

## Supporting Documents Seeds (District Level)

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

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### List of Services at District Level

1	New License
2	Renewal of dealers Seed License
3	Change of name of Firm/Company
4	Change of Address of Firm/Company
5	Change of Responsible Person/Proprietor/Partner/Manager
6	Change of Location of Sale Depot/ Godown
7	Addition of Godown
8	Addition of authority letters in licenses for crop varieties
9	Duplicate License

### New License to Carry on the Business of a Dealer in Seed:

1. Application Form-A to be filled by the Applicant, along with Passport Size Photograph with white background.
2. Attested copy of Memorandum of Article & Association /copy of Partnership Deed/ Affidavit regarding Sole Proprietor.
3. Power of Attorney by Director/Partners/Proprietor for appointing Authorized Signatory for signing & submitting documents.
4. List of Present Partners along with Full Name, Complete Office & Residential Address, mobile number and aadhar card copy.
5. Regarding Premises where License is going to be issued: -
  - i. Site Plan/ Blue Print of the Godown (in triplicate) duly signed, stamped by the Architect (Registered with Punjab Govt.) & signed by Authorized signatory of Firm (A4 Size).
  - ii. Clear Road Map of approach to Godown from nearby Landmark or Highway (A4 Size).
  - iii. Godown Location marked on Google Road Map Printout (A4 Size).
  - iv. Attested Rent Deed/Agreement between the owner of the Godown & the firm signed by the authorized Partner/proprietor or person authorized by the firm.
  - v. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.
6. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class: -
  - i. By Authorized Director/Partner / Sole Proprietor:  
General Affidavit to take Responsibility regarding Quality of Seed under Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955 and information regarding change of Staff (if any).
  - ii. By person authorized in absence of sole proprietor/ Authorized Partner:  
General Affidavit to take Responsibility regarding Quality of Seed responsible under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955
7. Authority Letter/Principal Certificate (Original).
8. Bills of weighing scale for the weighment of the seed Bags/packs etc.
9. Fees as per Annexure 1.

### **Renewal of License to carry on the Business of a dealer in Seed:**

1. Application Form-C in duplicate (2 Copies) to be filled by the Applicant, along with Passport Size Photograph with white background.
2. Quality Performance Certificate/ Sale Report of the Firm for the last 5 years.
3. Attested copy of Partnership Deed/ Affidavit regarding Sole Proprietor.
4. List of Present Partners along with Full Name, Complete Office & Residential Address, mobile number and aadhar card copy.
5. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class: -
  - i. By Authorized Partner / Sole Proprietor:  
General Affidavit to take Responsibility regarding Quality of Seed under Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955 and information regarding change of Staff (if any).
  - ii. By person authorized in absence of sole proprietor/ Authorized Partner:  
General Affidavit to take Responsibility regarding Quality of Seed responsible under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955.
6. Power of Attorney by Director/Partners/proprietor for appointing Authorized Signatory for signing & submitting documents.
7. Fees as per Annexure 1

### **Change of Firm/Company name:**

1. Application by the Firm on letter head by authorized signatory
2. Copy of certificate issued by Registrar of companies regarding change the name of the company/ registration of Firm by Small Scale Industries or Registrar Co- Operative Societies or any other Institutes of Govt. of India/ Govt. of Punjab/ Udyog Aadhar No
3. Attested copy of Partnership Deed/ Affidavit regarding Sole Proprietor.
4. List of Present Partners along with Full Name, Complete Office & Residential Address, mobile number and aadhaar card copy.
5. Regarding Premises where License is going to be issued: -
  - i. Site Plan/ Blue Print of the Godown (in triplicate) duly signed, stamped by the Architect (Registered with Punjab Govt.) & signed by Authorized signatory of Firm (A4 Size).
  - ii. Clear Road Map of approach to Godown from nearby Landmark or Highway (A4 Size).
  - iii. Godown Location marked on Google Road Map Printout (A4 Size).
  - iv. Attested Rent Deed/Agreement between the owner of the Godown & the Company signed by the authorized partner/proprietor or person authorized by the firm.
  - v. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.
6. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class: -
  - i. By Authorized Partner / Sole Proprietor:  
General Affidavit to take Responsibility regarding Quality of Seed under Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955 and information regarding change of Staff (if any).
  - ii. By person authorized in absence of sole proprietor/ Authorized Partner:  
General Affidavit to take Responsibility regarding Quality of Seed responsible under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955
7. Fees as per Annexure 1

### **Change of responsible person in license:**

1. Application by the Firm on letter head by authorized signatory
2. Name of the responsible person, notary attested Aadhaar card copy/Voter ID Card.
3. Power of Attorney by Partners/proprietor for appointing Authorized Signatory for signing & submitting documents.
4. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class: -
  - (i) By Authorized Partner / Sole Proprietor:  
General Affidavit to take Responsibility regarding Quality of Seed under Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955 and information regarding change of Staff (if any).
  - (ii) By person authorized in absence of sole proprietor/ Authorized Partner:  
General Affidavit to take Responsibility regarding Quality of Seed responsible under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955
5. Fees as per Annexure 1

### **Change/addition of godown address:**

1. Application by the Firm on letter head by authorized signatory.
2. Name of the responsible person.
3. Name of the firm and New Address of Godown.
4. Regarding Premises where License is going to be issued: -
  1. Site Plan/ Blue Print of the Godown (in triplicate) duly signed, stamped by the Architect (Registered with Punjab Govt.) & signed by Authorized signatory of Firm (A4 Size).
  2. Clear Road Map of approach to Godown from nearby Landmark or Highway (A4 Size).
  3. Godown Location marked on Google Road Map Printout (A4 Size).
  4. Attested Rent Deed/Agreement between the owner of the Godown & the Company signed by the Director or person authorized by the Company.
  5. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.
6. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class: -
  - (i) By Authorized Partner / Sole Proprietor:  
General Affidavit to take Responsibility regarding Quality of Seed under Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955 and information regarding change of Staff (if any).
  - (ii) By person authorized in absence of sole proprietor/ Authorized Partner:  
General Affidavit to take Responsibility regarding Quality of Seed responsible under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955
7. Fees as per Annexure 1

### **Addition of Authority letters/Principal Certificates in licenses for crop varieties.**

1. Application by the authorized signatory of company/proprietor/partner
2. Form 'B'
3. Authority letter/Principal Certificate of the company/proprietor
4. Fees as per Annexure-1

**Duplicate license:**

1. Apply Online
2. DDR copy in case of Theft/misplaced
3. Under taking for defaced/torn etc.
4. Fees as per Act

**Annexure-1 (Fees)**  
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1	New License	1000/-
2	Renewal of dealers Seed License	500/- (With late Fees upto 30 days : 500/- additional)
3	Change of name of Firm/Company	10/-
4	Change of Address of Firm/Company	10/-
5	Change of Responsible Person/Proprietor/Partner/Manager	10/-
6	Change of Location of Sale Depot/ Godown	10/-
7	Addition of Godown	10/-
8	Addition of authority letters in licenses for crop varieties	10/-
9	Duplicate License	10/-