

TAMILNADU ELECTRICAL LICENSING BOARD

Thiru.Vi.Ka.Indl.Estate, Guindy, Chennai - 600 032.

GENERAL INSTRUCTIONS FOR RENEWAL.

- No separate application required for renewal of Certificate and Licence. A covering letter with renewal particulars shall be send.
- Renewal Covering letter with full particulars shall reach this office three months prior to the date of expiry of the validity of the certificate / licence to avoid surcharge.
- If the competency certificate / licence is received after expiry date mentioned in the certificate/ licence within a period of one year, fee equal to issue fees, shall be collected and the same competency certificate / licence with the existing number shall be renewed from the date of issue, for the balance period.
- If the application for renewal is **not received** within one year from the expiry date, the same shall be treated as a fresh one. Fresh applications can be downloaded from the web site www.tnelb.gov.in

Covering letter with the following particulars shall be furnished for Competency Certificate renewal.

1. **Original Competency Certificate.**
2. **Renewal Fees. (Refer Fees chart in the web site)**
3. **Passport size photograph**
4. **Specimen signature in a plain paper.**
5. **Experience Certificate (if any)**

Covering letter with the following particulars shall be furnished by the contractor for Contractor Licence renewal.

1. **Original Licence.**
 2. **Renewal fees. (Refer Fees chart in the web site)**
 3. **Original Bank Solvency Certificate. (except EB licence)**
 4. **Original Test reports.**
 5. **Original Competency Certificate.**
 6. **Original Conccent letter.**
 7. **List of works carriedout by the contractor during the period.**
- **All fees shall be in the form of Bank Demand Drafts obtained from any schedule Bank payable at Chennai or by crossed Indian postal order drawn in favour of the Secretary, Electrical Licensing Board, Chennai. Any other method will not be accepted.**
 - **DUPLICATE**

Duplicate Certificate / Licence will be issued on payment of requisit fee ,(Refer fees chart in the web site) Two copies of recent photos, two specimen signatures and on production of an Affidavit given by a Notary publicand a Certificate from the police Department.