

Supporting Documents

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

(Check list and formats)

Documents for New License to sell, stock or exhibit for sale or distribute insecticides-at State Level (HQ):

Sr No	Particulars
1	Online application Form No II (signed by director/partner/ proprietor or their authorized person not below the rank of Manager) with one passport size photograph
2	Attested copy of Memorandum of Articles and association/partnership deed/ proprietorship declaration (duly attested) of your firm.
3	List of Directors/Partners of the firm (on company letterhead) with complete official & Residential address duly signed by authorized person only.
4	Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for: a) Director/partner or their authorized person not below the rank of manager. b) Responsible Person for conduct of business c) God-own in charge.
5	Affidavit in prescribed format of the following authorized responsible persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution. a) Director/partner/sole proprietor or their authorized person not below the rank of Manager. b) Responsible Person for conduct of business c) Godown incharge.
6	Document regarding fulfillment of educational qualification as per Insecticide act 1968 by anyone of the three responsible person at Sr. No. 5
7	Blue print or computerized site map and road map/ Google map of the location made by approved architect mentioning any popular land mark of area, adjoining property, Highway and showing directions (North-South)
8	Rent deed between company and godown owner on stamped paper to store pesticides in that premises signed by Godown owner & Authorized person of company along with Aadhar copy and voter card copy of godown owner (duly attested). Ownership proof of property (copy of godown registry along with latest farad of property)
9	Manufacturing license(s) documents:-
9.1	Valid Manufacturing license copy with all pesticides along with registration number (CIR)of every pesticide added in it (duly attested). Endorsement of marketing company in other manufacturing license(s)- (mentioning validity date) (duly attested)
9.2	List of Directors/Partners /proprietor (on company letterhead) with complete official & Residential address duly signed by authorized person only.
9.3	Authorization- Board Resolution/Appointment of responsible persons u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead of each manufacturing Unit : a) Director/partner/Proprietor or their authorized person not below the rank of Manager.

	<ul style="list-style-type: none"> b) Chemist c) Person to signing PC
9.3	<p>Affidavit in prescribed format of the following authorized responsible persons duly attested by notary public along with attested copy of residence/identity proof (Aadhar copy/ voter card /Passport) of the manufacturer(s): -</p> <ul style="list-style-type: none"> a) Director/partner/sole proprietor or their authorized person responsible u/s 33 of Insecticides Act 1968 & Rules 1971 for Punjab b) Chemist of each manufacturing Unit. c) Person to signing PC-along with Copy of his specimen signatures.
9.4	Principal Certificate issued by the Authorized Signatory of the manufacturing firms
10	Fees as per Insecticides Act,1968.

Documents for amendment services in license to sell, stock or exhibit for sale or distribute insecticides-at State Level (HQ):

1	Addition of new pesticides in Sale/stock license
2	Change of person responsible for manufacturing companies
3	Change of person responsible for marketing companies
4	Address change of office
5	Address change of godown
6	Endorsement of pesticide(s) of new manufacturer. (Same as 1 above)
7	Duplicate License
8	Change of Name of the Firm

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

1. Addition of new pesticides:

i. Apply Online

For Self Manufacturing:

ii. Copy of valid Manufacturing license with new pesticides added in it - (duly attested)

For Pesticides Manufactured by other Manufacturer(s):

For Pesticides Manufactured by other Manufacturer(s)

iii. Copy of valid Manufacturing license with new pesticides added in it along with endorsement of your company in each other manufacturer - (duly attested)

iv. Affidavit in prescribed format of the following responsible persons duly attested by notary public along with attested copy of identity and address proof (Aadhar/voter card /Passport/Driving License) of other manufacturer(s): -

- a) Director/partner/sole proprietor or their authorized person responsible u/s 33 of Insecticides Act 1968 & Rules 1971 for Punjab
- b) Chemist of each manufacturer.
- c) Authorized person to Sign Principal Certificate

v. Fees as per Act

2. Change of responsible person for manufacturing company:

i. Apply Online

ii. List of Directors/Partners with complete official & Residential address duly signed by authorized person only

iii. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:

- a) Director/partner or their authorized person not below the rank of manager.
- b) Responsible Person for conduct of business
- c) Authorized person to Sign Principal Certificate

iv. Affidavit in prescribed format of the following authorized responsible

persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution.

- a) Director/partner/sole proprietor or their authorized person not below the rank of Manager.
- b) Responsible Person for conduct of business
- a) Authorized person to Sign Principal Certificate
- v. Copy of Manufacturing License.

3. Change of responsible person for marketing company:

- i. Apply Online
- ii. List of Directors/Partners with complete official & Residential address duly signed by authorized person only
- iii. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:
 - a) Director/partner or their authorized person not below the rank of manager.
 - b) Responsible Person for conduct of business
 - c) Technical Expert
 - d) Godown in charge
- iv. Affidavit in prescribed format of the following authorized responsible persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution.
 - a) Director/partner/sole proprietor or their authorized person not below the rank of Manager.
 - b) Responsible Person for conduct of business
 - c) Technical Expert
 - d) Godown in charge.

4. Address change of office:

- i. Apply Online

5. Documents for change of godown address:

- i. Apply Online
- ii. Blue print or computerized site map (with location coordinates) of the location made by approved by architect mentioning any popular land mark of area, adjoining property, Highway and showing directions (North-South)
- iii. Rent deed between company and godown owner on stamped paper to store pesticides in that premises signed by Godown owner & Authorized person of company along with Aadhar copy and voter card copy of godown owner (duly attested). Ownership proof of property (copy of godown registry along with latest farad of property)

6. Endorsement of pesticide(s) of new manufacturer.

Same as 1

7. Documents for Duplicate license:

- i. Apply Online
- ii. DDR copy in case of Theft/misplaced
- iii. Under taking for defaced/torn etc.
- iv. Fees as per act

8. Change of firm name:

- i. Apply Online
- ii. Attested copy of certificate issued by Registrar of companies or any other document related to /proof for change the name of the company.MOA/Partnership deed/affidavit from Proprietor
- iii. List of Directors/Partners of the firm with complete official & Residential address duly signed by authorized person only.
- iv. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:
 - a) Director/partner or their authorized person not below the rank of manager.
 - b) Responsible Person for conduct of business
 - c) Godown incharge
- v. Affidavit in prescribed format of the following authorized responsible persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution.
 - a) Director/partner/sole proprietor or their authorized person not below the rank of Manager.
 - b) Responsible Person for conduct of business
 - c) Godown incharge
- vi. Endorsement of marketing company in manufacturing license(s) - (mentioning validity date) (duly attested), where applicable.
- vii. Authorization- Board Resolution/Appointment of responsible persons u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead of each manufacturing Unit:
 - a) Director/partner/Proprietor or their authorized person not below the rank of Manager.
 - b) Chemist
 - c) To Sign Principal Certificate
- viii. Fees as per act

Fees:

1	Addition of new pesticides in Sale/stock license	Rs. 500/- per Insecticide - (With max. up to Rs.7500/-)
2	Change of person responsible for manufacturing companies	No Fee
3	Change of person responsible for marketing companies	No Fee
4	Address change of office	No Fee
5	Address change of godown	No Fee
6	Endorsement of pesticide(s) of new manufacturer.	Rs. 500/- per Insecticide - (With max. up to Rs.7500/-)
7	Duplicate License	Rs. 100/- per application
8	Change of Name of the Firm	Rs. 100/- per application
Note :- Fees is 1/5th if the place of Sale is established in the Rural Area.		

**Education qualification for to sell, stock or exhibit for sale or distribute
insecticides :**

Sr. No.	Qualification (Any one)
1	Graduate Degree in agricultural Sciences
2	Graduate Degree in Biochemistry.
3	Graduate Degree in Bio Technology .
4	Graduate Degree in Life Sciences.
5	Graduate Degree in Science with Chemistry.
6	Graduate Degree in Science with Botany.
7	Graduate Degree in Science with Zoology.
8	One Year Diploma Course in Agriculture
9	One Year Diploma Course in Horticulture
10	One Year Diploma Course in related subjects from any govt recognized University/Institute with course content on plant protection and pesticide management
11	12 weeks training course from KVK/SAU/PAMETI (for Existing Dealers/Marketers Only)

**The formats of
Resolution/Authorization
/Nomination and
required Affidavits:-**

(Authorization/Resolution Part-1)
(On Letterhead of Marketing Company)

Nomination of Authorized Signatory by Partners/Directors
(Only in Partnership/Directorship)

We, Sh_____s/o_____, R/o _____, Sh_____s/o_____,R/o_____,
Sh_____s/o_____,R/o_____ are Partners/Directors at M/s
_____ having its registered office at _____and with Godown
premises at _____.

We hereby authorize Sh_____ s/o_____, R/o_____, whose
signatures are attested below, as the responsible Director/Partner of the Company as
per the provisions of Section 33 of the Insecticides Act, 1968. He is further authorized to
sign documents for nomination or appointment of the responsible persons including
Godown Incharge, Conduct of Business person, Technical Expert etc of the company in
the State of Punjab.

Signature of Responsible Director/Partner

**Signatures and Seal
(Director/Partner 1)**

**Signatures and Seal
(Director/Partner 2)**

**Signatures and Seal
(Director/Partner 3)**

(Authorization/Resolution Part-2)
(On Letterhead of Marketing Company)

Resolution passed in Board of directors meeting (No.) dated...

OR

Authorization by Partners/Proprietor

(Responsible Persons u/s 33 of the Insecticides Act, 1968)

Resolved that the following persons, whose signatures are attested below, are hereby nominated/appointed as responsible persons of the company u/s 33 of Insecticides Act 1968 for the state of Punjab throughout the shelf life of pesticides, for compliance with the various provisions of Insecticides Act, 1968, Insecticides Rules, 1971. That, the persons nominated are employed with this company and their salary shall be disbursed through cheque or other digital mode. If they retire or leave the Company, the Company shall immediately nominate and authorize alternate persons for taking such responsibility. In case, the authorized or nominated persons do not appear, the Company shall be responsible for all the acts done by him/them on behalf of the Company.

Sr. No.	Name of the person	Father Name	Address with Mobile No.	Designation	Responsible for	Attested Signatures
1				Director/ Manager	Incharge of the Company and for nominating employees for compliance of the Act.	
2				Manager/RSM	Conduct of Business for Punjab State	
3				Employee	God-own In-charge	
4				Employee	Technical Expert as per Rule 10(1A) of the Act*.	

(Any Person at Sr no 1,2 or 3 having due qualification can be declared as Technical Expert)*

Date:
Place:

**Signatures of the Company Secretary /Head/
Authorized Person/Directors, along with name & Seal.**

Affidavit from authorized Director/ Partner/ Proprietor of the marketing Firm or their authorized person not below the rank of manager

50/-

I _____ S/o _____ R/o _____
_____ do hereby solemnly affirm and declare as under:-

1. That I am working as Director/ Partner / Sole Proprietor of M/s _____ . The said firm is marketing / formulating / stocking Insecticides & Pesticides. I have been nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971. I am fully in-charge for looking after day to day business regarding work and conduct of the company. I shall be fully responsible person under section 33 of Insecticide Act 1968 and Rules 1971.
2. That I hereby undertake that the responsible person(s) nominated by the company for this license will be responsible under section 33 of the Insecticides Act, 1968. In case these persons leave/are replaced/retire or terminated from the company, I shall nominate and authorize alternate persons for taking such responsibility. In case, authorized or nominated persons do not appear, I shall take the responsibility for compliance of provisions of this Act.
3. That I hereby undertake that I will ensure that all the conditions issued by Department of Agriculture, Punjab from time to time regarding manufacturing /sale of insecticide or pesticides shall be complied with. I shall further abide by all the instructions and guidelines of Govt. of India and will not violate any provisions of Insecticides Act 1968 & Insecticides Rules 1971. Failure to do so by me/my firm, shall render the license to suspend/cancellation.
4. That our firm will submit the detailed list of our dealers / distributors / wholesale suppliers in the Punjab State with quantity & packing size of pesticides supplied by the firm from the licenced premises.
5. That if we change any staff at any point of time, we will inform the Licencing Officer, Department of Agriculture, Punjab immediately. Failure to do so, the responsibility lies with the person as per license record.
6. That I shall submit the monthly record of sale/distribution of pesticides in the format as per Appendix B to the licence and shall abide by all the conditions laid down in the license.

Deponent

Dated:-

Place:-

Verification:-

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Affidavit for Conduct of Business of Marketing Firm

50/-

I _____ S/o Sh. _____ R/o
_____ working as _____ (designation) in
M/s _____ do hereby solemnly affirm & declare as under:-

- 1) That I have been appointed/nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971 and responsible person for Conduct of Business u/s 33 of the Insecticides Act, 1968 and Insecticide Rules 1971.
- 2) I am fully in-charge in the company for looking after day to day business regarding marketing/distribution and conduct of the company. I shall be fully responsible under section 33 of Insecticide Act 1968 and Rules 1971.
- 3) That the said firm is Marketing / Stocking Insecticides, Pesticides, Weedicides & Fungicides.
- 4) That I shall be Responsible Person for the Conduct of Business as per the scope & spirit of the section 33 of the Insecticides Act, 1968 and I shall be responsible for all the acts & omission of M/s _____ (address) pertaining to marketing/distribution of Insecticides, Pesticides, Weedicides & Fungicides.

Date:

Place :

Deponent

Verification:-

Verified that all the contents stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Affidavit from Godown Incharge of Marketing Firm

50/-

I _____ S/o _____ R/o _____ working
as _____ (designation) in M/s _____ at
_____ (Godown Address) do hereby solemnly affirm and
declare as under:-

- 1) That I have been appointed/nominated by the company and responsible person for Godown Incharge u/s 33 of the Insecticides Act, 1968 and Rules 1971. I am fully in-charge in company business for looking after day to day business regarding handling of the pesticides at godown as received from the manufacturing company. I shall be responsible under section 33 of Insecticide Act 1968 and Rules 1971.
- 2) That the said firm desires to carry out the business to Sell Stock or Exhibit for Sale or Distributions of Insecticides & Pesticides in the State of Punjab.
- 3) That I will maintain stock register properly as per provisions of Insecticides Act 1968, Orders & Insecticides Rules 1971 and produce stock register on demand by the competent authority.
- 4) That I will neither sell nor stock any insecticide or pesticides without getting its addition/ endorsement in licence to sell stock or exhibit for sale or distribution from the competent authority.
- 5) That I will not violate any provisions of Insecticides Act 1968/ Insecticides Rules 1971 and abide by all the instructions issued by the Department of Agriculture, Punjab from time to time regarding sale of insecticide or pesticides.
- 6) That our firm has sufficient space to carry out the business of Insecticides at the said premises.
- 7) That I will not stock or sell any other item at the place of business of insecticides at the said premises.
- 8) That I will not keep eatable articles in the stock/sell premises.
- 9) That I will display the licence at proper place.
- 10) That I will submit the monthly return to the Licensing Authority on 5th of every month in the prescribed form.
- 11) That I have not convicted under Insecticides Act, 1968 & Rules 1971.

Date:

Place:

Deponent

Verification:-

Verified that all the contents stated the above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

(Authorization/Resolution Part-1)
(On Letterhead of Manufacturing Company)

Nomination of Authorized Signatory by Partners/Directors
(only in Partnership/Directorship)

We, Sh_____s/o_____, R/o _____, Sh_____s/o_____,R/o_____,
Sh_____s/o_____,R/o_____ are Partners/Directors at M/s
_____ having its registered office at _____and with Godown
premises at _____.

We hereby authorize Sh_____ s/o_____, R/o_____, whose
signatures are attested below, as the responsible Director/Partner of the Company as
per the provisions of Section 33 of the Insecticides Act, 1968. He is further authorized to
sign documents for nomination or appointment of the responsible persons including
Godown Incharge, Conduct of Business person, Technical Expert etc of the company in
the State of Punjab.

Signature of Responsible Director/Partner

**Signatures and Seal
(Director/Partner 1)**

**Signatures and Seal
(Director/Partner 2)**

**Signatures and Seal
(Director/Partner 3)**

(Authorization/Resolution Part-2)
(On Letterhead of Manufacturing Company)

Resolution passed in Board of directors meeting (No.) dated...

OR

Authorization by Partners/Proprietor

(Responsible Persons u/s 33 of the Insecticides Act, 1968)

Resolved that the following persons, whose signatures are attested below, are hereby nominated/appointed as responsible persons of the company u/s 33 of Insecticides Act 1968 for the state of Punjab throughout the shelf life of pesticides, for compliance with the various provisions of Insecticides Act, 1968, Insecticides Rules, 1971. That, the persons nominated are employed with this company and their salary shall be disbursed through cheque or other digital mode. If they retire or leave the Company, the Company shall immediately nominate and authorize alternate persons for taking such responsibility. In case, the authorized or nominated persons do not appear, the Company shall be responsible for all the acts done by him/them on behalf of the Company.

Sr. No.	Name of the person	Father Name	Address with Mobile No.	Designation	Responsible for	Attested Signatures
1				Director/ Manager	Incharge of the Company and for nominating employees for compliance of the Act.	
2				Chemist/Quality Control Incharge	Quality Control and Technical Expert as per Rule 9(4B) of the Act*.	
3				Director/ Manager/ Authorized Signatory	For signing principal Certificate	

(* Person at Sr no 1 or 3 having due qualification can be declared as Technical Expert)

Date:
Place:

**Signatures of the Company Secretary /Head/
Authorized Person/Directors, along with name & Seal.**

**Affidavit from Director/ Partner/ Proprietor of Manufacturing Firm
for Marketing through Self or Another Firm**

Affidavit

50/-

I _____ S/o _____ R/o _____
_____ do hereby solemnly affirm and declare as under:-

1. That I am working as Director/ Partner / Sole Proprietor of M/s _____ . The said firm is Manufacturing Insecticides & Pesticides. I have been nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971. I am fully in-charge for looking after day to day business regarding work and conduct of the company. I shall be fully responsible under section 33 of Insecticide Act 1968 and Rules 1971.
2. That I hereby undertake that the responsible person nominated by the company for Quality Control will be responsible under section 33 of the Insecticides Act, 1968. In case, this person leaves/ is replaced/ retires/ or terminated from our Firm, I shall nominate and authorize an alternate person for taking responsibility. In case, the authorized or nominated person do not appear, I shall take the responsibility for the compliance of provisions of the Act.
3. That I hereby undertake that I will ensure that all the conditions issued by Department of Agriculture, Punjab from time to time regarding manufacturing /sale of Insecticide or Pesticides shall be complied with. I shall further abide by all the Instructions and Guidelines of Govt. of India and will not violate any provisions of Insecticides Act 1968, Insecticides Rules 1971. Failure to do so, by my firm the license shall render liable to cancellation.
4. That our firm will submit the detailed list of our Dealers / Distributors / Wholesale Suppliers in the Punjab State with quantity & packing size of pesticides supplied by the firm from the Licenced Premises.
5. That if we change the Staff at any point of time we will inform the Licencing Officer, Department of Agriculture, Punjab immediately. Failure to do so, the responsibility lies with the person as per license record.

Deponent

Dated:-

Place:-

Verification:-

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Affidavit from Chemist/Quality Control Person of Manufacturing Firm

50/-

I _____ S/o Sh. _____ R/o
_____ working as _____ (designation) in
M/s _____ do hereby solemnly affirm & declare as under:-

- 1) That the said firm is Manufacturing Insecticides, Pesticides, Weedicides & Fungicides.
- 2) That I have been appointed/nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971 and responsible person for Quality Control u/s 33 of the Insecticides Act, 1968 and Insecticide Rules 1971.
- 3) I am fully in-charge in company for looking after day to day business regarding quality of manufacturing pesticides by the company and shall be responsible for the quality of pesticides throughout its shelf life.
- 4) that I shall be Responsible Person for the Quality Control as per the scope & spirit of the section 33 of the Insecticides Act, 1968 and I shall be responsible for all the acts & omission of M/s _____ pertaining to quality control and manufacturing of Insecticides, Pesticides, Weedicides & Fungicides by the above said firm at _____ (unit address).

Date:

Place :

Deponent

Verification:-

Verified that all the contents stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Affidavit of Authorized Signatory for Signing Principal Certificate

50/-

I _____ S/o Sh. _____ R/o _____
working as _____ (designation) in M/s _____ do hereby
solemnly affirm & declare as under:-

1. That I have been appointed/nominated by the company for the compliance of provision of Insecticide Act 1968 and Rules 1971 for signing the Principal Certificate(PC).
2. That the said firm is Manufacturing Insecticides, Weedicides & Fungicides etc. for self marketing or for other Marketer(s).
3. That I shall be Responsible Person for all the acts & omission of M/s _____ (address) pertaining to signing and distribution of Principal Certificate of Insecticides, Weedicides & Fungicides etc.

Date:

Place :

Deponent

Verification:-

Verified that all the contents stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent