

**Documents for New License to sell, stock or exhibit for sale or distribute insecticides- at District Level:**

**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)

**New License:**

<b>Sr No</b>	<b>Particulars</b>
1	Online application in 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) Shop in-charge/Alternative Authorized Person. c) Expert Staff – Person (Qualified as per Act)
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) Shop in-charge/Alternative person.
6	Document regarding fulfilment of educational qualification as per Insecticide act 1968 by the person – expert staff.
7	Blue print or computerized site map and road map/ Google map of the shop location made by approved architect mentioning any popular land mark of area, adjoining property, Highway and showing directions (North-South)
8	Rent deed between the firm and shop owner on stamped paper to store pesticides in that premises signed by shop owner & Authorized person of the firm along with Aadhar copy and voter card copy of shop owner (duly attested). Ownership proof of property (copy of shop registry along with latest farad of property)
9	Copy of Principal Certificate(s) issued by the Authorized Signatory of the manufacturing firms
10	Fees as per Insecticides Act, 1968.

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**Documents for amendment services in license to sell, stock or exhibit for sale or distribute insecticides- at District Level:**

1	Addition of new companies/Addition of new pesticides-in existing companies/Alteration in PC detail
2	Change of responsible person /addition of expert staff
3	Address change of the shop
4	Address change of the Office
5	Duplicate License
6	Change in name of the firm
7	Transfer of License
8	Renewal of license of commercial pest control, please state licence number and date of grant:

**1. Addition of new companies/Addition of new pesticides-in existing companies/Alteration in PC detail**

- i. Apply Online
- ii. Copy of Principal Certificate(s) duly signed by authorized signatory

**2. Change of responsible person in license:**

- I. Online Application
- II. List of Directors of Marketing Firm
- III. Resolution on company letterhead regarding nomination of changed responsible persons along with responsibility u/s Insecticides Act & Rules
- IV. Affidavit(s) of changed responsible person(s), duly attested by notary public along with attested copy of residence/identity proof (Aadhar copy/ voter card /Passport).
- V. Proof regarding fulfilment of educational qualification requirement as per the GOI notification (duly attested), where applicable

**3. Change of shop address in license:**

- I. Online application
- 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 Property owner on stamped paper for Sale of pesticides in that premises signed by Property 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)

**4. Change of office address in license:**

- a) Online application

**5. Duplicate License:**

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

**6. Change of Company/firm name in Sale license:**

- I. Online Application
- II. Attested copy of certificate issued by Registrar of companies or any other document related to /proof for change the name of the company.
- III. Copy of principal certificate(s) with changed Name.
- IV. Memorandum of Association and Articles (Original or duly attested copy)
- V. List of Directors/Partners/Proprietor of marketing firm (on company letterhead) with complete official & Residential address duly signed by authorized person only (on company letterhead)
- VI. Resolution regarding nomination of:
  - a. Any director/partner/Proprietor for responsible u/s 33 of Insecticides Act & Rules for Punjab
  - b. Appointment of shop incharge.
- VII. Affidavit in prescribed format of the following responsible persons duly attested by notary public along with attested copy of residence/identity proof (Aadhar copy/ voter card /Passport): -
  - a. Director/partner/Proprietor for responsible u/s 33 of Insecticides Act & Rules for Punjab
  - b. Shop incharge.
- VIII.
  - a. 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)
  - b. 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)

**7. Transfer of License:**

- i. Transfer agreement/death Certificate or NOC of legal heir
- ii. List of Directors/Partners/ Proprietor of marketing firm (on company letterhead) with complete official & Residential address duly signed by authorized person only (on company letterhead)
- iii. Resolution regarding nomination of:
  - a) Any Director/partner/ Proprietor for responsible u/s 33 of Insecticides Act & Rules for Punjab
  - b) Appointment of shop incharge.
- iv. Affidavit in prescribed format of the following responsible persons duly attested by notary public along with attested copy of residence/identity proof (Aadhar copy/ voter card /Passport): -
  - a) Director/partner/ Proprietor for responsible u/s 33 of Insecticides Act & Rules for Punjab
  - b) Shop in charge.
- v. Blue print or computerized site map (with coordinates) of the location made by approved by architect mentioning any popular land mark of area, adjoining property, Highway and showing directions (North-South)
- vi. 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)

**8. Renewal of license of commercial pest control, please state licence number and date of grant:**

- a) Apply Online
- b) Detailed Principal Certificate

## Company/Firm Letterhead

(For Sale/Stock etc. and commercial pest control License)

**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 pesticide, for the compliance with the various provisions of Insecticides Act, 1968, Insecticides Rules, 1971. If they retire or leave the Company, the Company shall be responsible for all the acts done by him on behalf of the Company.

Sr. No.	Name of the person	Father's Name	Address with Mobile No.	Designation	Responsible for	Signature
1				Director/ Partner/ Proprietor or Authorized Person not below the rank of manager	Incharge of the Company.	
2				Shop Incharge/ Alternative authorized Person	Shop In-charge	
3				Employee	Technical Expert as per Act.	

ATTESTED

Signatures of the Company

Secretary /Authorized Person, along

with name & Seal.

**(By Director/ Partner /Proprietor or authorized person not below the rank of manager u/s 33 of then Insecticides Act, 1968)**

**AFFIDAVIT**

Photo

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_, District\_\_\_\_, State\_\_\_\_\_ (Full Address) working as  
\_\_\_\_\_ (designation) in M/s\_\_\_\_\_situated at\_\_\_\_\_do  
hereby solemnly affirm and declare as under: -

- 1) That I desire to obtain a license in the name & style of M/s\_\_\_\_\_situated at \_\_\_\_\_under section 13 of Insecticides Act 1968 to sell, Stock or exhibit for sale or distribute insecticides.
- 2) That I am working as\_\_\_\_\_ (Designation) in the said Firm.
- 3) That I am fully in charge for looking after day to day business regarding work & conduct of the business of said firm and shall take the compliance u/s 33 of all the provisions of Insecticides Act, 1968 and Rules 1971.
- 4) That I also declare that I shall not take possession of any stocks without satisfying myself with the quality thereof.
- 5) That I will maintain record of sale/distribution of insecticides in Appendix II, Record of 'Date Expired Insecticides in Appendix A, will Issue Cash/Credit memo to all the buyers as per annexure under section 15 of Insecticide Rules 1971 and will produce the same to Insecticide Inspector/Licensing Authority or any competent authority whenever required.
- 6) That I shall further abide by all the instructions & guidelines laid by the Government of India/Government of Punjab/ Department of Agriculture & Farmer's Welfare Punjab/Licensing Authority& will not violate any provisions of Insecticides Act 1963 &rules made there under. Failure to do so by me or my firm shall render the license liable to suspend/revoke.
- 7) That I will neither sell nor stock any insecticide without getting Principle Certificate (Issued by manufacturer) endorsed in License (on payment of prescribed fees) before start selling the Insecticide manufactured/marketed by respective Manufacturing Firm & will purchase the stocks from sources specified in the License.

- 8) That I will forthwith inform the Licensing Authority for business amendments / Change in Responsible person/expert staff etc. in said firm and made them entered in License (if any).
- 9) That I have sufficient space at said premises to stock Insecticides, so as to maintain the quality on shelf.
- 10) That I will not stock & Sell any other articles or as prohibited by Law at above said premises.
- 11) That I will Display the License at prominent place at the said premises and I am bound to submit the Monthly stock/Business returns on specified date in prescribed Performa to the competent authority.
- 12) That I will submit the detailed list of our dealers to whom we will supply/distribute the stocks within area as defined under the said law as per provisions of the Insecticides Act, 1968.
- 13) That I will fully Co-operate the Officials/authorities competent to check the compliance of Insecticides Act, 1968 & Insecticide Rules 1971.

Date:

Place:

Deponent

*Verification:* - Verified that the contents of my above said affidavit from para No. 1 to 13 are true and correct to my knowledge and belief. Nothing has been concealed or misstated therein.

Verified at .....on dated:

Deponent

**(By Shop Incharge/Alternative Person authorized by the firm Responsible person u/s 33 of the  
Insecticides Act, 1968)**

AFFIDAVIT

Photo

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_ (Full Address) working as  
\_\_\_\_\_ (designation) in M/s \_\_\_\_\_ situated at \_\_\_\_\_ do hereby  
solemnly affirm and declare as under:-

- 1) That I have been appointed in M/s \_\_\_\_\_ situated at \_\_\_\_\_  
(dealing in sale/ stock/exhibit for sale/ Distribution of Insecticides/Commercial Pest Control  
Operation) working as \_\_\_\_\_ (**Designation**), **Responsible person** u/s 33 of the  
Insecticides Act 1968 and Rules 1971.
- 2) That I am fully in charge for looking after day to day business regarding work & conduct of the  
business of said firm and shall take the compliance u/s 33 of all the provisions of Insecticides Act,  
1968 and Rules 1971.
- 3) That I also declare that I shall not take possession of any stocks without satisfying myself with the  
quality thereof.
- 4) That I will maintain record of sale/distribution of insecticides in Appendix II, Record of 'Date  
Expired Insecticides in Appendix A, will Issue Cash/Credit memo to all the buyers as per annexure  
under section IS of Insecticide Rules 1971 and will produce the same to Insecticide  
Inspector/Licensing Authority or any competent authority whenever required.
- 5) That I shall further abide by all the instructions & guidelines laid by the Government of  
India/Government of Punjab/ Department of Agriculture & Farmer's Welfare Punjab/ Licensing  
Authority & will not violate any provisions of Insecticides Act 1963 & rules made there under.  
Failure to do so by me or my firm shall render the license liable to suspend/revoke.
- 6) That I will neither sell nor stock any insecticide without getting Principle Certificate (Issued by  
manufacturer) endorsed in License (on payment of prescribed fees) before start selling the  
Insecticide manufactured/marketed by respective Manufacturing Firm & will purchase the stocks  
from sources specified in the License.
- 7) That I will forthwith inform the Licensing Authority for business amendments / Change in  
Responsible person/expert staff etc. in said firm and made them entered in License (if any).
- 8) That I have sufficient space at said premises to stock Insecticides, so as to maintain the quality on  
shelf.
- 9) That I will not stock & Sell any other articles or as prohibited by Law at above said premises.

- 10) That I will Display the License at prominent place at the said premises and I am bound to submit the Monthly stock/Business returns on specified date in prescribed Performa to the competent authority.
- 11) That I will submit the detailed list of our dealers to whom we will supply/distribute the stocks within area as defined under the said law as per provisions of the Insecticides Act, 1968.
- 12) That I will fully Co-operate the Officials/authorities competent to check the compliance of Insecticides Act, 1968 & Insecticide Rules 1971.

Date:

Deponent

Place:

Verification:

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

Deponent



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

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

**Education qualification for Commercial Pest Control Operators:**

1	Graduate Degree in agricultural Sciences as a subject.
2	Graduate Degree in Science with Chemistry as a subject.

### Fee Structure for different services for Sale/Stock pesticide license:

Sr. No.	Service Type	Fees
1	Sale/Stock new license	<b>Rs. 500/- per Insecticide - (With max. up to Rs.7500/-)</b>
2	Addition of new companies/Addition of new pesticides-in existing companies/Alteration in PC detail	No Fee
3	Change of responsible person /addition of expert staff	No Fee
4	Address change of the shop	No Fee
5	Address change of the Office	No Fee
6	Duplicate License	<b>Rs. 100/- per application</b>
7	Change in name of the firm	<b>Rs. 100/- per application</b>
8	Transfer of License	No Fee
9	Varying or Amendment of License	No Fee
10	New/Renewal of license of commercial pest control	<b>Rs. 1000/-</b>
<b>Note: - Fees is 1/5<sup>th</sup> if the place of Sale is established in the Rural Area. (only for Sale Stock Licenses)</b>		