

Useful size for documents uploads:

- Photo : Between 50 KB (jpg Mandatory)
- All Documents :Between 400 KB
- Only Site Maps/Land Deeds : Between 2 MB

Mainly used *JPG & PDF format for uploading documents

Checklist/Supporting Documents – (District Level)

DOCUMENTS REQUIRED FOR NEW FERTILIZERS LICENSE

(Retailer)

1.	Application Form A-1 to be filled by the Authorized Signatory
2.	Attested copy of Partnership Deed (Partnership Firm) /Memorandum in case of Limited firm/ ByLaws In case of Coop Society.
3.	Form O
4.	List of Present Partners/ Proprietor along with Full Name, Complete Office & Residential Address with mobile number
5.	Adhaar card copy of each
6.	Power of Attorney by Partners/ Authority to Authorized Signatory for signing & submitting documents in Limited firm or Society.
7.	Affidavit given by Proprietor/Authorized Partner/ Person
8.	Adhaar card copy of above person
9.	Passport size photographs of above
10.	Qualification proof of the above person as per FCO 1985
Godown/Shop/Sale Point Related	
11.	Site Plan/ Blue Print of the Godown duly signed, stamped by the Architect & signed by Authorized signatory of Firm.
12.	Clear Road Map of approach to Godown from nearby Landmark or Highway and Godown Location
13.	Google Map Printout (A4 Size).
14.	Notary attested Rent Deed/Agreement signed by Godown owner & authorized person of the Company.
15.	Ownership proof of the Godown premises &Adhaar copy of Godown owner
16.	Fees as per Annexure-1

DOCUMENTS REQUIRED FOR NEW FERTILIZERS LICENSE

(Wholesale Dealer)

1.	Application Form A-1 to be filled by the Authorized Signatory
2.	Attested copy of Partnership Deed (Partnership Firm) /Memorandum in case of Limited firm/ ByLaws In case of Coop Society.
3.	Form O
4.	List of Present Partners/ Proprietor along with Full Name, Complete Office & Residential Address with mobile number
5.	Adhaar card copy of each
6.	Power of Attorney by Partners/ Authority to Authorized Signatory for signing & submitting documents in Limited firm or Society.
7.	Affidavit given by Proprietor/Authorized Partner/ Person
8.	Adhaar card copy of above person
9.	Passport size photographs of above
Godown/Shop/Sale Point Related	
10.	Site Plan/ Blue Print of the Godown duly signed, stamped by the Architect & signed by Authorized signatory of Firm.
11.	Clear Road Map of approach to Godown from nearby Landmark or Highway and Godown Location
12.	Google Map Printout (A4 Size).
13.	Notary attested Rent Deed/Agreement signed by Godown owner & authorized person of the Company.
14.	Ownership proof of the Godown premises &Adhaar copy of Godown owner
15.	Fees as per Annexure-1

DOCUMENTS REQUIRED FOR RENEWAL FERTILIZERS LICENSE

(Retailer)

1.	Application Form A-1 to be filled by the already listed Authorized Signatory
2.	Form O
3.	Affidavit for renewal given by Proprietor/Authorized Partner
4.	Sale/Stock report one year before expiry
5.	Fees as per Annexure-1

DOCUMENTS REQUIRED FOR RENEWAL FERTILIZERS LICENSE

(Wholesale Dealer)

1.	Application Form A-1 to be filled by the already listed Authorized Signatory
2.	Form O
3.	Affidavit for renewal given by Proprietor/Authorized Partner
4.	Sale/Stock report one year before expiry
5.	Fees as per Annexure-1

AFFIDAVIT

For Wholesale and Retail Fertilizer license (both)

IS/o R/o.....do hereby solemnly affirm and declare as under:-

1. That the information application or prescribed form is true and correct to the best of my knowledge and belief and no part of it is false.
2. That I/we is/are Proprietor/ Partner of M/s..... (Name of firm with complete address).
3. That no part of the firm has been convicted of any offence nor involved in any case under the Fertilizer Control Order 1985, Essential Commodity Act, 1955 or any other, made there under, for the last Five years proceedings the date of application.
4. That I/We shall be responsible and carry the work/activity under provisions of the Fertilizer Control Order-1985, Essential Commodities Act 1955 and relevant rules/orders issued by Government from time to time.
5. That I/we fulfil the required educational qualification as required under clause 8(4) of FCO-1985 (in case of retail fertilizer license).
6. That I/We shall be bound to comply with the rules and regulations of the Agriculture Department and shall be bound for the rules changed from time to time and if I/we shall contrivance any clause, I/we shall be responsible for the same.
7. That I/we shall not change the place of the sale Centre/Godown without the permission of the Department.
8. That the monthly of the sale and purchase of Fertilizer will be submitted to the Department on every 26th day of each month.
9. That I/we shall not object to any Inspector/Govt. authority for the inspection/activity of my firm in exercise of his power under Fertilizers Control Order -1985.
10. That I/we shall be responsible for the stock and business of fertilizers.
11. That I/we shall get verified that stock register and certified that each memo book from the concerned inspector and shall not use the same before verification.
12. That the store/godown will be known M/s dealing in Fertilizers only.
13. That I/We self operate the above said business or under my own supervision.
14. That I/We would be responsible for any amendment in the License fee, if it is revised later on.

Dated:

Deponent

Place:

VERIFICATION:-

That the contents of above affidavit are true and correct to the best of my knowledge and nothing has been concealed there in.

Deponent

AFFIDAVIT

(For Retail Fertilizer license)

I.....S/oR/o.....do hereby solemnly affirm and declare as under:-

1. That I am permanent resident of above address.
2. That I have successfully completed degree/diploma from
(Institute) during year..... and my Registration No is..... and Roll no is
3. That above certificate is true to best of my knowledge. That I am personally responsible for above degree/diploma certificate and fulfill the condition as per clause 8(4) of FCO-1985. In case it is found false/incorrect at any stage, my LOA is liable to be cancelled and I will not contest for the same.
4. That I have applied for new/renewal of fertilizer LOA for M/s..... (Name of firm)
..... (address block/district name) based on above certificate.
5. I shall comply with the rules and regulations as specified under various clauses of FCO-1985, ECA-1955 and relevant rules/orders issued by Government from time to time.

Date:

Deponent

Place:

VERIFICATION:-

That the contents of above affidavit are true and correct to the best of my knowledge and nothing has been concealed there in.

Deponent

AFFIDAVIT

For Renew Wholesale and Retail Fertilizer license (both)

IS/o R/o.....do hereby solemnly affirm and declare as under:-

1. That the information application or prescribed form is true and correct to the best of my knowledge and belief and no part of it is false.
2. That I/we is/are Proprietor/ Partner of M/s..... (Name of firm with complete address).
3. That no part of the firm has been convicted of any offence nor involved in any case under the Fertilizer Control Order 1985, Essential Commodity Act, 1955 or any other, made there under, for the last Five years proceedings the date of application.
4. That I/We shall be responsible and carry the work/activity under provisions of the Fertilizer Control Order-1985, Essential Commodities Act 1955 and relevant rules/orders issued by Government from time to time.
5. That I/we fulfil the required educational qualification as required under clause 8(4) of FCO-1985 (in case of retail fertilizer license).
6. That I/We shall be bound to comply with the rules and regulations of the Agriculture Department and shall be bound for the rules changed from time to time and if I/we shall contrivance any clause, I/we shall be responsible for the same.
7. That I/we shall not change the place of the sale Centre/Godown without the permission of the Department.
8. That the monthly of the sale and purchase of Fertilizer will be submitted to the Department on every 26th day of each month.
9. That I/we shall not object to any Inspector/Govt. authority for the inspection/activity of my firm in exercise of his power under Fertilizers Control Order -1985.
10. That I/we shall be responsible for the stock and business of fertilizers.
11. That I/we shall get verified that stock register and certified that each memo book from the concerned inspector and shall not use the same before verification.
12. That the store/godown will be known M/s dealing in Fertilizers only.
13. That I/We self operate the above said business or under my own supervision.
14. That I/We would be responsible for any amendment in the License fee, if it is revised later on.
15. That I/we had been issued proper registration certificate by the Registering Authority, District.....and MOI /License no which was valid up to..... I want to renew the same.
16. That if there is any change in the related documents already submitted with department of Agriculture, Punjab, I/we will submit the relevant documents with the department immediately for amendments.

Dated:
Place:

Deponent

VERIFICATION:-

That the contents of above affidavit are true and correct to the best of my knowledge and nothing has been concealed there in.

Qualification for Retail Fertilizer License required under clause 8(4) of FCO-1985

Applicant for retail dealership shall possess the

- Certificate course of fifteen days from any State Agricultural University OR Krishi Vigyan Kendras OR National Institute of Agricultural Extension Management (MANAGE) OR National Institute of Rural Development and Panchayati Raj (NIDPR) OR Fertilizer Association Of India or any other Government approved Institute.
- Provided that a person in possession of Bachelor of Science in Agriculture OR Chemistry OR Diploma in Agriculture Science from a recognized University or Institute or equivalent course having one of the subject on Fertilizer or Agri Inputs, as notified by the State Government shall not be required to possess separate certificate course.
- Provided further that a dealer who has been granted authorization letter before commencement of the Fertilizer (Inorganic, Organic or Mixed) (Control) Fourth Amendment Order, 2018 shall not be required to possess the qualification at the time of renewal of their authorization letter.
- Provided also that the said qualification shall not be applicable for renewal of the authorization letter of the registered Agricultural Cooperative Societies and State Marketing Federations subject to conditions that such Society or Federation shall engage a person who possesses the qualification under this clause.

Annexure 1- Fees

Sr. No	Service Type	Fee Amount
1	New/Renewal Wholesale License	Fee Rs 1500/- (Late Fee Rs 50/- within 30 days after expiry)
2	New/Renewal Retail License	Fee Rs 1000/- (Late Fee Rs 50/- within 30 days after expiry)