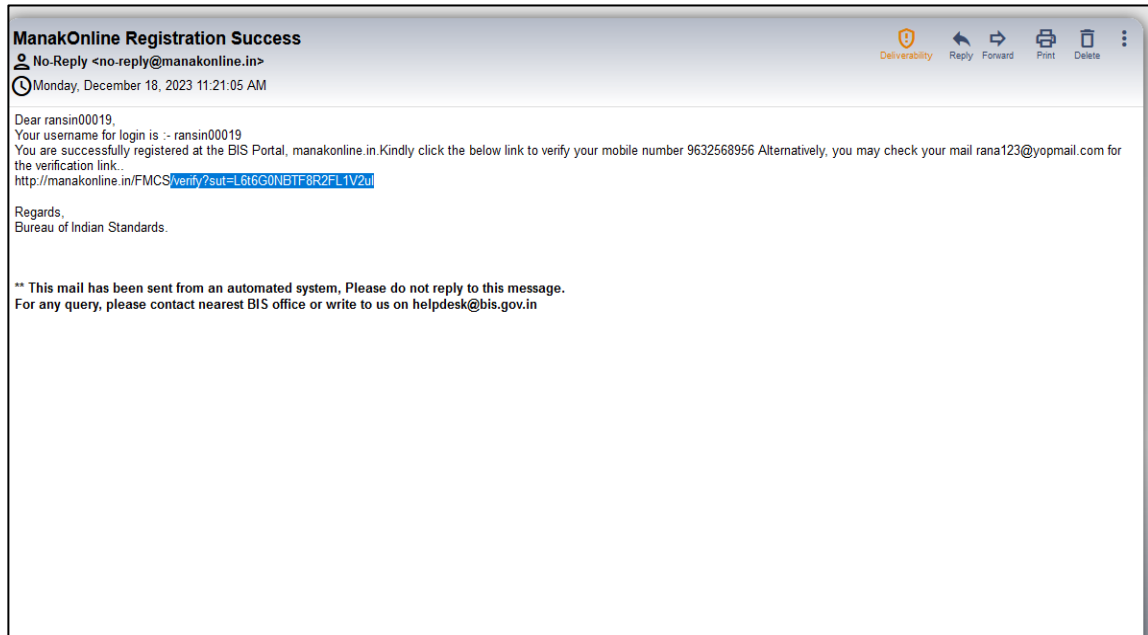


Figure 5: Account verification link

On successful verification of account following message will be displayed.

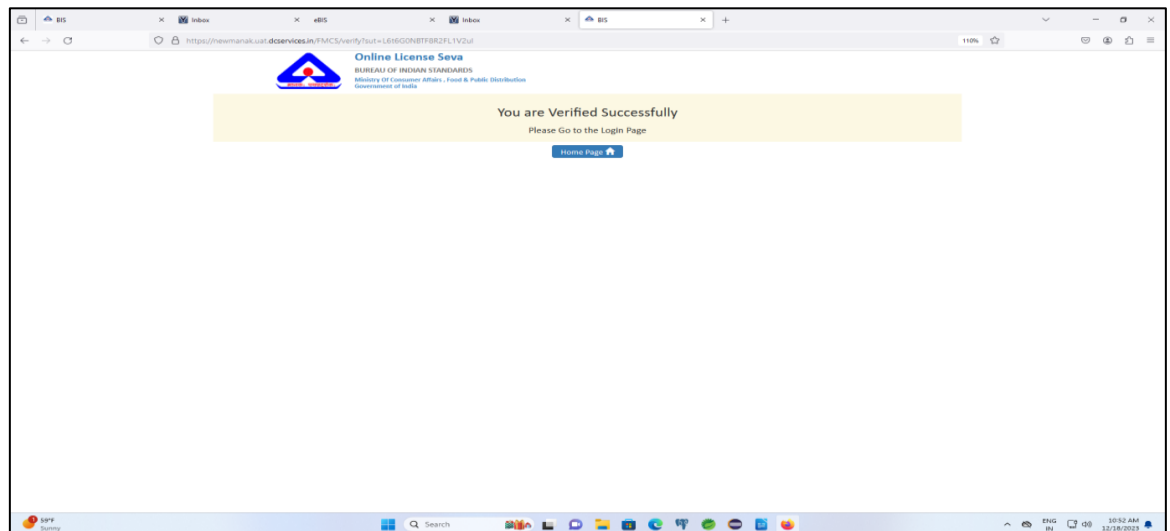


Figure 6: Verification confirmation

3. Login to your account. After verification of account user can login into the system.

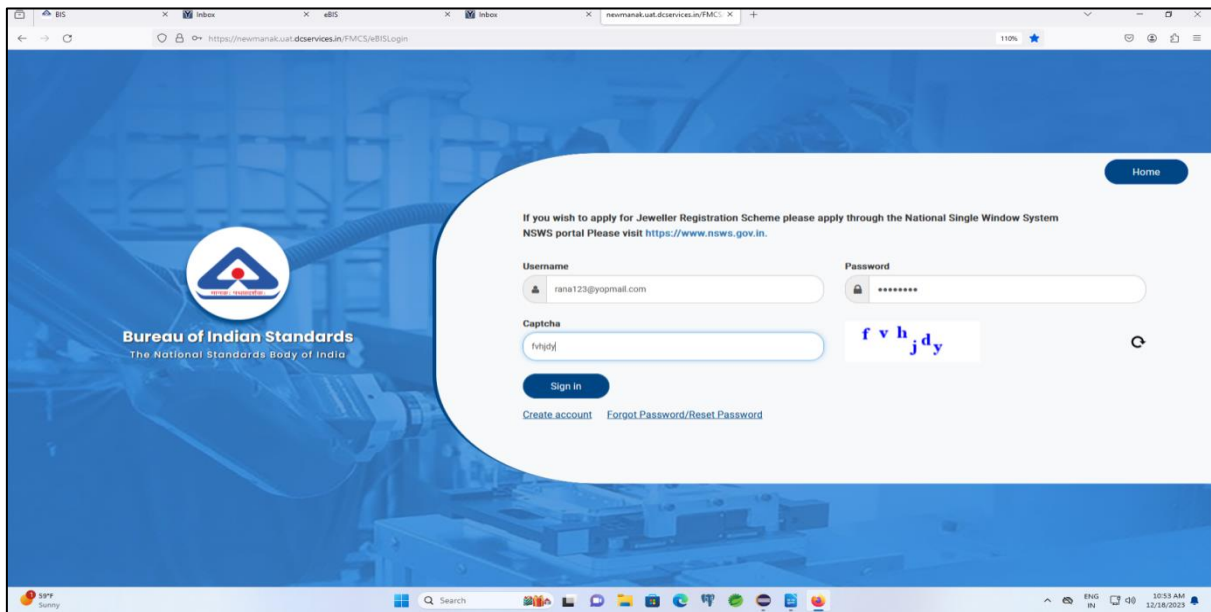


Figure 7: Login page

4. Click on FMCS after login

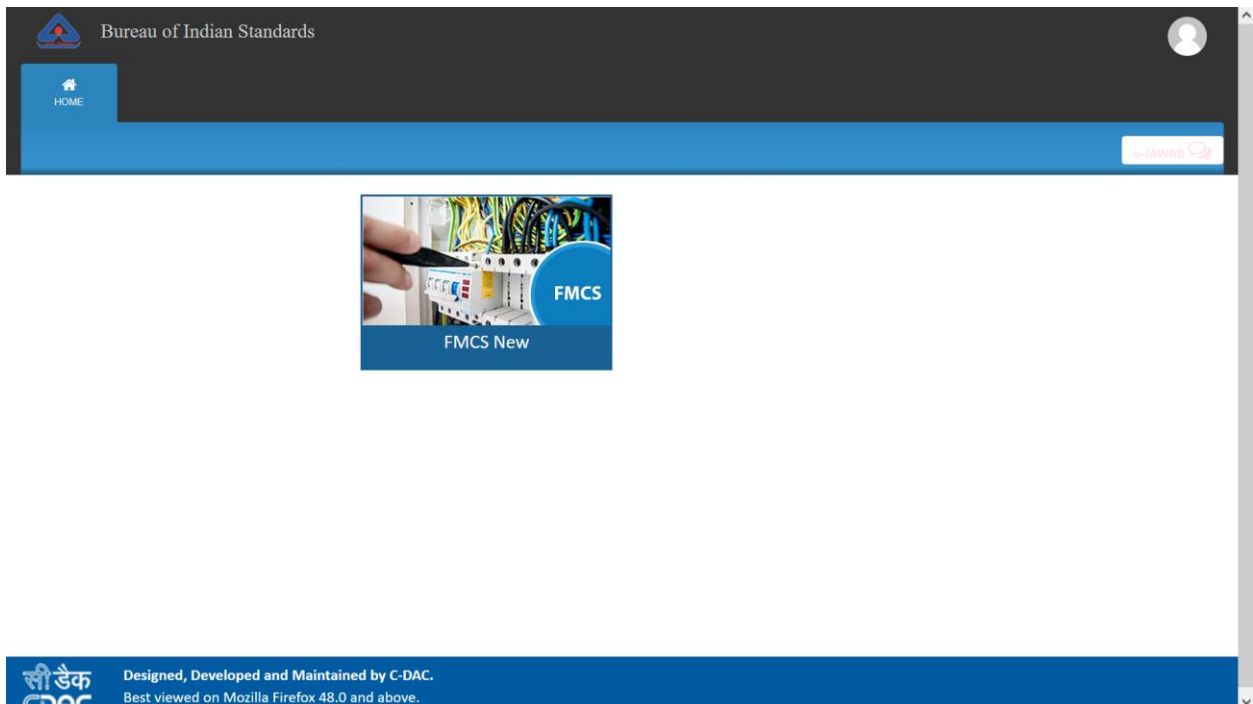


Figure 8: FMCS tile after login

5. Applicant Dashboard will appear on clicking the FMCS tile.

Complete Organization profile.

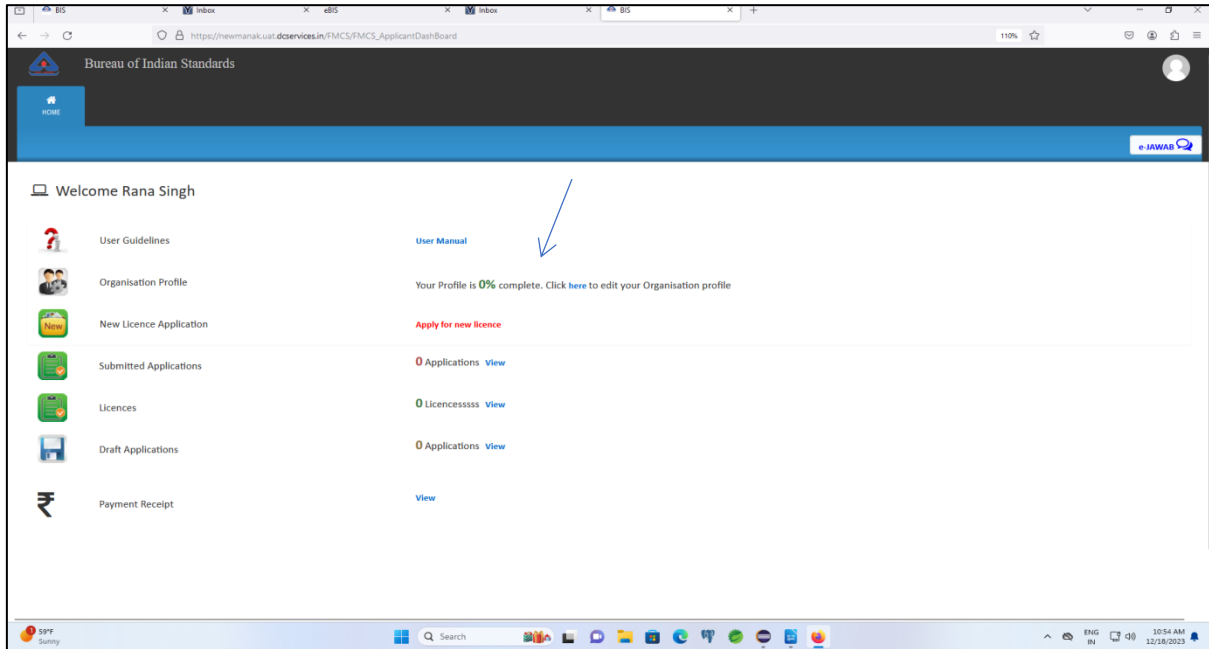
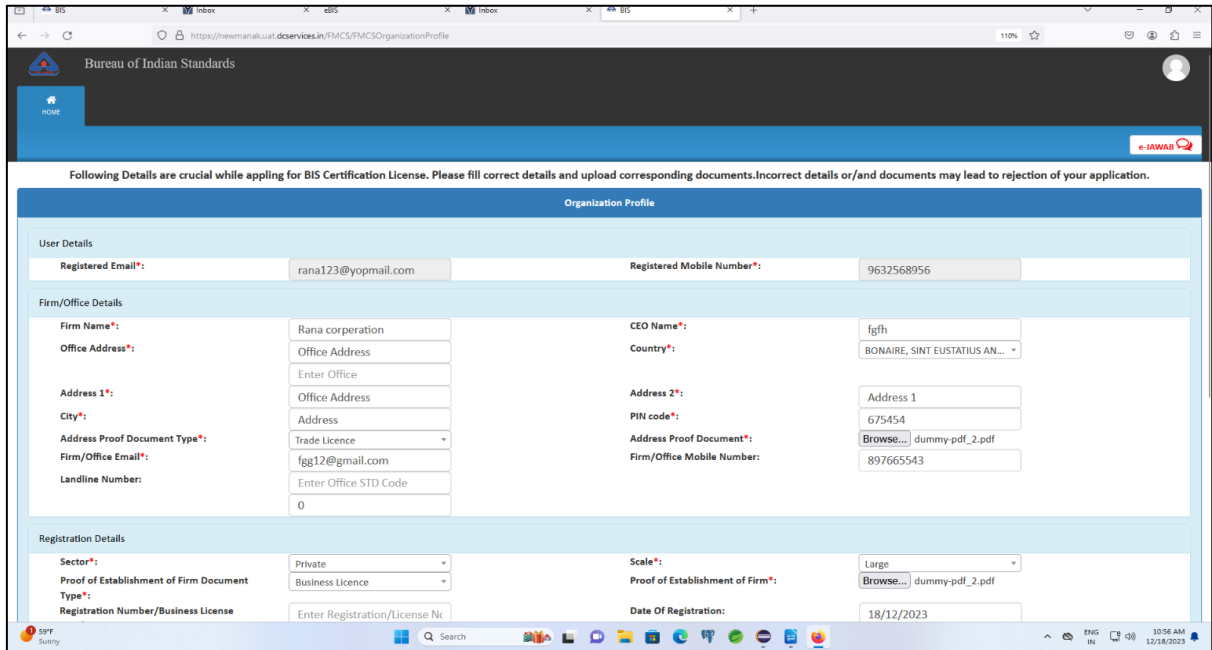


Figure 9: Applicant Dashboard

6. After clicking on profile section, following form opens to complete the organization details.



Bureau of Indian Standards

Following Details are crucial while applying for BIS Certification License. Please fill correct details and upload corresponding documents. Incorrect details or/and documents may lead to rejection of your application.

Organization Profile

User Details

Registered Email*: rana123@yopmail.com Registered Mobile Number*: 9632568956

Firm/Office Details

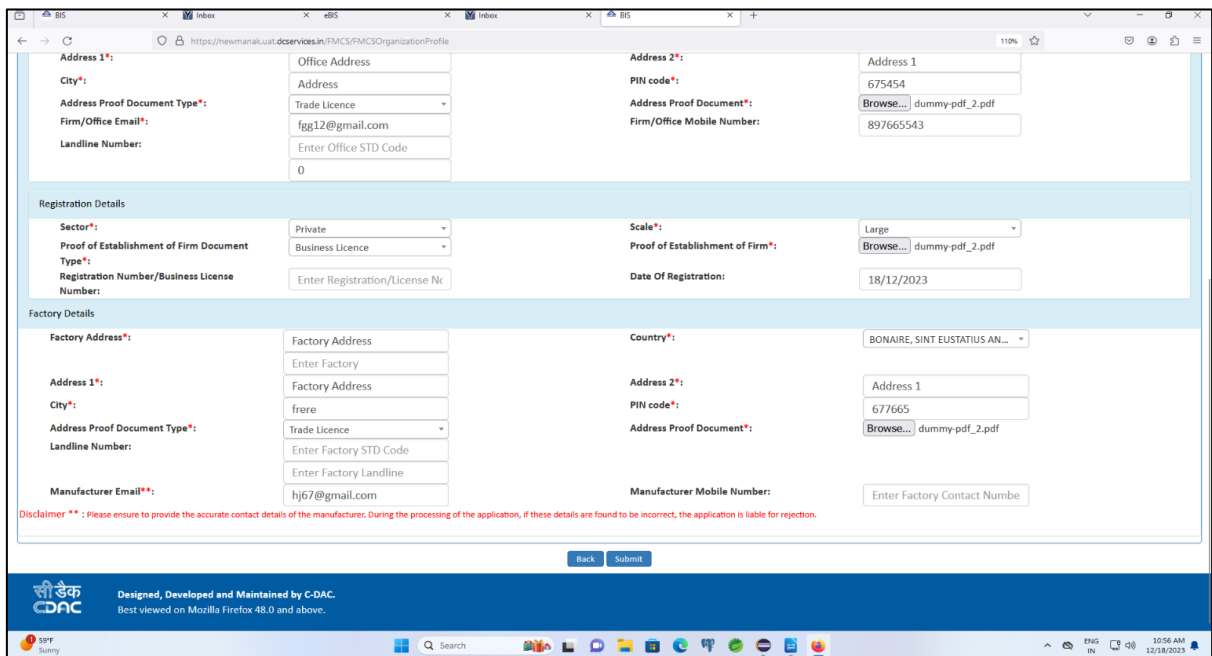
Firm Name*: Rana corporation
Office Address*: Office Address
Enter Office
Address 1*: Office Address
City*: Address
Address Proof Document Type*: Trade Licence
Firm/Office Email*: fgg12@gmail.com
Landline Number: Enter Office STD Code
0

CEO Name*: fgfh
Country*: BONAIRE, SINT EUSTATIUS AN...
Address 2*: Address 1
PIN code*: 675454
Address Proof Document*: Browse... dummy-pdf_2.pdf
Firm/Office Mobile Number: 897665543

Registration Details

Sector*: Private
Proof of Establishment of Firm Document Type*: Business Licence
Registration Number/Business License: Enter Registration/License N...
Scale*: Large
Proof of Establishment of Firm*: Browse... dummy-pdf_2.pdf
Date Of Registration: 18/12/2023

Figure 10: Organization Details



Factory Details

Address 1*: Office Address
City*: Address
Address Proof Document Type*: Trade Licence
Firm/Office Email*: fgg12@gmail.com
Landline Number: Enter Office STD Code
0

Address 2*: Address 1
PIN code*: 675454
Address Proof Document*: Browse... dummy-pdf_2.pdf
Firm/Office Mobile Number: 897665543

Registration Details

Sector*: Private
Proof of Establishment of Firm Document Type*: Business Licence
Registration Number/Business License: Enter Registration/License N...
Scale*: Large
Proof of Establishment of Firm*: Browse... dummy-pdf_2.pdf
Date Of Registration: 18/12/2023

Factory Details

Factory Address*: Factory Address
Enter Factory
Address 1*: Factory Address
City*: frere
Address Proof Document Type*: Trade Licence
Landline Number: Enter Factory STD Code
Enter Factory Landline
Manufacturer Email*: hj67@gmail.com
Manufacturer Mobile Number: Enter Factory Contact Numbe

Disclaimer **: Please ensure to provide the accurate contact details of the manufacturers. During the processing of the application, if these details are found to be incorrect, the application is liable for rejection.

[Back](#) [Submit](#)

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Figure 11: Organization Details (continue)

After entering all the required details, uploading documents and clicking **Submit** button, an alert message will be displayed to indicate completion of profile. After completion of

profile” **Your Profile is 100% complete**” will be displayed in applicant dashboard. Only after completion of profile Applicant can apply for new Licence.

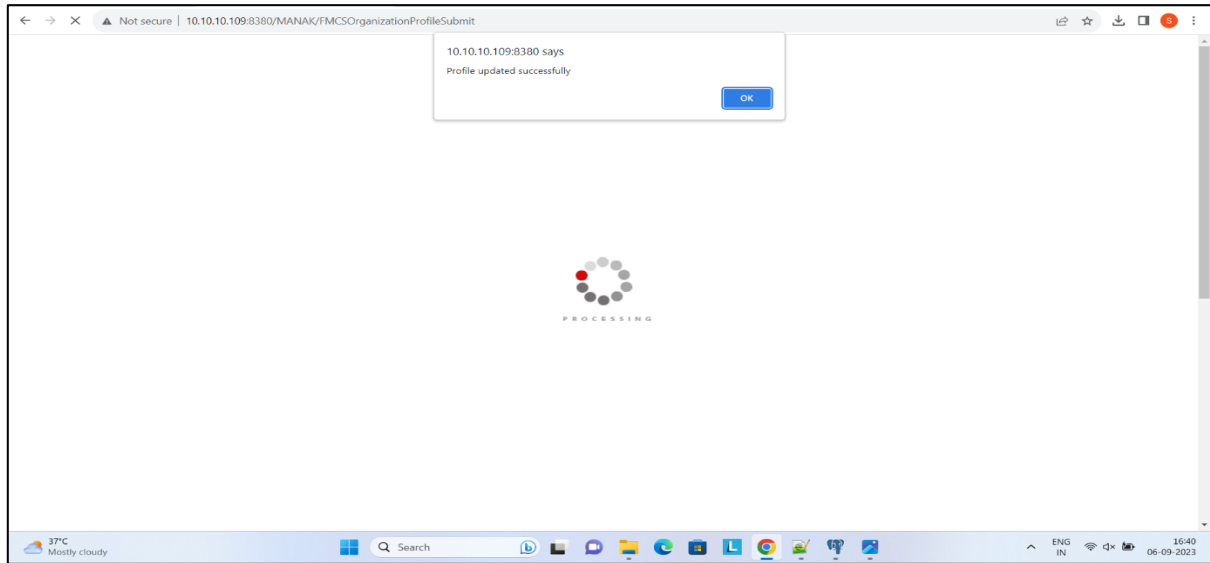


Figure 12: Profile Completion message

2. Apply for New Licence

1. Click on Apply for New Licence

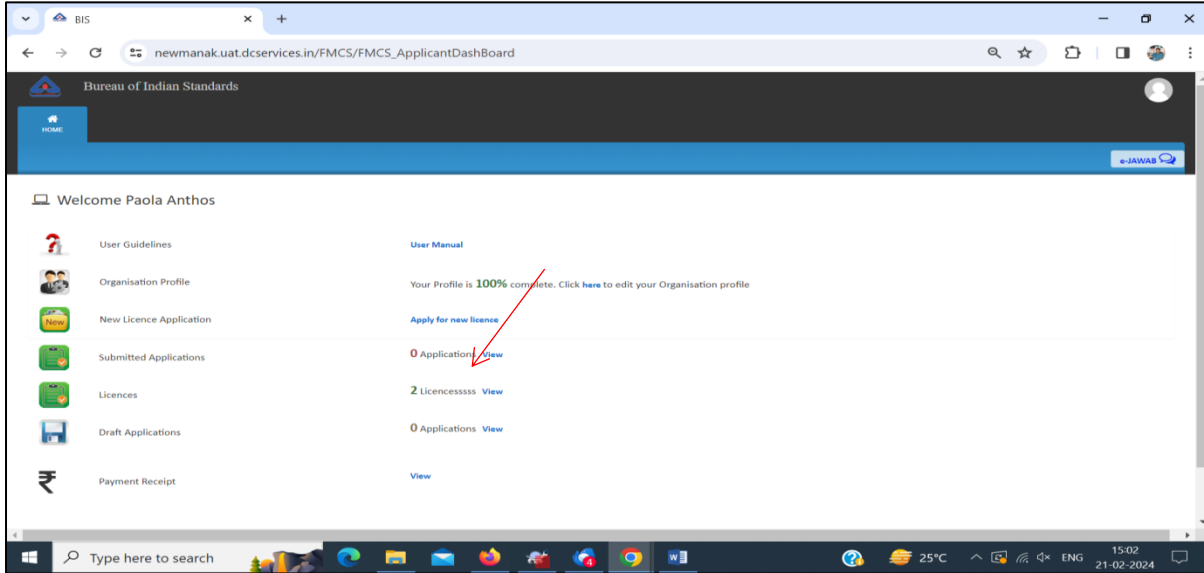
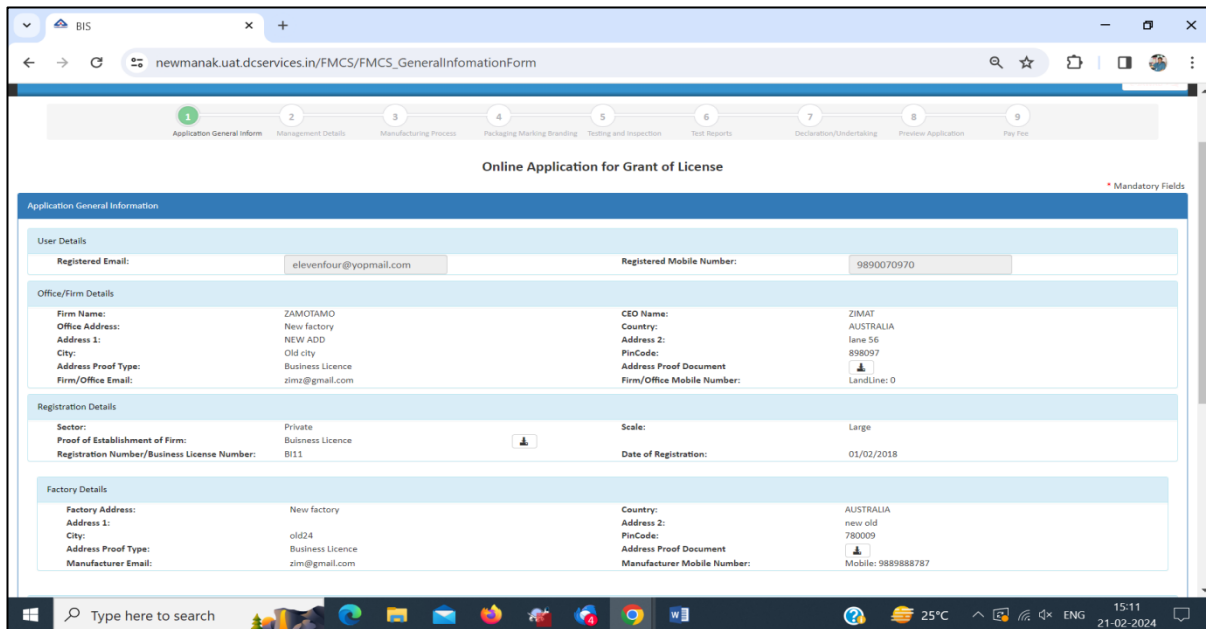


Figure 13: Applicant Dashboard

New application for has total nine sections and after entering information in any section it is saved as draft by default till payment is completed. First section **Application General Information** has pre-filled details from Organization profile

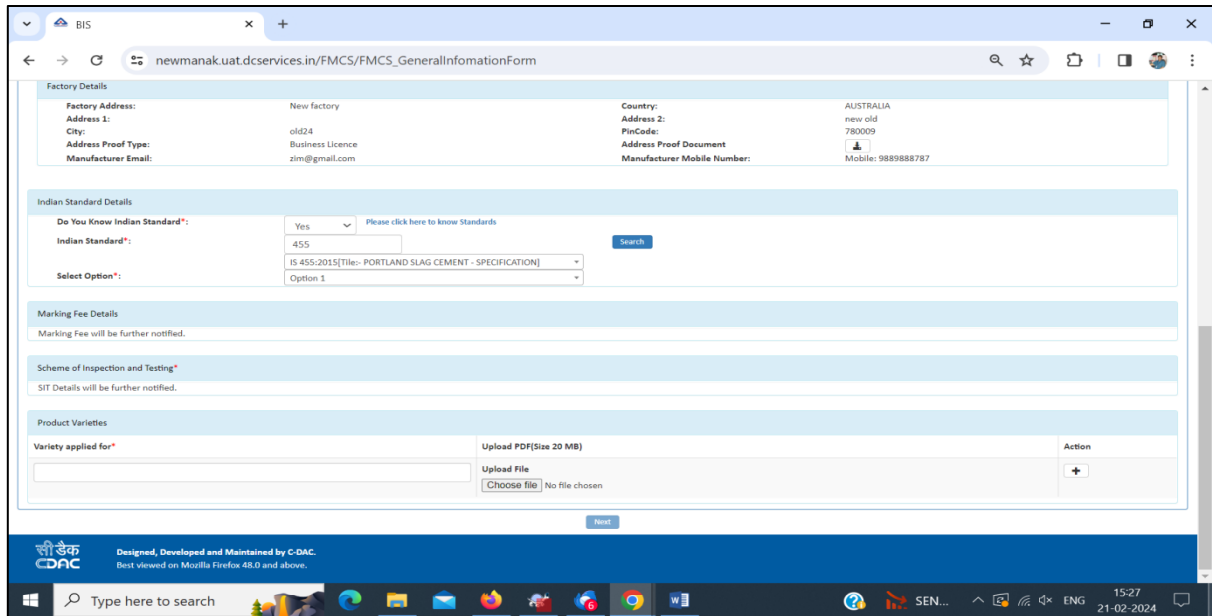


The screenshot shows the 'Online Application for Grant of License' form. The form is divided into nine sections: 1. Application General Information, 2. Management Details, 3. Manufacturing Process, 4. Packaging/Marketing/Branding, 5. Testing and Inspection, 6. Test Reports, 7. Declaration/Undertaking, 8. Previous Application, and 9. Pay Fee. The first section, 'Application General Information', is currently active and contains the following details:

Application General Information			
User Details			
Registered Email:	elevenfour@yopmail.com		Registered Mobile Number:
		9890070970	
Office/Firm Details			
Firm Name:	ZAMOTAMO	CEO Name:	ZIMAT
Office Address:	New factory	Country:	AUSTRALIA
Address 1:	NEW ADD	Address 2:	lane 56
City:	Old city	PinCode:	898097
Address Proof Type:	Business Licence	Address Proof Document	
Firm/Office Email:	zimz@gmail.com	Firm/Office Mobile Number:	LandLine: 0
Registration Details			
Sector:	Private	Scale:	Large
Proof of Establishment of Firm:	Business Licence	Date of Registration:	01/02/2018
Registration Number/Business License Number:	BI11		
Factory Details			
Factory Address:	New factory	Country:	AUSTRALIA
Address 1:	new old	Address 2:	new old
City:	old24	PinCode:	780009
Address Proof Type:	Business Licence	Address Proof Document	
Manufacturer Email:	zimz@gmail.com	Manufacturer Mobile Number:	Mobile: 9889888787

Figure 14: Application general information

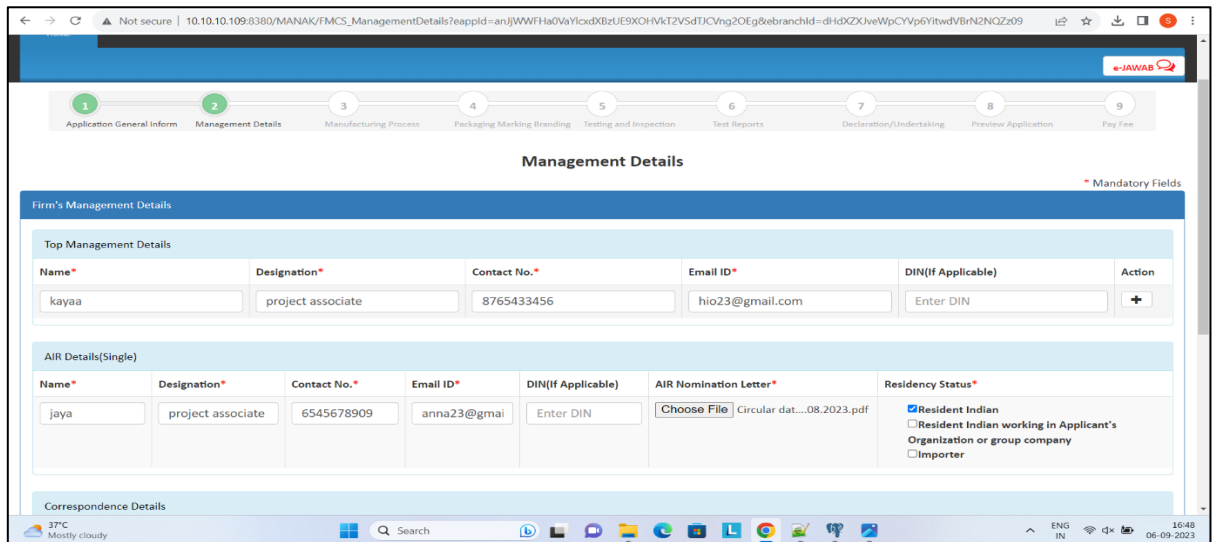
Applicant can enter Indian Standard for which licence is required. In case IS number is not known, user can search IS number by clicking on “Please click here to know Standards”.



The screenshot shows the 'newmanak.uat.dcservices.in/FMCS/FMCS_GeneralInformationForm' page. It contains several sections: 'Factory Details' with fields for Address, City, Address Proof Type, Manufacturer Email, Country, Address 2, Pin Code, Address Proof Document, and Manufacturer Mobile Number. 'Indian Standard Details' includes a dropdown for 'Do You Know Indian Standard?', a search bar, and a dropdown for 'Indian Standard'. 'Marking Fee Details' and 'Scheme of Inspection and Testing' both state 'Details will be further notified.' 'Product Varieties' includes a table for 'Variety applied for' with columns for 'Variety applied for', 'Upload PDF (Size 20 MB)', and 'Action'.

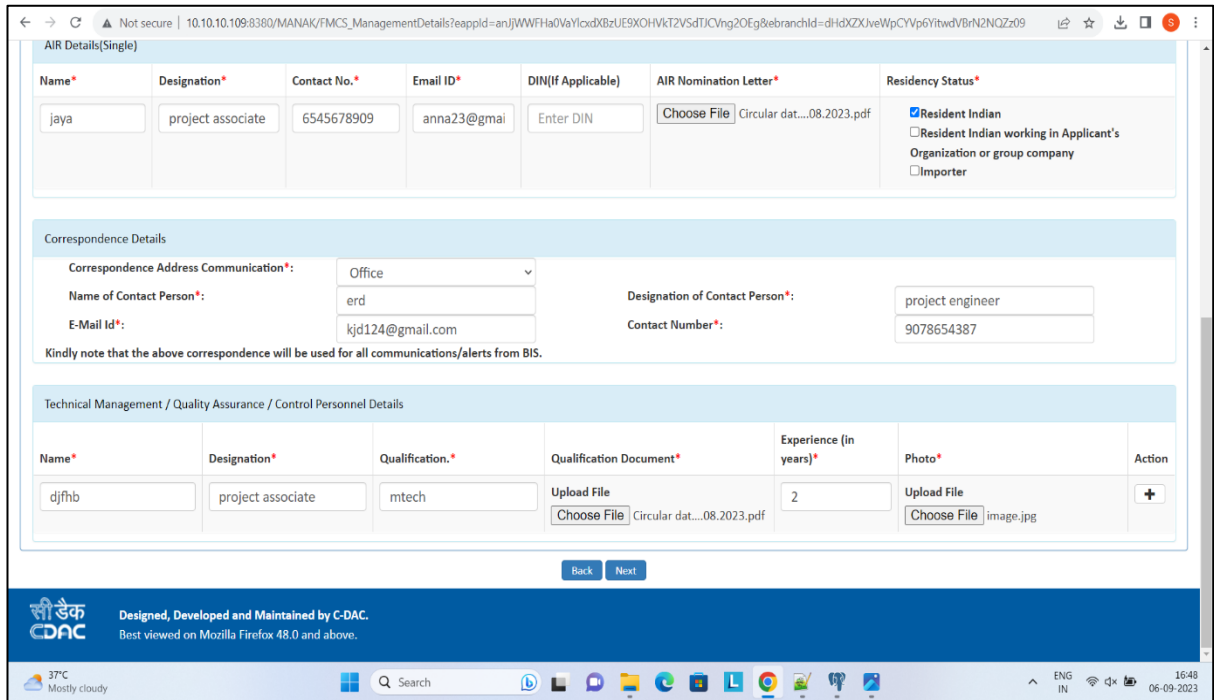
Figure 15: Application general information (continue)

2. Management details: After entering all the details click **Next** button to move to Section 2 Management details.



The screenshot shows the 'Management Details' section of the application. It includes a progress bar at the top with steps 1 through 9. The 'Management Details' section has a sub-section 'Firm's Management Details' with a table for 'Top Management Details' containing columns for Name, Designation, Contact No., Email ID, DIN (If Applicable), and Action. Below this is the 'AIR Details (Single)' section with a table containing columns for Name, Designation, Contact No., Email ID, DIN (If Applicable), AIR Nomination Letter, and Residency Status. The 'Residency Status' section includes checkboxes for 'Resident Indian', 'Resident Indian working in Applicant's Organization or group company', and 'Importer'.

Figure 16: Management Details



AIR Details(Single)

Name*	Designation*	Contact No.*	Email ID*	DIN(If Applicable)	AIR Nomination Letter*	Residency Status*
jaya	project associate	6545678909	anna23@gmail	Enter DIN	Choose File Circular dat....08.2023.pdf	☒ Resident Indian ☐ Resident Indian working in Applicant's Organization or group company ☐ Importer

Correspondence Details

Correspondence Address Communication*	Office	Designation of Contact Person*	project engineer
Name of Contact Person*	erd	Contact Number*	9078654387
E-Mail Id*	kjd124@gmail.com		

Kindly note that the above correspondence will be used for all communications/alerts from BIS.

Technical Management / Quality Assurance / Control Personnel Details

Name*	Designation*	Qualification.*	Qualification Document*	Experience (in years)*	Photo*	Action
djfhb	project associate	mtech	Upload File Choose File Circular dat....08.2023.pdf	2	Upload File Choose File image.jpg	+

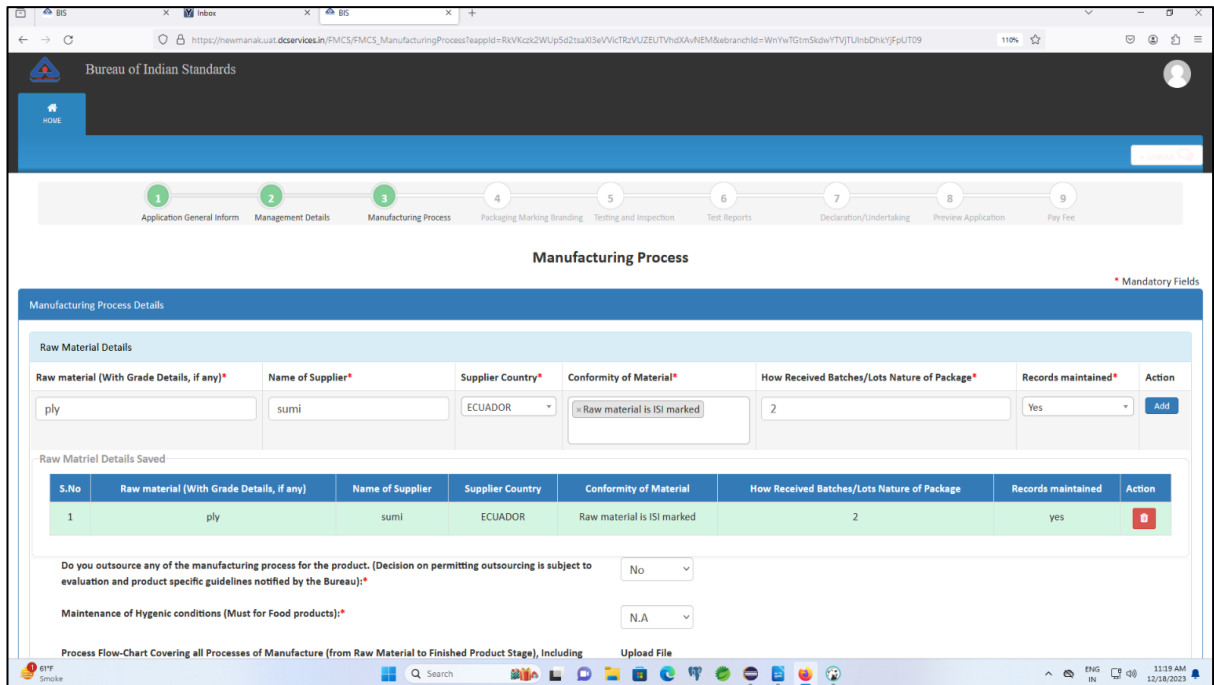
Back Next

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37°C Mostly cloudy 16:48 06-09-2023

Figure 17: Management Details (continue)

- 3. Manufacturing Process:** Enter all details in manufacturing process and upload required documents and click **Next** Button to move to next section.



Manufacturing Process

Manufacturing Process Details

Raw material (With Grade Details, if any)*	Name of Supplier*	Supplier Country*	Conformity of Material*	How Received Batches/Lots Nature of Package*	Records maintained*	Action
ply	sumi	ECUADOR	Raw material is ISI marked	2	Yes	Add

Raw Matriel Details Saved

S.No	Raw material (With Grade Details, if any)	Name of Supplier	Supplier Country	Conformity of Material	How Received Batches/Lots Nature of Package	Records maintained	Action
1	ply	sumi	ECUADOR	Raw material is ISI marked	2	yes	

Do you outsource any of the manufacturing process for the product. (Decision on permitting outsourcing is subject to evaluation and product specific guidelines notified by the Bureau):*

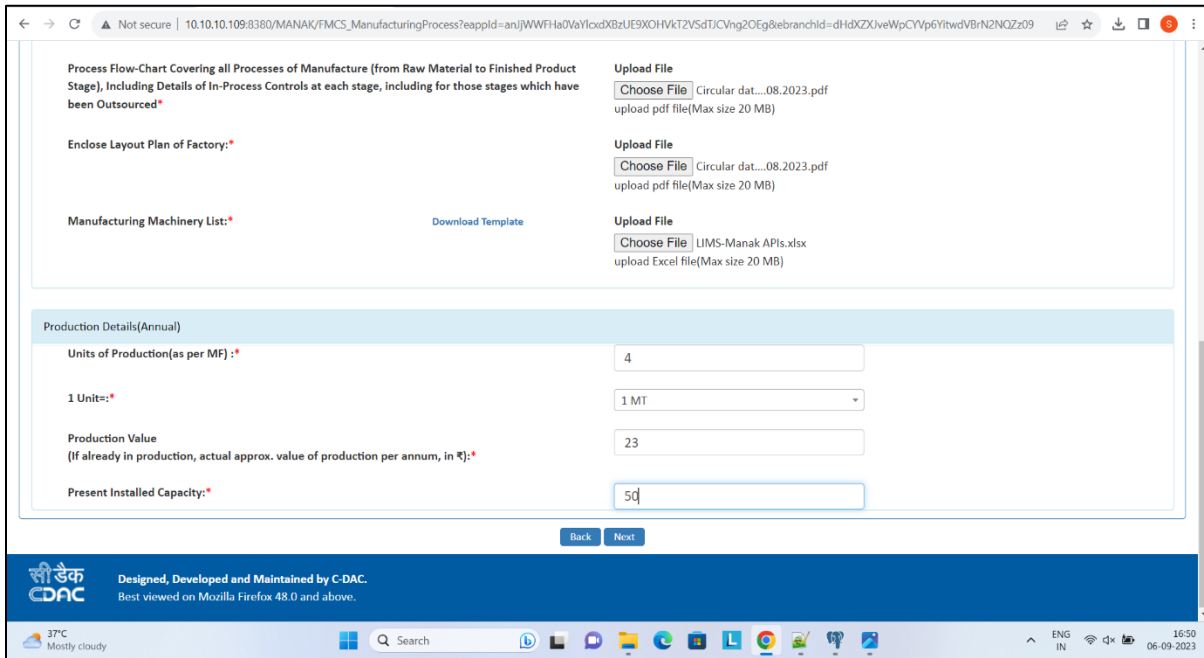
Maintenance of Hygienic conditions (Must for Food products):*

Process Flow-Chart Covering all Processes of Manufacture (from Raw Material to Finished Product Stage), Including

Upload File

11:19 AM 12/18/2023

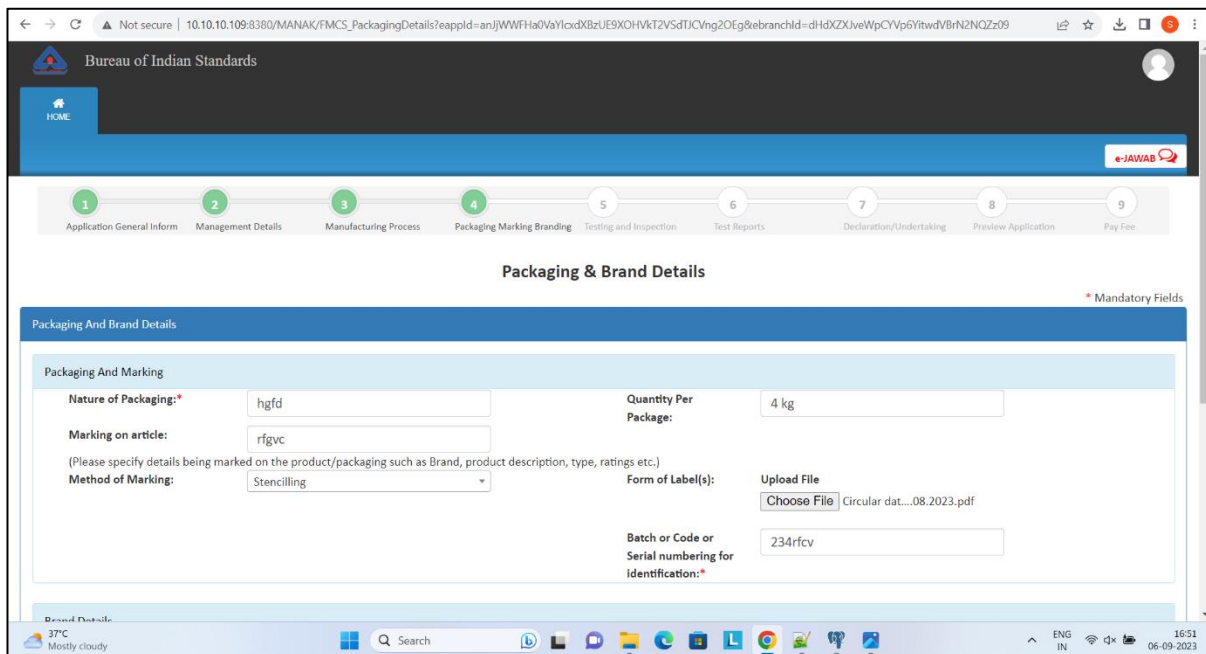
Figure 18: Manufacturing Process



The screenshot shows the 'Manufacturing Process' form. It includes sections for uploading documents (Process Flow-Chart, Enclose Layout Plan of Factory, Manufacturing Machinery List) and a 'Production Details(Annual)' section with input fields for Units of Production, Unit weight, Production Value, and Present Installed Capacity. The form is part of a multi-step process, with 'Back' and 'Next' buttons at the bottom.

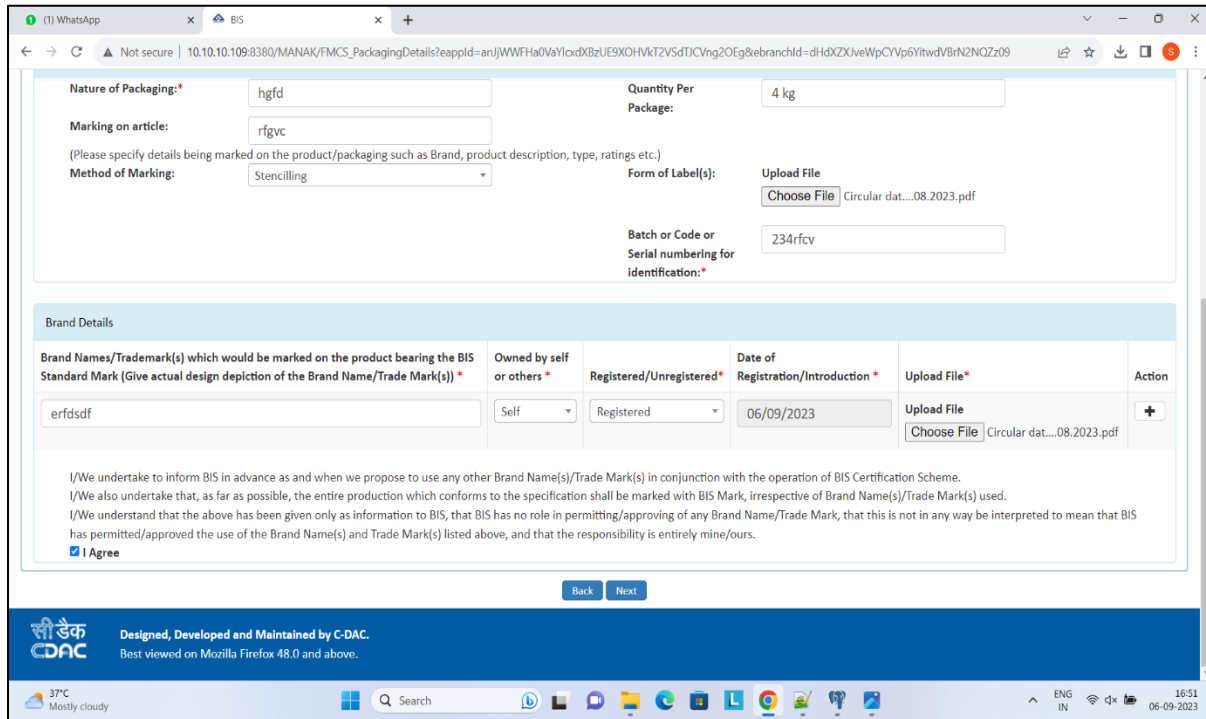
Figure 19: Manufacturing Process (continue)

4. **Packing and Brand Details:** Enter required details in this section and upload required documents. Click on agree for given Terms and Conditions. Press Next Button to move to next section.



The screenshot shows the 'Packing and Brand Details' form. It includes a progress bar at the top with steps 1 through 9. The form is titled 'Packaging & Brand Details' and contains input fields for Nature of Packaging, Marking on article, Method of Marking, Quantity Per Package, Form of Label(s), and Batch or Code or Serial numbering for Identification. There is also an 'Upload File' section for the Form of Label(s). The form is part of a multi-step process, with 'Back' and 'Next' buttons at the bottom.

Figure 20: Packing and Brand Details



Nature of Packaging: hgfd **Quantity Per Package:** 4 kg

Marking on article: rfgvc

Method of Marking: Stencilling **Form of Label(s):** Upload File **Batch or Code or Serial numbering for identification:** 234rfcv

Brand Details

Brand Names/Trademark(s) which would be marked on the product bearing the BIS Standard Mark (Give actual design depiction of the Brand Name/Trade Mark(s)) *	Owned by self or others *	Registered/Unregistered *	Date of Registration/Introduction *	Upload File *	Action
erfdsdf	Self	Registered	06/09/2023	Upload File	+

I/We undertake to inform BIS in advance as and when we propose to use any other Brand Name(s)/Trade Mark(s) in conjunction with the operation of BIS Certification Scheme.
I/We also undertake that, as far as possible, the entire production which conforms to the specification shall be marked with BIS Mark, irrespective of Brand Name(s)/Trade Mark(s) used.
I/We understand that the above has been given only as information to BIS, that BIS has no role in permitting/approving of any Brand Name/Trade Mark, that this is not in any way be interpreted to mean that BIS has permitted/approved the use of the Brand Name(s) and Trade Mark(s) listed above, and that the responsibility is entirely mine/ours.

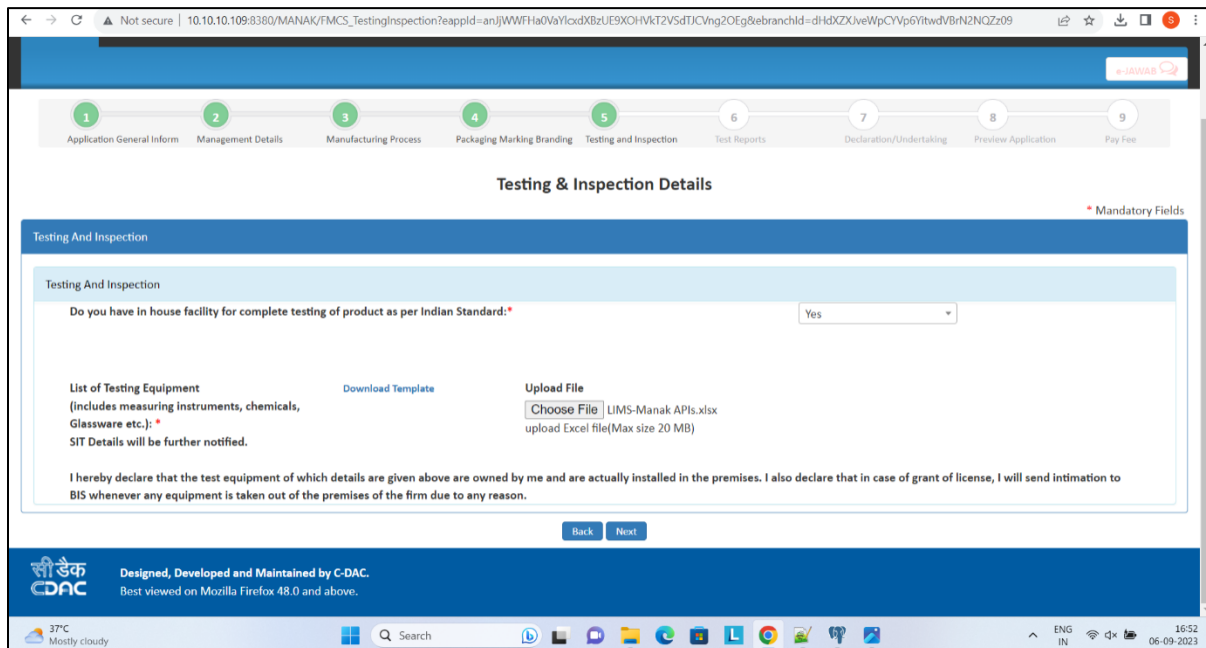
☒ I Agree

[Back](#) [Next](#)

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Figure 21: Packing and Brand Details (continue)

5. Testing and Inspection Details: Enter all details under this section, upload required documents and press Next Button to move to next section.



Testing & Inspection Details

Testing And Inspection

Do you have in house facility for complete testing of product as per Indian Standard: *

List of Testing Equipment (includes measuring instruments, chemicals, Glassware etc.): * **Download Template** **Upload File** **Choose File** UIMS-Manak APIs.xlsx upload Excel file(Max size 20 MB)

SIT Details will be further notified.

I hereby declare that the test equipment of which details are given above are owned by me and are actually installed in the premises. I also declare that in case of grant of license, I will send intimation to BIS whenever any equipment is taken out of the premises of the firm due to any reason.

[Back](#) [Next](#)

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Figure 22: Testing and Inspection Details

- 6. Test Report:** Upload required documents. After providing all the mandatory details press Next Button to move to next section.

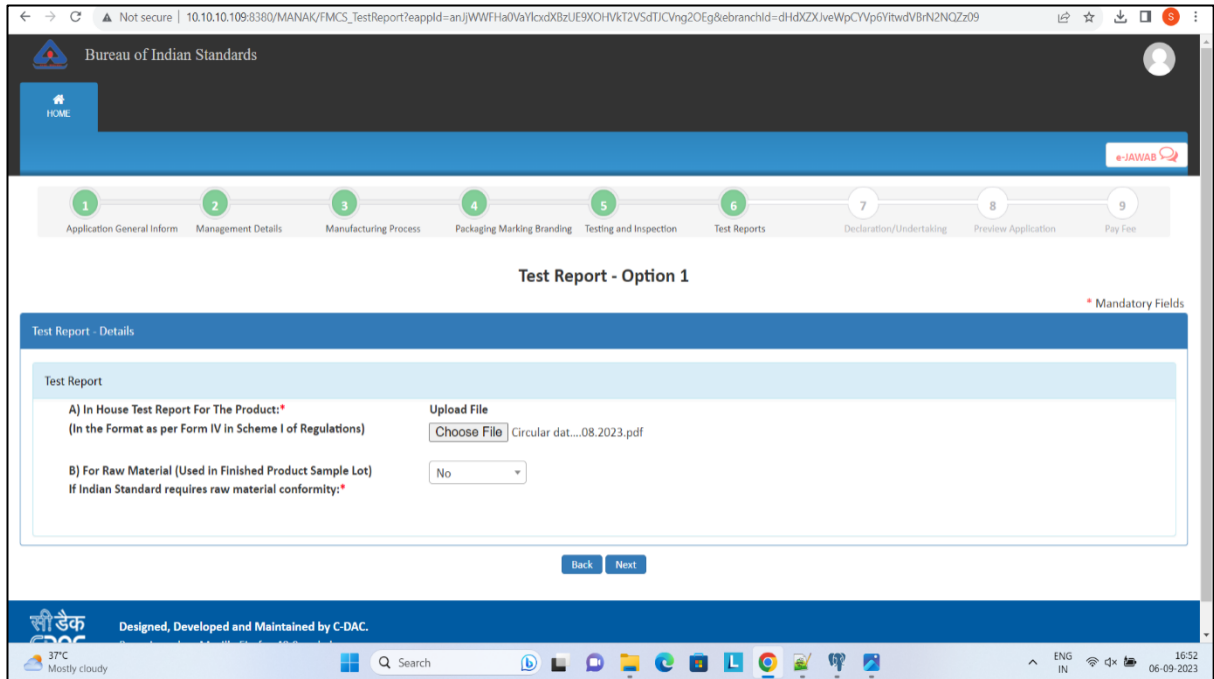


Figure 23: Test Report

- 7. Declaration and Undertaking:** Enter all details under this section, upload required documents and press Next Button to move to next section.

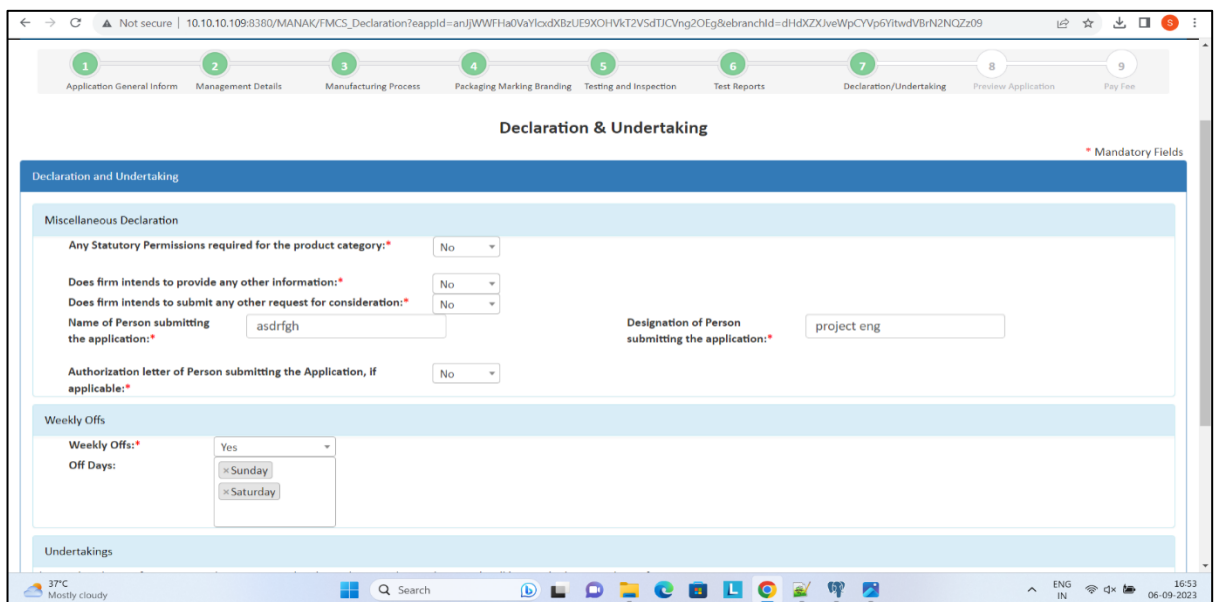


Figure 24: Declaration and undertaking

8. Application Preview: Under this section applicant can preview the entered details before entering payment details. By pressing back button application details can be updated in relevant section before payment.

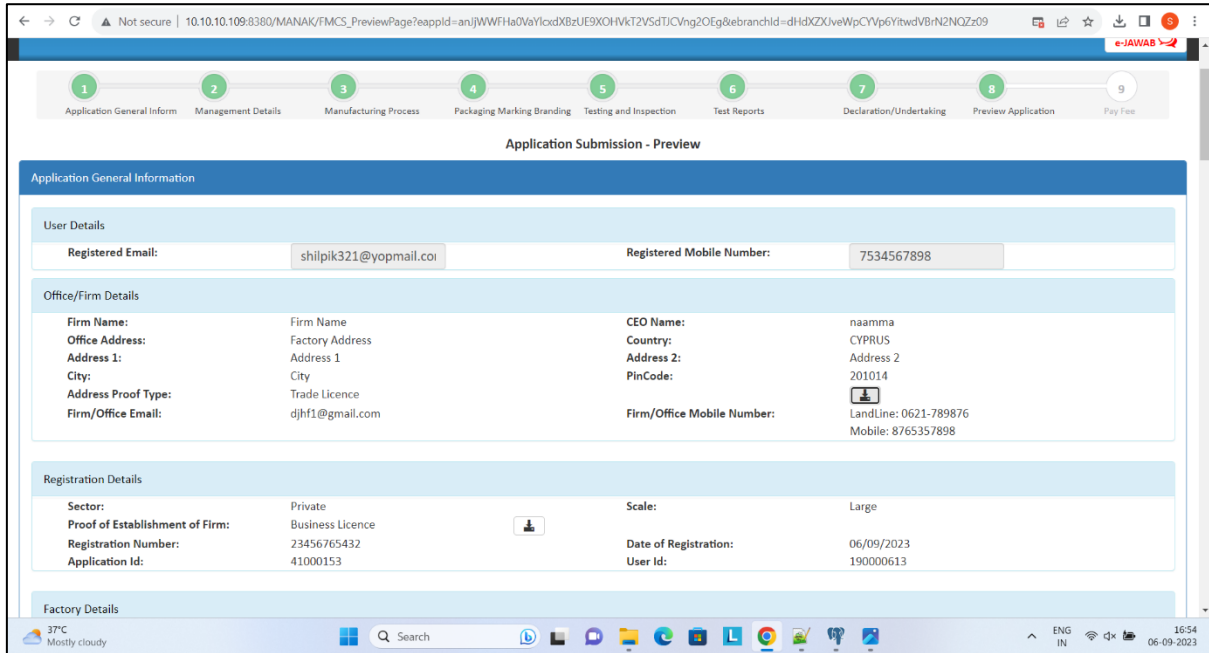


Figure 25: Application preview

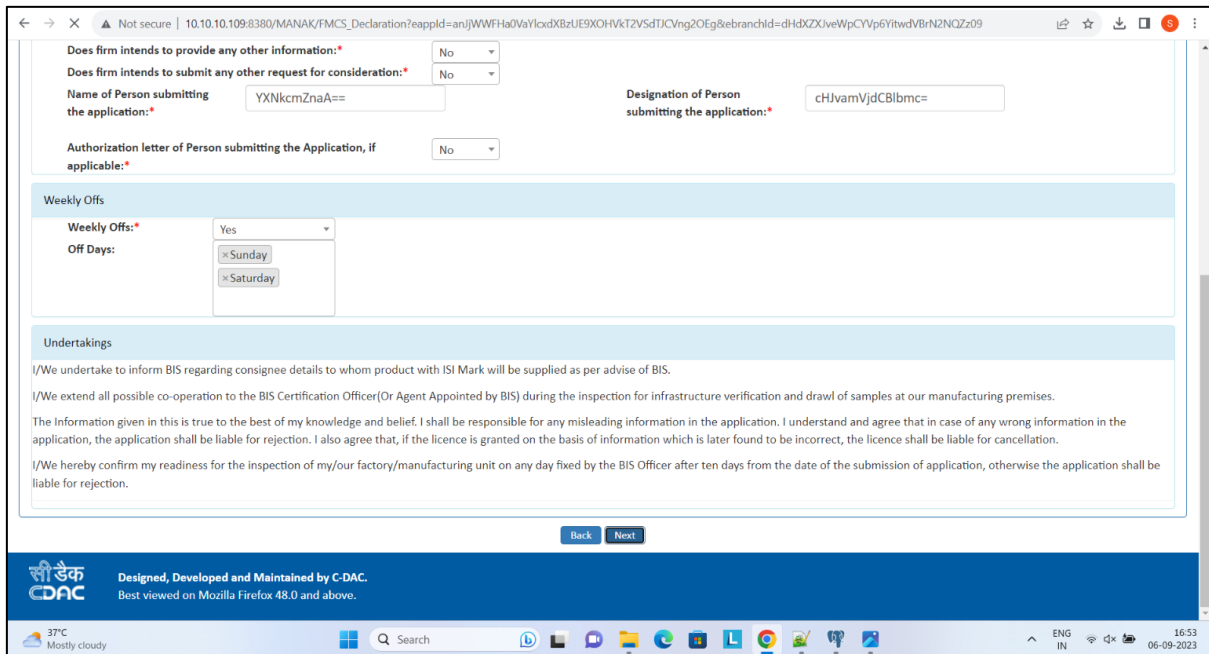
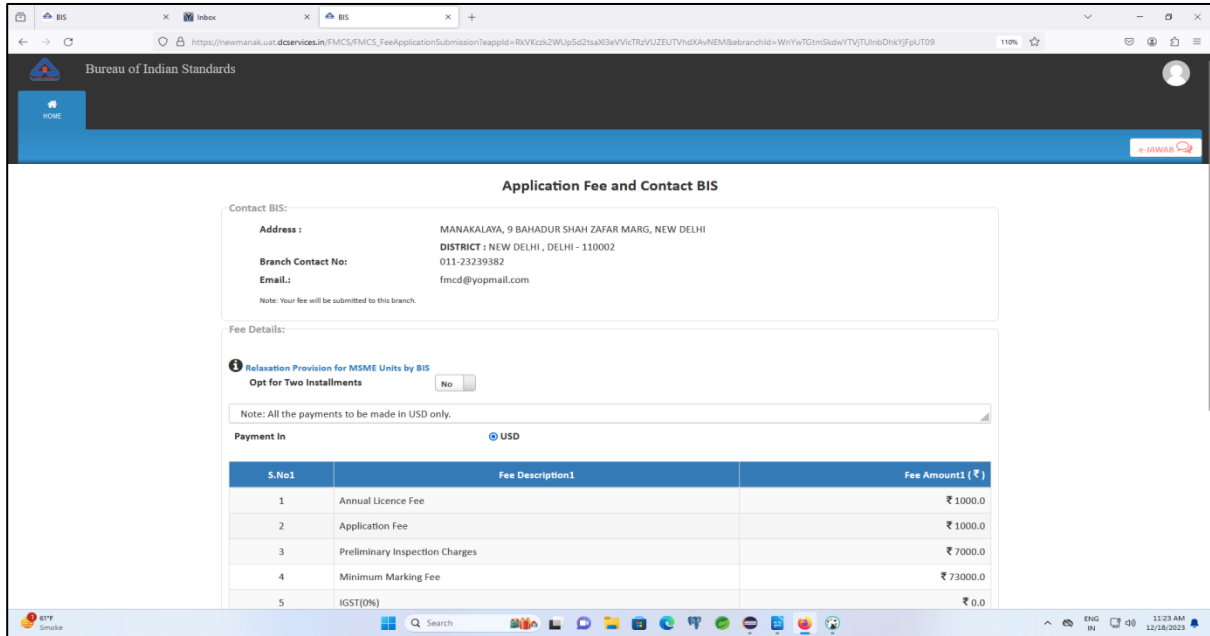


Figure 26: Application preview (continue)

- 9. Pay application Fee:** Application fee will be automatically calculated by the System in INR and applicant has to pay equivalent amount in USD Offline. Applicant can provide details of USD Payment and upload payment supporting document.



Application Fee and Contact BIS

Contact BIS:

Address : MANAKALAYA, 9 BAHADUR SHAH ZAFAR MARG, NEW DELHI
DISTRICT : NEW DELHI, DELHI - 110002
Branch Contact No: 011-23239382
Email: fmc@yopmail.com
Note: Your fee will be submitted to this branch.

Fee Details:

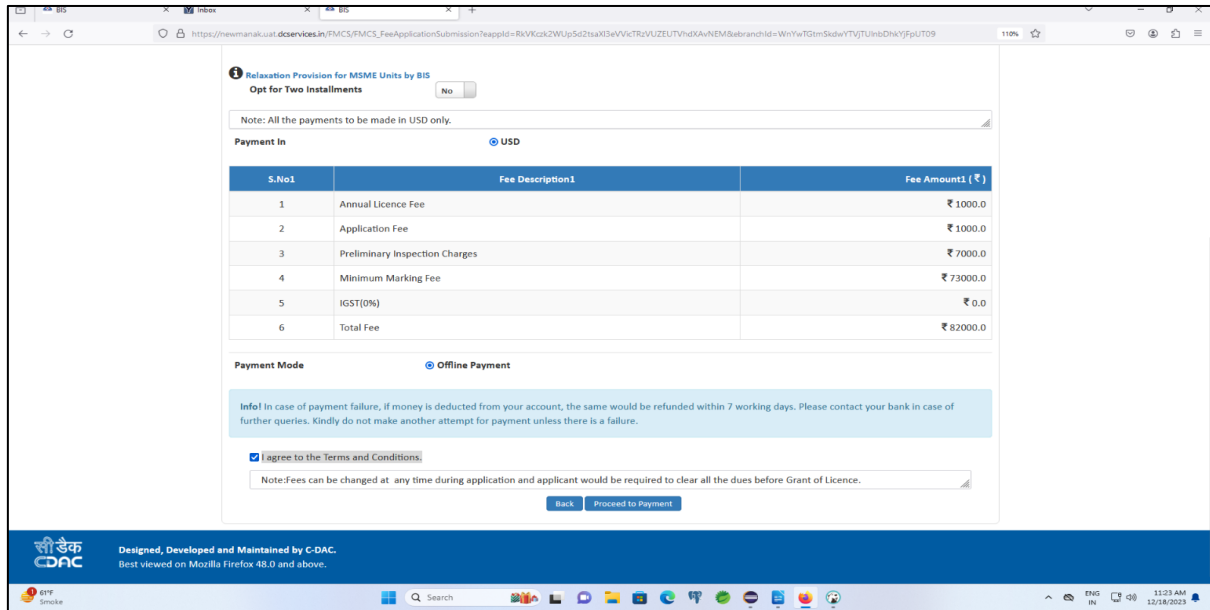
Relaxation Provision for MSME Units by BIS
Opt for Two Installments

Note: All the payments to be made in USD only.

Payment In ☒ USD

S.No1	Fee Description1	Fee Amount1 (₹)
1	Annual Licence Fee	₹1000.0
2	Application Fee	₹1000.0
3	Preliminary Inspection Charges	₹7000.0
4	Minimum Marking Fee	₹73000.0
5	IGST(0%)	₹0.0

Figure 27: Pay Application Fee



Relaxation Provision for MSME Units by BIS
Opt for Two Installments

Note: All the payments to be made in USD only.

Payment In ☒ USD

S.No1	Fee Description1	Fee Amount1 (₹)
1	Annual Licence Fee	₹1000.0
2	Application Fee	₹1000.0
3	Preliminary Inspection Charges	₹7000.0
4	Minimum Marking Fee	₹73000.0
5	IGST(0%)	₹0.0
6	Total Fee	₹82000.0

Payment Mode ☒ Offline Payment

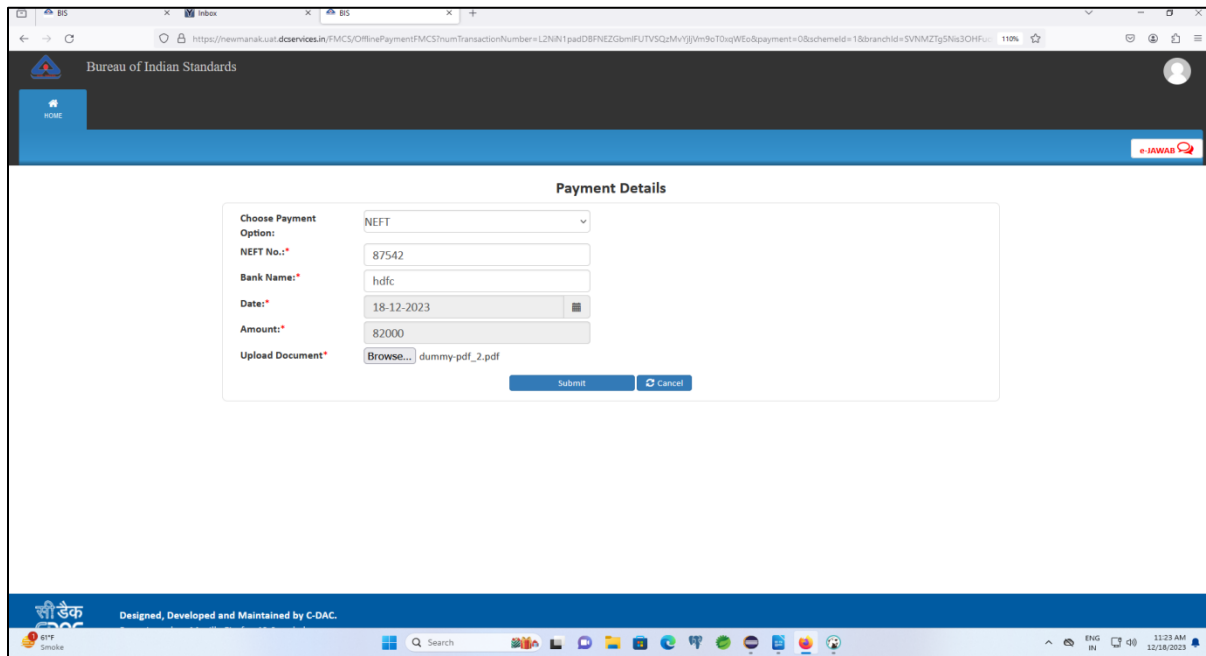
Info! In case of payment failure, if money is deducted from your account, the same would be refunded within 7 working days. Please contact your bank in case of further queries. Kindly do not make another attempt for payment unless there is a failure.

☒ I agree to the Terms and Conditions.

Note:Fees can be changed at any time during application and applicant would be required to clear all the dues before Grant of Licence.

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Figure 28: Pay Application Fee (continue)



The screenshot shows the 'Payment Details' form in the FMCS application. The form is titled 'Payment Details' and contains the following fields:

- Choose Payment Option:** A dropdown menu with 'NEFT' selected.
- NEFT No.:** A text input field containing '87542'.
- Bank Name:** A text input field containing 'hdfc'.
- Date:** A date picker showing '18-12-2023'.
- Amount:** A text input field containing '82000'.
- Upload Document:** A 'Browse...' button followed by the text 'dummy-pdf_2.pdf'.

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Figure 300: Payment Details

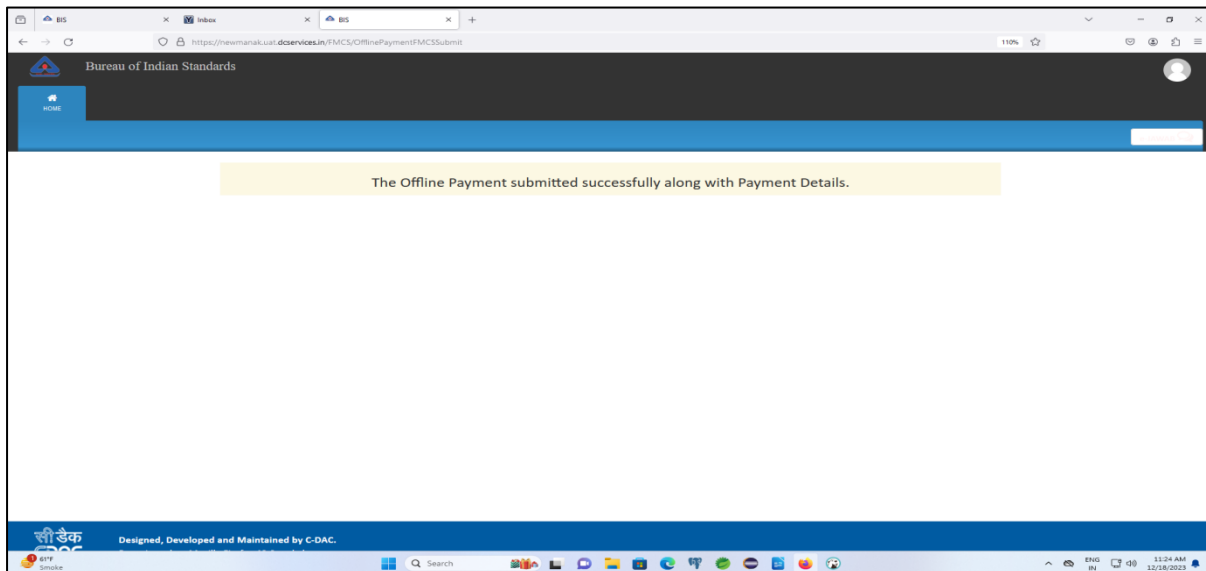


Figure 291: Payment confirmation message

After payment details are saved successfully above message is displayed and Application is sent to BIS for further processing.

List of Figures

Figure 1: Home Page	3
Figure 2: Login page	4
Figure 4: Registration Form	5
Figure 5: Registration confirmation	5
Figure 6: Account verification link.....	6
Figure 7: Verification confirmation	6
Figure 8: Login page	7
Figure 9: FMCS tile after login	7
Figure 10: Applicant Dashboard.....	8
Figure 11: Organization Details	9
Figure 12: Organization Details (continue)	9
Figure 13: Profile Completion message	10
Figure 14: Applicant Dashboard.....	11
Figure 15: Application general information	11
Figure 16: Application general information (continue).....	12
Figure 17: Management Details	12
Figure 18: Management Details (continue)	13
Figure 19: Manufacturing Process	13
Figure 20: Manufacturing Process (continue)	14
Figure 21: Packing and Brand Details	14
Figure 22: Packing and Brand Details (continue)	15
Figure 23: Testing and Inspection Details.....	15
Figure 24: Test Report	16
Figure 25: Declaration and undertaking	16
Figure 26: Application preview	17
Figure 27: Application preview (continue).....	17
Figure 28: Pay Application Fee	18
Figure 29: Pay Application Fee (continue)	18
Figure 31: Payment confirmation message.....	19
Figure 30: Payment Details	19