

Supporting Documents (State-HQ 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

Seeds License Services State	
1	New Seed License
2	Renewal Seed License
3	Change of name of Company / Firm
4	Change of Address of Company / Firm
5	Change of responsible person/Authorized Signatory/Godownincharge
6	Change of Location of Sale Depot/ Godown
7	Addition of Godown
8	Addition of New Seed varieties/hybrids in Seed License
9	Duplicate License
10	Sale Permission Bt Cotton

New License:

1. Application Form-A to be filled by the Applicant, along with Passport Size Photographs with white background.
2. Attested copy of Memorandum of Article & Association/ Partnership Deed/ Affidavit regarding Sole Proprietor.
3. Proof regarding registration of Firm / Company by Small Scale Industries or Registrar Co- Operative Societies or any other Institutes of Govt. of India/ Govt. of Punjab/ Udyog Aadhar No
4. List of Present Directors/ Partners along with Full Name, Complete Office & Residential Address.
5. Authorization/Resolution by Board of Directors/ Partners for appointing an Authorized Director/ Partner for signing, submitting documents & appointing Responsible Person on behalf of the Firm/ Company.
6. Nomination/ Resolution/ GPA by Authorized Director/ Partner/ Proprietor for appointing Responsible Person for signing Principal Certificates, & Quality Control under Seed Act 1966, Seed Control Order 1983 and Essential Commodities 1955 Act.
7. Bills of Seed Processing Machinery (like Processing Plant, Moisture Meter, etc.)or Agreement with any other Processing unit/Firm.
8. Regarding Premises where License is going to be issued: -
 - i. Site Plan/ Blue Print of the Godown (in duplicate) 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. Rent Deed/Agreement between the owner of the Godown & the Firm/Company signed by the Director or person authorized by the Company/Firm.
 - v. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.

9. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class/Notary Public: -

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 responsible under Seed Act/ Godown Incharge:

Responsibility Affidavit regarding Quality Control of Seeds under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 by Godown Incharge.

10. Copy of Bills/ Principal Certificate/ Source Certificate from whom/where the Breeder/ Foundation Seed is obtained. Progeny Certificate required if the Foundation Seed is from other State. (Which shall be verified by the Deptt. of Agriculture from concerned Breeder/ Institute/ University).
11. Complete List of Dealers/ Distributers (to whom the seed is going to be supplied in the Punjab State) with complete address.
12. 2 Printed copies of Principal Certificate of Firm/ Company, which are going to be issued in the State to the seed dealers / distributers.
13. Insertion of Package of Practices of the seed variety in container of seeds.
14. Fees as per Annexure 1

Annexure - A

Detail of Seeds to be Handled by the Firm/ Company

Sr. No.	Name of Crop	Name of Variety/Hybrid	Name of the Breeder Institute /Company	Full Address of the Breeder/ Producer	Type of Seed Breeder/ Foundation/Certified /Hybrid/Research Variety	Quantity (in Quintals)	Supplier
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*** Progeny Certificate required if the Foundation Seed is from other State.**

**** Copy of recommendation of Variety for the Punjab State by P.A.U, Ludhiana.**

Renew of License:

Application Form-C in duplicate (2 Copies) to be filled by the Applicant, along with 2 Passport Size Photographs with white background.

1. Quality Performance Certificate/ Sale Report of the Firm/ Company for the last 5 years.
2. Complete List of Dealers/ Distributors (to whom the seed is going to be supplied in the Punjab State) with complete address.
3. Authorization/Resolution by Board of Directors/ Partners for appointing an Authorized Director/ Partner for signing, submitting documents & appointing Responsible Person on behalf of the Firm/ Company.
4. Nomination/ Resolution/ GPA by Authorized Director/ Partner/ Proprietor for appointing Responsible Person for signing Principal Certificates, & Quality Control under Seed Act 1966, Seed Control Order 1983 and Essential Commodities 1955 Act.
5. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class/Notary Public: -
 - 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 responsible under Seed Act/ Godown Incharge:
Responsibility Affidavit regarding Quality Control of Seeds under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 by Godown Incharge.
6. Fees as per Annexure 1
7. Attested copy of approved Godown Sitemap

Change of Firm/Company name:

1. Copy of certificate issued by Registrar of companies regarding change the name of the company/Proof regarding registration of Firm / Company by Small Scale Industries or Registrar Co- Operative Societies or any other Institutes of Govt. of India/ Govt. of Punjab/ **Udyog Aadhar No**
2. Attested copy of Memorandum of Article & Association/ Partnership Deed/ Affidavit regarding Sole Proprietor.
3. List of Present Directors/ Partners along with Full Name, Complete Office & Residential Address.
4. Authorization/Resolution by Board of Directors/ Partners for appointing an Authorized Director/ Partner for signing, submitting documents & appointing Responsible Person on behalf of the Firm/ Company.
5. Nomination/ Resolution/ GPA by Authorized Director/ Partner/ Proprietor for appointing of Responsible Person for signing Principal Certificates, & Quality Control under Seed Act 1966, Seed Control Order 1983 and Essential Commodities 1955 Act.
6. **Regarding Premises where License is going to be issued: -**
 - i. Site Plan/ Blue Print of the Godown (in duplicate) 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. Rent Deed/Agreement between the owner of the Godown & the Firm/Company signed by the Director or person authorized by the Firm/Company.
 - v. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.
7. **Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class/Notary Public: -**
 - i. By Authorized Director/ Partner / Sole Proprietor:
 - ii. 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).
 - iii. By person responsible under Seed Act/ Godown Incharge.
 - iv. Responsibility Affidavit regarding Quality Control of Seeds under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 by Godown Incharge.
8. Fees as per Annexure 1

Change of responsible person in license:

1. Name of the responsible person, notary attested Aadhaar card copy.
2. Authorization/Resolution by Board of Directors/ Partners for appointing an Authorized Director/ Partner for signing, submitting documents & appointing Responsible Person on behalf of the Firm/ Company..
3. Nomination/ Resolution/ GPA by Authorized Director/ Partner/ Proprietor for appointing of Responsible Person for signing Principal Certificates, & Quality Control under Seed Act 1966, Seed Control Order 1983 and Essential Commodities 1955 Act.
4. **Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class/Notary Public: -**
 - 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 responsible under Seed Act/ Godown Incharge
Responsibility Affidavit regarding Quality Control of Seeds under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 by Godown Incharge.

5. Fees as per Annexure 1

Change of godown address:

1. Name of the responsible person.
2. Name of the firm and New Address of Godown.
3. Regarding Premises where License is going to be issued: -
 - i. Site Plan/ Blue Print of the Godown (in duplicate) 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. Rent Deed/Agreement between the owner of the Godown & the Company/Firm signed by the Director or person authorized by the Company/Firm.
 - v. Proof of ownership of the Godown premises & Photo Address Proof of owner of Godown.

4. Affidavits (On Minimum Rs 25/- Stamp Paper) duly attested by Magistrate 1st Class/Notary Public: -

- i. By Authorized Director/ Partner / Sole Proprietor
 - a. 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 responsible under Seed Act/ Godown Incharge.
 - a. Responsibility Affidavit regarding Quality Control of Seeds under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 by Godown Incharge.

5. Fees as per Annexure 1

Addition of Crop Varieties:

1. Copy of Bills/ Principal Certificate/ Source Certificate from whom/where the Breeder/ Foundation Seed is obtained.
2. Progeny Certificate required if the Foundation Seed is from other State. (Which shall be verified by the Department. of Agriculture from concerned Breeder/ Institute/ University).

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

Sale Permission of Bt. Cotton for Year- 20_____ :

1. Valid Seed selling license of Punjab State.
2. Selling permission of the Bt. cotton hybrid seeds from GEAC Govt. of India for North India.
3. Authority to submit documents along with valid ID Proof (Aadhar Card).
4. General Affidavit of Rs 25/-. Duly attested by 1st class Magistrate/Notary Public
5. Breeders certificate of the Hybrid.
6. Morphological & DUS Characteristics along with DNA Fingerprinting of each Bt. Hybrid (Along with specimen of original packet)
7. District wise & Hybrid wise no. of packets to be supplied during Kharif- Year 20_____.
8. Information regarding District wise, Hybrid wise & Dealer wise Sale of Bt. cotton hybrids during Kharif- Year 20_____.
9. Co-marketing agreement in original between Companies/firms which are supplying Bt seed through co-marketing.
10. All papers should be attested by Notary public.
11. Any other information as required by Govt. of India.
12. Fees as Annexure 1

Annexure-1 (Fees)

List of Services		Fee Amount
1	New Seed License	1000/-
2	Renewal Seed License	500/- (With late Fees upto 30 days : 500/- additional)
3	Change of name of Company / Firm	10/-
4	Change of Address of Company / Firm	10/-
5	Change of responsible person/Authorized Signatory/Godown incharge	10/-
6	Change of Location of Sale Depot/ Godown	10/-
7	Addition of Godown	10/-
8	Addition of New Seed varieties/hybrids in Seed License	10/-
9	Duplicate License	10/-
10	Sale Permission Bt Cotton	500/-