

**DOCUMENT FOR NEW / RENEWAL Of LICENCE TO CARRY ON THE  
BUSINESS OF A DEALER IN SEED.**

1. Application Form-A in duplicate (2 Copies) to be filled by the Applicant, along with 2 Passport Size Photographs with white background. Form C for renewal (2 Copies).
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 an 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)
8. **Regarding Premises where Licence is going to be issued :-**
  - (i) Site Plan/ Blue Print of the Godown (in duplicate) duly signed, stamped by the Architect & 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 signed by the Director or person authorized by the Company.
  - (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 1<sup>st</sup> Class :-**
  - (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. Quality Performance Certificate/ Sale Report of the Firm/ Company for the last 3 years.
12. Complete List of Dealers/ Distributers (to whom the seed is going to be supplied in the Punjab State) with complete address.
13. 2 Printed copies of Principal Certificate of Firm/ Company, which are going to be issued in the State to the seed dealers / distributers.
14. Licence Fee of Rs.1000/- to be deposited in the office of Licensing Officer.
15. **Insertion of Package of Practices of the seed variety in container of seeds.**

# FORM "A"

(See Clause 4)

## FORM OF APPLICATION TO OBTAIN DEALER'S LICENSE

To,

The Registering Authority Punjab,  
Kheti Bhawan, Phase-6, Mohali,  
Distt. SAS Nagar, PUNJAB

Latest  
Photograph of  
Applicant

With White  
Background

1. Full name and address of the applicant :

(a) Name and postal address :

(b) Place of business (Please give exact address)

(i) For sale

(ii) For storage

2. Is it a Proprietary/ Partnership/ Limited Company/ Hindu Undivided Family Concern?

Give the name(s) and address(es) of the Proprietor /Director/ Partner/ Manager/ Karta.

3. In what capacity this application is made:

(i) Proprietor / Director

(ii) Partner

(iii) Manager

(iv) Karta

4. Was the applicant ever convicted under the Essential Commodities Act,1955(10 of 1955) or any order issued there under during the last three years preceding the date of application? If so, give details.

5. Give the details of seeds to be handled.

Sr.No.                      Name of Seed

*As per Annexure - A*

I /We have deposited the license fee of rupees fifty vide challan No. \_\_\_\_\_ dated \_\_\_\_\_ in treasury/bank \_\_\_\_\_.

Declaration:

(a) I/We declare that the information given above is true to the best of my/our knowledge and belief and no part thereof is false.

(b) I /We have carefully read the terms and conditions of the license given in the form "B" appended to the Seeds (Control) Order, 1983, and agree to abide by them.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of Applicant

Note: 1. Where the business of selling /exporting /importing seeds is intended to be carried on at more than one place, a separate license should be obtained for each place.

For use in the office of Licensing Authority

Date of Receipt : \_\_\_\_\_

Name and Designation of Officer Receiving the Application

## **FORM -C**

*(See Clause 7)*

***Application for Renewal of Licence to carry on the Business of a Deal in Seeds.***

To,

**The Licencing Authority Punjab,**  
**Kheti Bhawan , Phase-6, Mohali,**  
**Distt. SAS Nagar, PUNJAB**

Latest  
Photograph of  
Applicant

With White  
Background

I/We here by apply for renewal of the licence to carry on the business of dealer in seeds under the name and style of Shri./M/s\_\_\_\_\_. The licence, desired to be renewed, was granted by the Licensing Authority for the State of \_\_\_\_\_ and allotted Licence No\_\_\_\_\_on the \_\_\_\_\_ day of\_\_\_\_\_.

Signature of Applicant(s).

Attach Notary Attested Aadhar Card with this Form.

***(Affidavit from Director/ Partner/ Proprietor of the Firm)***

**Affidavit**

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 deals in business of Producing, Selling & Stocking of Seeds.

2. That I am responsible person for Quality Control as per the scope & spirit of the clause 10 of Essential Commodities Act 1955 and under relevant provisions/ clauses of Seed Act 1966 & Seed Control Order 1983.

2. That Sh. \_\_\_\_\_ S/o \_\_\_\_\_ working as \_\_\_\_\_ in our Firm/ Company is appointed/ nominated as authorized person to Sign & Issue the Principal Certificates to our Dealers / Distributors / Wholesale Suppliers in the Punjab State. He is further authorized to sign & submit the documents on behalf of the Firm/ Company under Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955 to the Licencing Authority, State of Punjab. He is the Custodian of Seed Stocks / Godown Incharge Responsible Person for Quality Control under relevant provisions/ clauses as per the scope & spirit of Seed Act 1966, Seed Control Order 1983 and clause 10 of Essential Commodities Act 1955. If he Leaves/ Retires from the Firm/ Company or is Replaced/ Terminated from the Firm/ Company, the decisions taken by him will be legal binding on the Firm/ Company to follow in the Court of Law and otherwise. In case, authorized or nominated persons do not appear, I shall take the responsibility on his behalf.

3. That I hereby undertake that I will ensure that all the conditions issued by Department of Agriculture, Punjab from time to time regarding Production, Selling, Stocking, Marketing, Importing & Exporting of Seeds shall be complied with. I/ our Firm/ Company shall further abide by all the Instructions and Guidelines of Govt. of India and will not violate any provisions/ clauses of Seed Act 1966, Seed Control Order 1983 and Essential Commodities Act 1955. Failure to do so, by my Firm/ Company shall render the license liable to cancellation.

4. That our firm M/s \_\_\_\_\_ will submit the detailed list of our Dealers / Distributors / Wholesale Suppliers in the Punjab State along with Name, Variety, Packing Size & Quantity of Seeds supplied by the Firm/ Company from the Licenced Premises.

5. That if we change the Staff at any point of time, we will inform the Licencing Authority, Department of Agriculture, Punjab immediately.

6. That our Firm/ Company has never been convicted under the Essential Commodities Act 1955 or any orders issued for violations of E.C.A 1955, Seed Act 1966 & Seed Control Order 1983.

**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**

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

**Affidavit from Authorized Signatory/ Custodian of Seeds/ Godown Incharge**

**Affidavit**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ working as Custodian of Seed Stocks/ Godown Incharge/ in M/s \_\_\_\_\_. I am Authorized Signatory to sign Principal Certificates to the Dealers / Distributors / Wholesale Suppliers of M/s \_\_\_\_\_ in the Punjab State, do hereby solemnly affirm and declare as under:-

- 1) That in Punjab State I am Authorized Signatory to sign Principal Certificates / Custodian of Seed Stocks/ Godown Incharge of M/s \_\_\_\_\_ and have been authorized to act on behalf of the company to carry out the business of the company at \_\_\_\_\_ (Godown Address).
- 2) That in Punjab State I am responsible person for Quality Control as per the scope & spirit of the clause 10 of Essential Commodities Act 1955 and under relevant provisions/ clauses of Seed Act 1966 & Seed Control Order 1983. I shall be responsible for all the acts & omission of M/s \_\_\_\_\_ pertaining to marketing of Seeds.
- 3) That the said firm desires to carry out the business of Producing, Selling & Stocking of Seeds in the State of Punjab.
- 4) That I will maintain Books/ Accounts/ Records related to Production, Selling, Stocking, Importing, Exporting & Seed Business of our Firm / Company. Stock Register will be properly maintained as per provisions/ clauses of Seed Act 1966 & Seed Control Order 1983 at the Licenced Premises which will be produced on demand by the Competent Authority.
- 5) That neither I will Sell or Stock any variety of Seeds without getting its addition/ endorsement in Seed Licence from the Licencing Authority nor I will sell stock any other item at the Licenced Premises.
- 6) That I will not violate any provisions/ clauses of Seed Act 1966, Seed Control Order 1983 & Essential Commodities Act 1955 and abide by all the Instructions issued by the Department of Agriculture from time to time regarding Production, Selling, Stocking, Marketing, Importing & Exporting of Seeds.
- 7) That our firm has sufficient space and infrastructure to carry out the business of Seed at the said premises.
- 8) That the seeds shall be sold in the packing prescribed under the Rules and the seeds handled by our Firm/ Company shall conform to the Quality/ Standards claimed on the Packing or by our Firm.
- 9) That I will display the Seed Licence at proper place along with Opening & Closing Stocks, on daily basis, of different Seeds/ Varieties at the Licenced Premises.
- 10) That I will submit the monthly return related to my Business of Seeds for every preceding month to the Licencing Authority on 5<sup>th</sup> of every month in the prescribed Form D.
- 11) That I have never been convicted under any provisions/ clauses of Seed Act 1966, Seed Control Order 1983 & Essential Commodities Act 1955.

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**

Attach One Notary Attested Photo I.D Proof with Residential Address  
along with this Affidavit & 2Passport size Latest Photographs.

# Company Letterhead

## Resolution

### (Authorization of Authorized Director/Partner)

Resolved that \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ working as Director/ Partner in M/s \_\_\_\_\_ whose signatures are attested below is hereby declared as authorized director/ partner for appointing / nominating Authorized Signatory. He is authorized to sign marketing agreements & submit documents to Licencing Authority, Punjab. He is am responsible person for Quality Control as per the scope & spirit of clause 10 of Essential Commodities Act 1955 and under relevant provisions/ clauses of Seed Act 1966 & Seed Control Order 1983 in the State of Punjab. He is further authorized to appoint another responsible person for Quality Control as per the scope & spirit of the clause 10 of Essential Commodities Act 1955 and under relevant provisions/ clauses of Seed Act 1966 & Seed Control Order 1983. If he Leaves/ Retires from the Firm/ Company or is Replaced/ Terminated from the Firm/ Company, the decisions taken by him will be legal binding on the Firm/ Company to follow in the Court of Law and otherwise.

Signature of the Authorized Director/ Partner

### ATTESTED

Names of Other Directors/  
Partners of Company

Signatures of Other Directors/  
Partners of Company along with Seal.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Seal of Company

# Company Letterhead

## Resolution

*(Authorized Signatory/ Custodian of Seeds/ Godown Incharge)*

Resolved that Sh\_\_\_\_\_ S/o \_\_\_\_\_  
R/o \_\_\_\_\_ working as \_\_\_\_\_ in  
M/s \_\_\_\_\_ whose signatures are attested below is  
hereby appointed as responsible person for Quality Control as per the scope & spirit of  
the clause 10 of Essential Commodities Act 1955 and under relevant provisions/ clauses of  
Seed Act 1966 & Seed Control Order 1983. He is further appointed/ nominated as authorized  
person to Sign & Issue the Principal Certificates to our Dealers / Distributors / Wholesale  
Suppliers in the Punjab State. If he Leaves/ Retires from the Firm/ Company or is Replaced/  
Terminated from the Firm/ Company, the decisions taken by him will be legal binding on the  
Firm/ Company to follow in the Court of Law and otherwise.

Signature of the Responsible Person



ATTESTED

Signatures of the Authorized  
Director/ Partner, along with Seal.

## ***Annexure - A***

### ***Detail of Seeds to be Handled by the Firm/ Company***

*Quantity in Qtls.*

<b>S.No</b>	<b>Name of Seed/ Commodity</b>	<b>Name of Variety</b>	<b>Name of the Breeder/ Producer</b>	<b>Full Address of the Breeder/ Producer</b>	<b>Type of Seed Breeder/ Foundation</b>	<b>Quantity</b>
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.***