

Registration for Sale & Manufacture of fertilizer/fertilizer mixture/Bio fertilizer/Organic Manures

1. Issue of Letter of authorisation for sale of fertilizers : Form A2 is issued by Director of Agriculture and District Agriculture Officers. Director of Agriculture issues A2 for wholesale to manufacturers/suppliers/importers/pool handling agencies or apex cooperative societies of Central and State Governments. The A2 issued by Director of Agriculture is valid for whole state. Other categories of business organizations/persons/agencies may seek letter of authorisation of sale of fertilizer from respective District Agriculture officer where fertilizer business is to be carried out. District Agriculture Officer is empowered to issue A2 for wholesale as well as retail for their area of jurisdiction.

2. Fee and Documents required for obtaining A2(sale permission) for wholesale for the whole State :-

1. Two copies of form A1 (original) along with fee of Rs. 2250.00 deposited through Treasury Challan.
2. Three recent PP size photos of the applicant duly signed and name of the applicant written on them.
3. Letter of authorisation from competent person of the firm for which sale authorisation is to be obtained.
4. Form O (Not required for manufacturers/importers)
5. Photocopy of letter of authorisation(A2) of the Form O issuing firm duly attested.
6. An affidavit containing following declarations :-
 - (a) The applicant has not been convicted for an offence under FCO-1985 or ECA within 3 years from the date of application.
 - (b) Authorisation letter of the applicant is not under suspension.
 - (c) Authorisation letter of the applicant has not been cancelled in any state within one year from the date of application.
7. Attested copy of Memorandum of Association or proprietorship deed.
8. Copy of Form F (For sale permission of Mixture of fertilizers/Micronutrient Mixture/Bio-fertilizers/Organic manure).
9. Attested copy of Registration letter from Industry department.
10. Attested copy of letter of authorisation (A2) issued by the state govt. where applicant firm is situated.
11. No objection Certificate from local Sale Tax Circle office.
12. Appointment letter of responsible person under Cl. 24 of FCO.
13. Attested copy of letter of Agreement for office space and godown.
- 14. For Importers :-**

- (a) Attested copy of Import Export Certificate issued by GOI.
- (b) Certificate of origin.
- (c) Copy of Supply order.
- (d) Copy of Certificate of Analysis.

15. **For Bio-fertilizers/Organic Manures** :-

- (a) Attested copy of Form F issued after 3.11.2009.
- (b) Production Capacity in tonnes.
- (c) Copy of Analysis Report issued by Quality Control Laboratory notified by Govt. of India.

(B) Renewal of letter of authorisation

Apply before date of expiry of the period of validity of authorisation letter along with documents and fee mentioned in Sl. no. 2 above and sale report of the preceding year and copy of challan of a VAT payment However one can apply for renewal with additional late fee of Rs. 75/- within one month from date of expiry of the validity of the A2 (authorisation letter) issued.

- (e) **Amendment** : An application for amendment along with fee of Rs. 150/- and required document are to be submitted to Director of Agriculture.

3. **Certificate of Manufacture of Mixture of Fertilizers/Micronutrient mixtures/Bio-fertilisers/Organic Manures** : Application is to be submitted to Director of Agriculture along with prescribed fee and documents required.

A. Documents required to obtain Certificate of Manufacture.

1. Two copies of form D along with fee of Rs. 1000.00 deposited through Treasury challan.
2. Three recent PP size photos of the applicant duly signed and name of the applicant written on them.
3. Letter of authorisation from competent person of the firm for which Certificate of Manufacture is to be obtained.
4. An affidavit containing following declarations :-
 - (a) The applicant has not been convicted for an offence under FCO-1985 or ECA within 3 years from the date of application.
 - (b) Registration of the applicant is not under suspension.
 - (c) Registration of the applicant has not been cancelled in any state within one year from the date of application.
5. Attested copy of Memorandum of Association or proprietorship deed.
6. Oath regarding availability of Minimum Laboratory Facility according to standard prescribed under Clame 21A of FCO.

7. Declaration that applicant has qualification of B. Sc. (Ag) or B. Sc. (Chemistry) Hons. as prescribed by the State govt. under clause 14(1) of FCO or has appointed a person having such qualification.
8. No objection Certificate from local Sale Tax Circle office.
9. Appointment letter of responsible person under Cl. 24 of FCO.
10. Attested copy of Registration letter from Industry department.
11. Copy of NOC from Pollution Board.
12. Copy of lease agreement/deed of space used for this purpose.
13. Attested copies of Bill for purchase of Lab requirements.
14. Attested copy of letter of appointment of chemist with qualification certificate.
15. **For Bio-fertilizers/Organic fertilizers** :Declarartion that production capacity is 50 mt or above

B. **Renewal of COM** : COM can be renewed subject to the satisfaction of Director of Agriculture-cum-Registering Authority as specified in clause 18(2) of FCO. Apply for renewal before the date of expiry of COM. However application for renewal can be made within one month from the date of expiry of the validity of certificate of manufacture issued with a late fee of Rs. 100/-.

Apply with fee and documents mentioned in 3A. Beside that following documents are to be submitted for renewal.

- (i) 18" x 4" size photo showing information written of packet/bag.
- (ii) Sale report of the preceding year.
- (iii) Copy of challan of VAT payment.

Note : All Photocopies must be attested by notary or Gazatted officer.

MEMORANDUM OF INTIMATION

EMBLEM

[FORM A-1

Memorandum of Intimation

[See Cl. 8 (2)]

1. Details of the Notified Authority to whom application is submitted.

Designation of Notified Authority.....

Place.....

State of.....

2. Details of the applicant :

(a) Name of the applicant

(b) Name of the concern

(c) Postal address with telephone number

3. Place of business (Please give full address)

(i) For Sale

(ii) For Storage

4. Whether the application is for –

Manufacturer

Importer

Pool Handling Agency

Wholesale Dealer

Retail Dealer

[Tick mark whichever is applicable]

5. Details of fertiliser and their source in Form 'O'*

Name of fertiliser

Whether certificate of source in Form 'O' is attached

(i)

Yes

No

(ii)

Yes

No

(iii)

Yes

No

[Please tick mark whichever is applicable]

6. I have deposited the registration fee of Rs.....vide Challan No.....dated.....in the Bank/Treasury.....or enclose Demand Draft No.....dated.....for Rs.....drawn on.....in favour of.....payable at.....towards registration fees.

7. Whether the intimation is for an authorisation letter or a renewal thereof.

(Note. – In case the intimation is for renewal of authorisation letter, the acknowledgement in Form A-2 should be submitted for necessary endorsement thereon.)

8. Any other relevant information.

I have read the terms and conditions of eligibility for submission of Memorandum of Intimation and undertake that the same will be complied by me and in token of the same I have signed the same and is enclosed herewith.

Date.....

Place.....

Signature of applicant

* Attach a separate sheet if the number exceeds three

TERMS AND CONDITIONS OF AUTHORISATION

- (1) I shall comply with the provisions of the Fertiliser (Control) Order, 1985 and the notifications issued there under for the time being in force.
- (2) I shall from time to time report to the Notified Authority and inform about change in the premises of sale depot and godowns attached to sale depot.
- (3) I shall also submit in time all the returns as may be prescribed by the State Government.
- (4) I shall not sell fertilizers for industrial use.
- (5) I shall file a separate Memorandum of Intimation for, where the storage point is located outside the area, jurisdiction of the Notified Authority where the sale depot is located.
- (6) I shall, file a separate M. O. I. for each place when the business of selling fertilizers is intended to be carried on at more than one place.
- (7) I shall file separate M. O. I. if I carry on the business of fertilisers both as retail and wholesale dealer.
- (8) I confirm that my previous Certification of Registration or Authorisation is not under suspension or cancellation or debarred from selling of fertilisers.

DECLARATION

I/We declare that the information given above is true to the best of my/our knowledge and belief and no part thereof is false or no material information has been concealed.

Date.....

.....
Place.....
applicant(s)

Signature _____ of

**EMBLEM
FORM A-2
Acknowledgement
[See Cl. 8(3)]**

Received from M/s.....a complete Memorandum of Intimation
alongwith Form O. fee of Rs.....by Demand Draft bearing number.....
dated.....

2. This acknowledgement shall be deemed to be the letter of authorisation
entitling the application to carry on the business as applied for, for a period of 3 years
from the date of issue of this memo of acknowledgement unless suspended or revoked
by the competent authority.

.....
Signature of Notified Authority

Dated :

RENEWALS

Received from M/s.....a complete Memorandum of Intimation alongwith
Form O. fee of Rs.....by Demand Draft bearing number.....
dated.....

2. This acknowledgement shall be deemed to be the letter of authorisation
entitling the application to carry on the business as applied for, for a period of 3 years
from the date of issue of this memo of acknowledgement unless suspended or revoked
by the competent authority.

.....
Signature of Notified Authority

Dated :

EMBLEM

FORM 'D'

[See Cls. 14(2) and 18(1)]

Form of Application to obtain a Certificate of Manufacture of Physical/Granulated Mixture of Fertilizer of Organic Fertiliser/Bio-Fertiliser

To

The Registering Authority

Place.....

State of

(1) Full Name and Address of the applicant :

(2) Does the applicant possess the qualification prescribed by the State Government under sub-clause (1) of Cl. 14 of the Fertiliser Control Order, 1985.

(3) Is the applicant a newcomer ? (Say 'Yes' or 'No')

(4) Situation of the applicant's premises where physical/granulated mixture of organic fertiliser/bio-fertiliser will be prepared.

(5) Full particulars regarding specifications of the physical/granulated mixture of fertilisers/organic fertiliser/bio-fertiliser for which the certificate is required and the, raw materials used in making the mixutre.

(6) Full particulars of any other certificate of manufacture, if any, issued by any other Registering Authority.

(7) How long has the applicant been carrying on the business of preparing physical/granulated mixture of fertiliser/organic fertiliser/bio-fertiliser/mixture of micronutrient fertilisers?

(8) Quantities of each physical/granulated mixture of fertilisers/mixture of micronutrient fertilisers/organic fertilisers/bio-fertilisers (in tonnes) in my/our possession on the date of the application and held at different addresses noted against each –

9(i) If the applicant has been carrying on the business of preparing physical/granulated mixtures of fertilisers/mixture of micronutrient fertilisers/organic fertiliser/bio-fertiliser, give all particulars of such mixtures handled, the period and the place(s) at which the mixing of fertilisers was done;

(ii) Also give the quantities of physical/granulated fertiliser mixture/organic fertiliser/bio-fertiliser handled during the past calendar year;

(10) If the application is for renewal, indicate briefly why the original certificate could not be acted on within the period of its validity.

DECLARATION

- (a) I have deposited the prescribed registration certificate fee/renewal fee.
- (b) I/We declare that the information given above is true and correct to the best of my/our knowledge and belief, and no part there is false.
- (c) I/We have carefully read the terms and conditions of the certificate of manufacture given in Form F appended to the Fertiliser (Control) Order, 1985 and agree to abide by them.
- (d) I/We declare that the physical/granulated mixture/organic fertiliser/bio-fertiliser for which certificate of manufacture is applied for shall be prepared by me/us or by a person having such qualifications as may be prescribed by the State Government from time to time or by any other person under my/our direction, supervision and control or under the direction, supervision and control of person having the said qualification.
- (e) I/We declare that the requisite laboratory facility specified by the Controller, under this Order is possessed by me/us.

Name and address of applicant in block letters :

Date :

applicant(s)

Place :

Signature

of

**EMBLEM
FORM 'F'**

[See Cls. 15(2) and 18(2)]

Book No..... Certificate

No.....

Date of

issue.....

Valid

upto.....

***Certificate of Manufacture in respect of Physical/Granulated Mixture/Organic
Fertiliser/Bio-Fertiliser***

.....(Name of Manufacturer) is hereby given the certificate for
manufacture of the physical/granulated mixture/organic fertiliser/bio-fertiliser
specified below subject to the terms and conditions of this certificate and to the
provisions of the Fertiliser (Control) Order, 1985.

[Full particulars of the granulated/
physical mixture of fertilizers, organic
fertilizer and bio fertiliser]

[Full address of premises where the
mixture of fertilisers or mixture of
micro nutrient fertilisers organic/
bio-fertiliser will be made]

Date :

Registering Authority :

Seal :

State :

Renewed Upto.....

TERMS AND CONDITIONS OF THE CERTIFICATE

1. The holder of this certificate shall display the original thereof in a conspicuous place open to the public in a part of the principal's premises in which business of making the physical/granulated mixture/organic fertiliser/bio-fertiliser is carried on and also a copy of such certificate in similar manner in every other premises in which that business is carried on. The required number of copies of the certificate shall be obtained on payment of the fees thereof.

2. The holder of this certificate shall not keep in the premises in which he carries on the business of making the physical/granulated mixture/bio-fertiliser/organic fertiliser in respect of which a certificate of registration has not been obtained under the Fertiliser (Control) Order, 1985.

3. Holder of this certificate shall comply with the provisions of the Fertiliser (Control) Order, 1985 and the notification, order and direction, issued thereunder for the time being in force.

4. The holder of this certificate shall report forthwith to the Registering Authority any change in the premises specified in the certificate or any new premises in which he carries on the business of making physical/granulated mixture/organic fertiliser/bio-fertiliser and shall produce before the authority the original certificate and copies thereof so that necessary corrections may be made therein by that authority.

5. The holder of this certificate shall ensure that the physical/granulated mixture/organic fertiliser/bio-fertiliser in respect of which a certificate of registration has been obtained is prepared by him or by a person having such qualifications, as may be prescribed by the State Government, from time to time or by any other person under the direction, supervision and control of the holder or the person having the said qualifications.

6. The certificate and copies thereof, if any, will be machine numbered and delivered against the signature of the holder thereof or his agent on the carbon copy of the certificate which will be kept intact bound in the Certificate Book by each Registering Authority.