

Supporting Documents (State Level Fertilizer License)

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

A. Checklist for New license of marketer (Self Manufactured company)

Sr No	Particulars
1	Application Form A-1 to be filled by the Authorized Signatory (in duplicate)
2	Attested copy of Memorandum of Article & Association (for limited and private limited companies)/ Partnership Deed /Affidavit of proprietor (proprietorship firm)
3	List of Present Directors/ Partners/ Proprietor along with Full Name, Complete Office & Residential Address with mobile number
4	Adhaar card copy of each
5	Board Resolution / Power of Attorney by Partners/proprietor for appointing Authorized Signatory for signing & submitting documents.
6	General Affidavit given by Authorized signatory (10 points)
7	Adhaar card copy of above person
8	Passport size photographs of above (1)
9	Board Resolution / nomination for appointment of responsible person of company (not below manager rank) u/c 24 of FCO-1985.
10	Affidavit by responsible person for accepting responsibility u/c 24 of FCO-1985
11	Adhaar card copy of above person
12	Passport size photographs of above (3)
13	Appointment of godown incharge with mobile number
14	Punjab State Manufacturers of Punjab State: <ol style="list-style-type: none"> a. Attested copy of Udyog Adhaar/industrial registration b. Pollution control board NOC c. List of lab equipments verified by competent authority d. Appointment of quality control person e. Qualification proof of quality control person
15	Manufacturers of other states: <ol style="list-style-type: none"> a. Quality performance certificate b. Attested copy of Udyog Adhaar/industrial registration c. Pollution control board NOC d. List of lab equipments verified by competent authority e. Appointment of quality control person f. Qualification proof of quality control person g. Attested copy letter of authorization issued by competent authority
16	For imported fertilizers: <ol style="list-style-type: none"> a. Bill of lading b. Certificate of Origin c. Performa Invoice d. Analytical Report from GoI Lab e. Information vide clause 35(4) of FCO 1985
17	For fertilizers as per Notification S.O. No. 2900(E) <ol style="list-style-type: none"> a. Intimation to Government authorities as per SO No 2900 (E) b. Copy of advertisement in two local daily newspapers for sale of fertilizers
18	Additional documents for renewal: <ol style="list-style-type: none"> a. Letter of Authorization (Original) b. Sale/Stock report one year before expiry
Godown Related	
19	Site Plan/ Blue Print of the Godown (in triplicate) duly signed, stamped by the Architect & signed by Authorized signatory of Firm.
20	Clear Road Map of approach to Godown from nearby Landmark or Highway and Godown Location
21	Google Map Printout (A4 Size).
22	Notary attested Rent Deed/Agreement signed by Godown owner & authorized person of the Company.
23	Ownership proof of the Godown premises & Adhaar copy of Godown owner

B. Checklist for New license of marketer (Manufactured by other company)

S No	Particulars	Yes/No
1	Application Form A-1 to be filled by the Authorized Signatory (in duplicate)	
Marketing Firm		
2	Attested copy of Memorandum of Article & Association (for limited and private limited companies)/ Partnership Deed /Affidavit of proprietorship (proprietorship firm)	
3	Notary attested copy of agreement with manufacturing company & Form 'O'	
4	List of Present Directors/ Partners/ Proprietor along with Full Name, Complete Office & Residential Address with mobile number	
5	Adhaar card copy of each	
6	Board Resolution / Power of Attorney by Partners/proprietor for appointing an Authorized Signatory for signing & submitting documents.	
7	General Affidavit given by Authorized signatory (8 points)	
8	Adhhar card copy of above person	
9	Passport size photographs of above (2)	
10	Board Resolution / nomination for appointment of responsible person of company (not below the manager rank) u/c 24 of FCO-1985.	
11	Affidavit by responsible person for accepting responsibility u/c 24 of FCO-1985	
12	Adhaar card copy of above person	
13	Passport size photographs of above (3)	
14	Appointment of godown incharge with mobile number	
15	For imported fertilizers a. Bill of lading b. Certificate of Origin c. Performa Invoice d. Analytical Report from Gol Lab e. Information vide clause 35(4) of FCO 1985	
16.	For fertilizers as per Notification S.O. No. 2900(E) a. Intimation to Government authorities as per SO No 2900 (E) b. Copy of advertisement in two local daily newspapers for sale of fertilizers	
Manufacturing Firm		
17	Attested copy of Memorandum of Article & Association (for limited and private limited companies)/ Partnership Deed /GST registration (proprietorship firm)	
18	Form 'O'	
19	List of Present Directors/ Partners/ Proprietor along with Full Name, Complete Office & Residential Address with mobile number	
20	Adhaar card copy of each	
21	Board Resolution / Power of Attorney by Partners/proprietor for appointing an Authorized Signatory for signing & submitting documents.	
22	General Affidavit given by Authorized signatory (10 points)	
23	Adhaar card copy of above person	
24	Passport size photograph of above (1)	
25	Board Resolution / nomination for appointment of responsible person of company (not below the manager rank) u/c 24 of FCO-1985.	
26	Affidavit by responsible person for accepting responsibility u/c 24 of FCO-1985	
27	Adhaar card copy of above person	
28	Passport size photographs of above (3)	
29	Punjab State Manufacturers: a. Attested copy of Udyog Adhaar/industrial registration b. Pollution control board NOC c. List of lab equipments verified by competent authority d. Appointment of quality control person e. Qualification proof of quality control person	
30	Other State manufacturers: a. Quality performance certificate b. Attested copy of Udyog Adhaar/industrial registration c. Pollution control board NOC d. List of lab equipments e. Appointment of quality control person f. Qualification proof of quality control person g. Attested copy letter of authorization issued by competent authority	
31	Additional documents for renewal: a. Letter of Authorization (Original) b. Sale/Stock report one year before expiry	

Godown Related		
32	Site Plan/ Blue Print of the Godown (in triplicate) duly signed, stamped by the Architect & signed by Authorized signatory of Firm.	
33	Clear Road Map of approach to Godown from nearby Landmark or Highway and Godown Location	
34	Google Map Printout (A4 Size).	
35	Notary attested Rent Deed/Agreement signed by Godown owner & authorized person of the Company.	
36	Ownership proof of the Godown premises & Adhaar copy of Godown owner	

A. Checklist for New license of marketer (Self Manufactured company)

Sr No	Particulars	Yes/No
1	Application Form A-1 to be filled by the Authorized Signatory (in duplicate)	
2	General Affidavit given by Authorized signatory (10 points)	
3	Sale/Stock report one year before expiry	

B. Checklist for New license of marketer (Manufactured by other company)

S No	Particulars	Yes/No
1	Application Form A-1 to be filled by the Authorized Signatory (in duplicate)	
2	General Affidavit given by Authorized signatory (8 points)	
3	Sale/Stock report one year before expiry	

(General affidavit given by authorized signatory Manufacturing firm)**AFFIDAVIT**

I _____ s/o _____ R/o _____ Sole Proprietor / Partner / Director of M/s _____ solemnly declare as under:

That we are the manufacturing/ Importing fertilizers / bio fertilizers / organic fertilizers marketed by M/s _____ as under:

Sr No	Name of Fertilizer	Brand Name

2. That we shall abide by all the terms and conditions laid down in FCO.1985 in this respect and as prescribed by the authorities of State Govt. time to time.
3. That we have not convicted in any offence under FCO-1985 or ECA-1955 within three years immediately preceding the date of making the application.
4. That the monthly sale and stock report will be submitted to the Director of Agriculture Punjab (with the copy to concerned CAO).
5. That the quality of products will be as per the specifications laid down in the FCO-1985.
6. That if there is any change in the premises /partnership / responsible person/ any other documents already submitted with department of Agriculture, Punjab, we will inform the department immediately.
7. That we have been issued proper registration certificate by the Registering Authority..... and MOI /Manufacturing license no valid up to.....(Attached copy is enclosed.)
8. That Sh.....s/o.....r/o.....working as in the company has been nominated as responsible person under clause 24 of FCO.1985 for compliance of provisions of FCO.1985. If he retires or leaves the company, I shall be responsible for all acts done by him on behalf of the company.
9. That all the necessary equipment required under clause 21-A of FCO. 1985 has been installed in our quality control lab and list of equipment duly verified by the concerned officer of Agriculture department has been attached with the application.
10. That Sh.....s/o Sh.....has been appointed as quality control person in the lab., for analysis of Fertilizer and his qualification is

Date :

Place:

Deponent.

VERIFICATION

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

Date :

Place:

Deponent.

(General affidavit given by authorized signatory marketing firm)**AFFIDAVIT**

I _____ s/o _____ R/o _____ Sole
Proprietor / Partner / Director of M/s _____ solemnly declare as
under:

That we are the marketing fertilizers / bio fertilizers / organic fertilizers manufactured by
M/s _____ as under:

Sr No	Name of Fertilizer	Brand Name

2. That we shall abide by all the terms and conditions laid down in FCO.1985 in this respect and as prescribed by the authorities of State Govt. time to time.
3. That we have not convicted in any offence under FCO.1985 or ECA-1955 within three years immediately preceding the date of making the application.
4. That the monthly sale and stock report will be submitted to the Director of Agriculture Punjab (with the copy to concerned CAO).
5. That the quality of products will be as per the specifications laid down in the FCO.1985.
6. That if there is any change in the premises /partnership / responsible person/ any other documents already submitted with department of Agriculture, Punjab, we will inform the department immediately.
7. That we have been issued proper registration certificate by the Registering Authority..... and MOI /Manufacturing license no valid up to.....(Attached copy is enclosed.)
8. That Sh S/o r/oworking as in the company has been nominated as responsible person under clause 24 of FCO.1985 for compliance of provisions of FCO.1985. If he retires or leaves the company, I shall be responsible for all acts done by him on behalf of the company.

Date :

Place:

Deponent.

VERIFICATION

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

Date :

Place:

Deponent.

(General affidavit given by authorized signatory for Renewal)
AFFIDAVIT

I _____ s/o _____ R/o _____
Sole Proprietor / Partner / Director of M/s _____ solemnly
declare as under:

1. That we are the marketing fertilizers / bio fertilizers / organic fertilizers
manufactured by M/s _____ as under:

Sr No	Name of Fertilizer	Brand Name	Source

2. That there is neither any change in the premises (Sale and Storage) of the
firm nor change in responsible person/persons of the firm under class 24 of
the FCO-1985
3. That we shall abide by all the terms and conditions laid down in FCO.1985 in
this respect and as prescribed by the authorities of State Govt. time to time.
4. That we have not convicted in any offence under FCO.1985 or ECA-1955
within three years immediately preceding the date of making the application.
5. That the monthly sale and stock report will be submitted to the Director of
Agriculture Punjab (with the copy to concerned CAO).
6. That the quality of products will be as per the specifications laid down in the
FCO.1985.
7. That we had been issued proper registration certificate by the Registering
Authority, Punjab and MOI /Manufacturing license no which was valid
up to..... I want to renew the same.
8. 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.

Date :

Place:

Deponent.

VERIFICATION

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

Date :

Place:

Deponent.

**Affidavit of responsible person of firm u/c 24 of FCO 1985
(Manufacturing firm)**

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

that the said firm is manufacturing / importing fertilizers, bio-fertilizers / organic fertilizers
marketed by M/s _____ as under:

Sr No	Name of Fertilizer	Brand Name

that I am appointed as responsible person of the company u/c 24 of FCO 1985.

That I am the responsible person u/c 24 of FCO 1985 for the compliance with the various
provisions of Fertilizer Control Order 1985.

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

Attach Two Notary Attested Photo I.D Proof having Residential Address along with this
Affidavit

**Affidavit of responsible person of firm u/c 24 of FCO 1985
(Marketing firm)**

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

that the said firm is marketing fertilizers, bio-fertilizers / organic fertilizers manufactured
by M/s _____ as under:-

Sr No	Name of Fertilizer	Brand Name

that I am appointed as responsible person of the company u/c 24 of FCO 1985.

That I am the responsible person u/c 24 of FCO 1985 for the compliance with the various
provisions of Fertilizer Control Order 1985.

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

Attach Two Notary Attested Photo I.D Proof having Residential Address along with this
Affidavit

Company Letterhead

Resolution for appointment of authorized signatory.

Board of Directors meeting was held on dated in the chairmanship of
(name & designation).

It was resolved that Sh _____ s/o _____
R/o _____ working as _____ in
M/s _____ (complete address) whose signatures are attested below is
hereby appointed as authorized signatory of the firm/company for signing all the documents,
affidavits etc for obtaining/ renewal/ amendment of fertilizer license in the state of Punjab. If
he retires or leaves company, the company shall be responsible for all the acts done by him on
behalf of the company.

Signature of the Authorized signatory



ATTESTED

Signatures of the Company Secretary /
MD / Director, along with Seal.

(for partnership/proprietorship Firm)

Company Letterhead
Nomination for appointment of authorized signatory.

Sh _____ s/o _____ R/o _____ working as
_____ in M/s _____ (complete address) whose
signatures are attested below is hereby appointed as authorized signatory of the
firm/company for signing all the documents, affidavits etc for obtaining/ renewal/
amendment of fertilizer license in the state of Punjab. If he retires or leaves company, the
company shall be responsible for all the acts done by him on behalf of the company.

Signature of the Authorized signatory



ATTESTED

Signatures of the Partner / Prop. along with Seal.

Company Letterhead

Resolution for appointment of responsible person of company u/c 24 of FCO 1985.

Board of Directors meeting was held on dated in the chairmanship of (name & designation).

It was resolved that Sh _____ S/o _____

R/o _____ working as _____ in

M/s _____ (complete address) whose signatures are attested below is hereby appointed as responsible person of the firm/company u/c 24 of Fertilizer Control Order 1985 in the state of Punjab, for the compliance with the various provisions of FCO 1985. If he retires or leaves company, the company shall be responsible for all the acts done by him on behalf of the company.

Signature of the 24 clause Responsible Person



ATTESTED

Signatures of the Company Secretary /
Authorized Person, MD/Director, along with Seal.

(Note: appointed person should be not less than manager rank in company)

(for Partnership/Proprietorship Firm)

Company Letterhead

Nomination for appointment of responsible person of company u/c 24 of FCO 1985.

Sh _____ S/o _____ R/o _____ working as
_____ in M/s _____ (complete address) whose
signatures are attested below is hereby appointed as responsible person of the
firm/company u/c 24 of Fertilizer Control Order 1985 in the state of Punjab, for the
compliance with the various provisions of FCO 1985. If he retires or leaves company, the
company shall be responsible for all the acts done by him on behalf of the company.

Signature of the 24 clause Responsible Person



ATTESTED

Signatures of the Partner/Prop.
along with Seal.

(Note: appointed person should be not less than manager rank in company)

Company Letterhead

Resolution/Nomination for appointment of godown incharge of company

Sh _____ S/o _____ R/o _____ (complete address)
working as _____ in M/s _____ whose signatures are attested below is
hereby appointed as godown incharge of the firm/company godown at _____
(place). He will maintain daily sale/stock register.
His mobile number is _____

Signature of the Godown Incharge



ATTESTED

Signatures of Partner/Prop,
Authorized signatory, along with Seal.

Annexure 1- Fees

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