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)

	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:		
14	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:		
	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:		
	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)		
	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:		
	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		

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 yer seponsible 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 16. For For Illustration of Company (and the properties of Company) (and the properties of Company) (by Company) (company) (com	S No	Particulars	Yes/No
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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)	50		
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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)		· ·	
g. Attested copy letter of authorization issued by competent authority 31 Additional documents for renewal: a. Letter of Authorization (Original)			
31 Additional documents for renewal: a. Letter of Authorization (Original)			
a. Letter of Authorization (Original)	21		
	ЭΙ		
J. Sale/ Stock report one year before expiry			
		b. Jaie/ Juock report one year before expiry	
·			

Godow	vn 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 /
Partne	r / Director of M/s	solemnly o	declare as under:
That w	e are the manufacturing/ Imp	oorting fertilizers / bio fertili	izers / organic fertilizers marketed
by M/s	i	as under:	
	Sr No	Name of Fertilizer	Brand Name
			·
2.	That we shall abide by all th	e 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-1	1985 or ECA-1955 within three
years i	mmediately preceding the da	te of making the application	າ.
4.	That the monthly sale and s	tock report will be submitte	ed to the Director of Agriculture
Punjab	(with the copy to concerned	-	
5.			tions laid down in the FCO-1985.
6.		• • • • • • • • • • • • • • • • • • • •	/ responsible person/ any other
	ents already submitted with	department of Agriculture,	Punjab, we will inform the
depart	ment immediately.		
7.	That we have been issued p		
	ity and Mo	_	o valid up
to	(Attached copy is end		
8.			orking as in the company
	en nominated as responsible		
•		or leaves the company, I sh	nall be responsible for all acts done
	on behalf of the company.		
9.			e 21-A of FCO. 1985 has been
			rified by the concerned officer of
_	ture department has been at		
10.			peen appointed as quality control
-	in the lab., for analysis of Fei	filizer and his qualification	is
Date:			
Place:			Deponent.
VERIFIC	CATION		and the state of t
ا عاد ا			the best of my knowledge and
	and nothing has been conceal	ea therein.	
Date:			Damanast
Place:			Deponent.

(General affidavit given by authorized signatory marketing firm) AFFIDAVIT

I	s/o	R/o	Sole
	ietor / Partner / Director of N	И/s	solemnly declare as
under	:		
That v	we are the marketing fertilize	ers / bio fertilizers / organic fe	ertilizers manufactured by
M/s _		s under:	
	Sr No	Name of Fertilizer	Brand Name
3. three 4. Agricu 5. FCO.1 6. other inforr 7. Author to 8. Three compresports are placed plac	ct and as prescribed by the a That we have not convicted years immediately preceding That the monthly sale and alture Punjab (with the copy That the quality of product 985. That if there is any change documents already submitted in the department immediated That we have been issued pority	in the premises /partnership ed with department of Agricuely. Proper registration certificate MOI /Manufacturing license nuclosed.) Proper registration certificate nuclosed.	e to time. 985 or ECA-1955 within ication. Id to the Director of ions laid down in the I responsible person/ any lture, Punjab, we will I by the Registering o valid up Ing as
	elief and nothing has been co	ntents are true and correct to oncealed therein.	the best of my knowledge
Plac	e:		Deponent.

(General affidavit given by authorized signatory for Renewal) AFFIDAVIT

l s/o	0	R/o	
Sole Proprietor / Partne			
	marketing fertilizers /s		organic fertilizers
Sr No	Name of Fertilizer	Brand Name	Source
	er any change in the responsible person/p	•	- ·
this respect and as	by all the terms and prescribed by the aut	horities of State Gov	t. time to time.
within three years ir	convicted in any ofform nmediately preceding	the date of making	the application.
	ale and stock report with the copy to cond		o the Director of
6. That the quality of property of property from FCO.1985.	products will be as p	er the specifications	laid down in the
Authority, Punjab ar	issued proper regisnd MOI /Manufacturinum I want to renew the	g license no	
 That if there is any department of Agric 	change in the relate culture, Punjab, I/we immediately for ame	d documents alread will submit the rele	•
Date : Place:			Deponent.
Verified that the alknowledge and belief a	VERIFICAT bove contents are tru nd nothing has been	e and correct to the	best of my
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 &		
decla	re as under:-				
	-	·	zers, bio-fertilizers / organic fertilizers		
marke	eted by M/s	7			
	Sr No	Name of Fertilize	r Brand Name		
		C . I	/ 24 (500 4005		
tnat i	am appointed as responsible	e person of the con	npany u/c 24 of FCO 1985.		
That I	am the recognible person i	1/c 24 of ECO 109E	for the compliance with the various		
	sions of Fertilizer Control Ord		for the compliance with the various		
provi	sions of refunzer control of o	ICI 1303.			
Date:					
Place	:		Deponent		
Verifi	cation:-				
	ed that all the contents state		•		
know	ledge and belief and nothing	has been conceale	ed therein.		
			Deponent		
Δttac	h Two Notary Attested Photo	L D Proof having R	desidential Address along with this		
Affida	-	i.b i iooi ilaviilg i	active that Address along with this		
	••••				

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_	11	/_
J	u	,-

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		working as do hereby solemnly affirm &
declare as unde			
	m is marketing fert as u		/ organic fertilizers manufactured
Sr No		Name of Fertilizer	Brand Name
that I am appoi	nted as responsible	e person of the comp	any u/c 24 of FCO 1985.
	•		r the compliance with the various
provisions of Fe	ertilizer Control Ord	ler 1985.	
Date:			
Place :			Deponent
			·
Verification:-			
		d above are true and has been concealed	correct to the best of my therein.
			Deponent
			·
Attach Two Not Affidavit	tary Attested Photo	I.D Proof having Res	idential Address along with this

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	(comp	lete address) whose
signatures a	re attested below is hereby	appointed as authorized	d signatory of the
firm/compar	ny for signing all the docum	ents, affidavits etc for ol	btaining/ renewal/
amendment	of fertilizer license in the s	tate of Punjab. If he retir	es or leaves company, the
company sha	all be responsible for all the	e acts done by him on be	half of the company.
c:			
Signature of	the Authorized signatory		
<u>ATTESTED</u>			

Signatures of the Partner / Prop. along with Seal.

(for Limited Firm)

Company Letterhead

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

Board of Directors meeting was (name & design		chairmanship of
,	•	
It was resolved that ShR/o	working as	 in
M/s	(comple	ete address) whose signatures
are attested below is hereby ap of Fertilizer Control Order 1985 provisions of FCO 1985. If he re for all the acts done by him on	in the state of Punjab, for the tires or leaves company, the	e compliance with the various
Signature of the 24 clause Res	sponsible 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
_			esponsible person of the
	•		n the state of Punjab, for the
•	·		he retires or leaves company, the
company shall l	be responsible for all	the acts done by h	im on behalf of the company.
Cianatura of th	o 24 clauso Posnonsii	hla Darsan	
Signature of th	e 24 clause Responsi	bie Person	
()	
l		j	
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	whos	se signatures are attested below is
hereby appoint	ed as godown incha	rge of the firm/comp	any godown at
(place). He will	maintain daily sale/s	stock register.	
His mobile num	nber is		
Signature of tl	ne 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)