

CHECK LIST AND FORMS
DOCUMENTS REQUIRED FOR MANUFACTURING LICENCE OF BIO/ORGANIC
FERTILIZER/ MICRONUTRIENT MIXTURES (PUNJAB).

1. Application Form-D in duplicate.
2. Attested copy of Memorandum of article & association/ Partnership deed/ Affidavit regarding Sole proprietor.
3. List of present Directors in case of Limited/Pvt. Limited company.
(Name & complete office & Residential address)
4. Power of Attorney/ resolution to appoint responsible person u/c 24 of FCO, 1985, to sign and submit the documents:
(One of the Director/ persons not below the rank of Manager Marketing/Sales/Production of Quality control.-by Resolution / one of the partner-nominated by all partners/ or Proprietor himself.
5. General affidavit by competent person authorized by resolution of the firm/partners/prop. himself - along with photo and residential proof.
6. Affidavit of responsible person under clause 24 of FCO 1985(nominated by resolution /partners/ prop., himself) along with photo and residential proof.
7. Map(original) of the factory verified by the concerned CAO (with date and seal) and proof of ownership/ rent deed for that godown.
8. List of lab., equipments under clause 21-A of FCO-1985, verified by concerned CAO (for other States competent officer of Agriculture department of that state).
9. Qualification proof of lab., Chemist (attested copy)
10. Registration Fee

FORM 'D'

{See clause 14(2) and 18(1)}

FORM OF APPLICATION TO OBTAIN A CERTIFICATE OF MANUFACTURE OF PHYSICAL / GRANULATED MISTURE OF FERTILIZER OF ORGANIC FERTILIZER/BIO-FERTILIZER.

To

The Registering Authority,
Place: Chandigarh.
State of Punjab.

- (1) Full Name and :
address of the applicant: :
- (2) Does the applicant possess the :
qualification prescribed by the State
Government under sub-clause(1) of
clause 14 of the Fertilizer Control
Order,1985.
- (3) Is the applicant a new comer? :
(Say Yes or No)
- (4) Situation of the applicant's premises :
Where physical/granulated mixture
organic fertilizer/ Bio-fertilizer will be
prepared:
- (5) Full particulars regarding specifications :
of the physical/granulated mixture of
fertilizers/organic fertilizer/Bio-fertilizer
for which the certificate is required and
the raw materials used in making mixture.
- (6) Full particulars of any other certificate :
of manufacture, if any, issued by any
other Registering Authority.
- (7) How long has the applicant been carrying:
on the business of preparing
physical/granulated mixture of fertilizers/
organic fertilizer/Bio-fertilizers mixture of
micronutrient fertilizers?
- (8) Quantities of each physical/granulated :
mixture of fertilizer/mixture of micronutrient
fertilizers/organic fertilizers/Bio-fertilizers
(in tones) in my/our possession on the date
of the application and held at different
addresses noted against each.

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- (9) (i) If the applicant has been carrying on the business of preparing physical/granulated mixtures of fertilizers/mixture of micronutrient fertilizers/organic fertilizer/bio-fertilizer, give all particulars of such mixtures handled, the period and the place(s) at which the mixing of fertilizers was done;
- (ii) Also give the quantities of physical/ : granulated fertilizer mixture organic fertilizer/ Bio-fertilizer handled during the past calendar year;
- (10) If the application is for renewal, indicate briefly: why the original certificate could not be acted on within the period of its validity.

Declaration

- (a) I have deposited the prescribed registration certificate fee/renewal fee.
- (b) I/We declare that the information given above is true and correct to the best of my knowledge and belief, and no part there is false.
- (c) I/we have carefully read the terms and conditions of the certificate of manufacture given in Form-F appended to the Fertilizer {Control} Order-1985 and agree to abide by them.
- (d) I/We declare that the physical/granulated mixture/organic fertilizer/Bio-fertilizer for which certificate of manufacture is applied for shall be prepared by me/us or by a person having such qualifications as may be prescribed by the State Government from time to time or by any other person under my/our direction, supervision and control or under the direction, supervision and control of person having the aid qualification.
- (e) I/We declare that the requisite laboratory facility specified by the Controller, under this Order is possessed by me/us.

Name and address of applicant in
Block letters:

Date :
Place :

Signature of applicant(s)

(General affidavit for new licence)

AFFIDAVIT

1. That I _____, am the sole proprietor/partner/Managing Director of M/s.....
2. That we are the manufacturing/ Importing/ marketing..... fertilizers under the brand name.....
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 none of the relations is in the Agri. Deptt., Punjab.
5. That we have not convicted in any offence under FCO.1985 or ECA-1955 within three years immediately proceeding the date of making the application.
6. That the monthly sale and stock report will be submitted to the Director of Agriculture Punjab.(with the copy to concerned CAO).
7. That the quality of products will be as per the specifications laid down in the FCO.1985.
8. That if there is any change in the premises/partnership /any other documents already submitted, department of Agriculture, Punjab will be informed accordingly.
9. That we have been issued proper registration certificate by the Registering Authority..... and MOI /Manufacturing license is valid up to.....(Attached copy is enclosed.)
10. 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.
11. That the quality control labs., along with the necessary equipment as required under clause 21-A of FCO. 1985 has been installed and list of equipment duly verified by the concerned officer of Agriculture department has been attached with the application.
12. That Sh.....s/o Sh.....has been appointed in the labs., 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.

(Affidavit for manufacturing & marketing own fertilizers)

AFFIDAVIT

I,.....S/o.....R/o..... working
as.....in M/s

hereby solemnly affirm and declare as under:-

1. That our firm is manufacturing/Importing/marketing.....
fertilizer under the brand name
2. That I have appointed as responsible person u/c 24 of FCO-1985.
3. That I shall be responsible person u/c 24 of FCO for the compliance with the
provisions of FCO-1985.

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

Resolution(For responsible person u/c 24 of FCO, 1985)

Resolved that Sh.....S/o.....
R/o..... working as.....in
M/s....., is hereby appointed as responsible person
u/c 24 of FCO, 1985 for the compliance with the provisions of FCO-1985 in
the state of Punjab, whose signatures are attested below. If he retire or leave
the company, the company shall be responsible for all the acts done by him on
behalf of the company.

Signature of the responsible person

(1).....

(Name:)

Sign of the authorized person

Resolution(For responsible person u/c 24 of FCO, 1985)

Resolved that Sh.....S/o.....
R/o..... working as.....in
M/s....., is hereby appointed as responsible person
u/c 24 of FCO, 1985 for the compliance with the provisions of FCO-1985 in
the state of Punjab, whose signatures are attested below. If he retire or leave
the company, the company shall be responsible for all the acts done by him on
behalf of the company.

Signature of the responsible person

(1).....

(Name:)

Sign of the authorized person