

Flow chart for obtaining license for selling and storage of Fertilizers

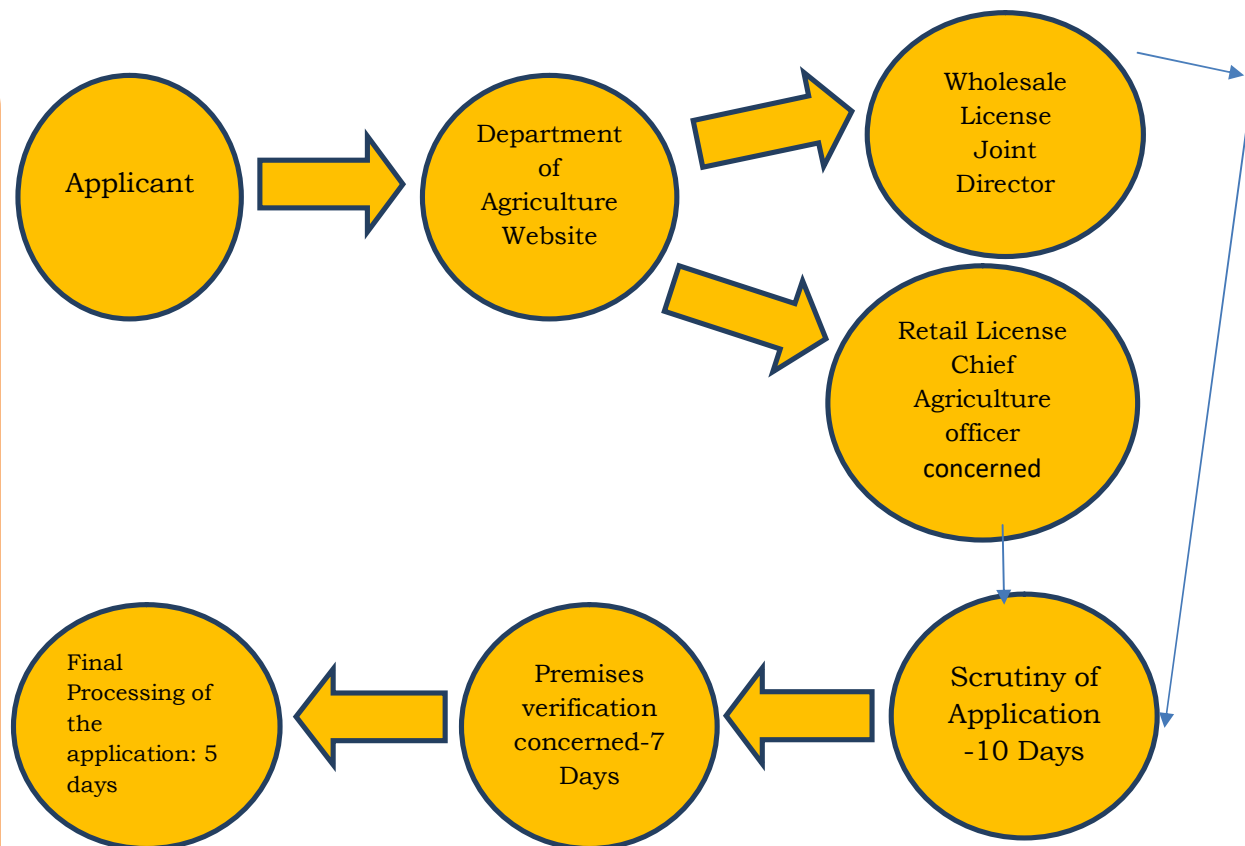
Fresh License (Documentation)

1. Memorandum A1, Application Form in duplicate
2. Form "O" Source Certificate form authority/ Source as per FCO- 1985 (From Manufacturing company).
3. Site Plan of Location with 200MTS. Godown facility.
4. Affidavit of undertaking for un-employment
5. Affidavit of undertaking for Non violation of FCO 1985
6. Revenue extract / Copy of Rent Deed.
7. The applicant must possess the following qualifications:-
 - i) *Bachelor of Science in Agriculture from a recognised University or Institute. Or*
 - ii) *Bachelor of Science in Chemistry from a recognised University or Institute. Or*
 - iii) *Diploma in Agriculture Science from a recognised University or Institute. Or*
 - iv) *Certificate course on Agri-Inputs for a minimum period of six months from National Institute of Agricultural Extension Management (MANAGE), National Institute of Plant Health Management (NIMPH) and other Government approved Institute.*
 - v) **For Retailer:** 15 days certificate course from any State Agriculture University or Krishi Vigyan Kendras or National Institute of Agri Extn. Management (MANAGE) or National Institute of Rural Development and panchayati Raj (NIDPR) or Fertiliser Association of India or any other approved Govt. Institute. Provide that a person in possession of one of above mentioned qualifications figuring at i, ii, iii & iv shall not be required to possess separate certificate course.
8. Permanent Residence Certificate
9. Photograph 3 Nos.
10. Mobile No. the applicant
11. Identify proof
12. Bank balance Certificate up-to 5,00,000/- (Rupees five lac only)
13. Treasury receipt of Prescribed Fee for Rs.5000/- (Rs.500/- for retailers) under 0401 Crop Husbandry.
14. Resolution from Ex. Body of Coop Society in case of Cooperative Society duly attested / recommended by concerned Dy. Registrar Coop (condition No.14 for cooperative societies only).
15. Feasibility report from Law Enforcement Agency of the Department.

Documentation for Renewal of License

Note: Apply before date of expiry of the period of validity of authorization letter (wholesale fertilizer license) along with documents and prescribed fee mentioned below and sale of the preceding year. However, one can apply for renewal with additional late fee of Rs.500/- within one month from date of expiry of the validity of the wholesale fertilizer license

1. Application / Letter written on Letter Head of the holder / firm recording reasons for renewal.
2. Photocopy of the old license (for reference)
3. Application Form (Form "C").
4. Dealer ID and GST No.
5. Form "O" from the authority as per FCO-1985.
6. Fertilizer off take statement for last three years as per FCO-1985.
7. Treasury receipt of Prescribed Fee for Rs.5000/- under 0401 Crop Husbandry.
8. Affidavit with regard to the unemployment.
9. Affidavit to the effect that No FIR has been lodged against the authorization renewed for.
10. Performance Report from Enforcement Agency.



Total Period for Issuance of License =22 Days

EMBLEM
FORM "A (1)"
[See Clause-8(2)]

Form of Application to obtain Dealer's Certificate of Registration as Wholesale Fertilizer /Retail/Industrial Dealer

To,

(License Registering Authority)

Place _____

State of J&K

1. Details of the applicant:

i) Name of the applicant _____

ii) Name of the concern, _____

iii) postal address _____

2. Place of Business (please give full address): _____

i) For sale : _____

ii) For Storage : _____

3. Whether the applicant is for:-

Manufacturer	Importer	Pool Handling Agency
Wholesale Dealer	Retail Dealer	

[Tick mark whichever is applicable]

4. Details of Fertilizer and their source in Form "O"

i. Yes No

ii. Yes No

iii. Yes No

[Please tick mark whichever is applicable]

5. I have deposited the registration fee of Rs. _____ vide C.R No. _____ Dated: _____ in Joint Directorate of Agriculture Extension Kashmir towards registration fee.

6. Whether the intimation is for an authorization letter or a renewal thereof.

(Note: In case the intimation is for renewal of authorization letter, the acknowledgement in Form A2 should be submitted for necessary endorsement thereon.)

7. Any other relevant information.

I have carefully read the terms and conditions of eligibility for submission of Memorandum of Intimation and undertake that the same will be complied by me and in token of the same. I have signed the same is enclosed herewith.

Signature of the Applicant

Dated:

Place:

*Attach a separate sheet if the number exceeds three.

TERMS AND CONDITIONS OF AUTHORISATION

- (1) I shall comply with the provisions of the Fertilizer (Control) Order, 1985 and the notifications issued there under for the time being in force.
- (2) I shall from time to time report to the Notified Authority and inform about change in the premises of sale depot and godowns attached to sale depot.
- (3) I shall also submit in time all the returns as may be prescribed by the State Government.
- (4) I shall not sell fertilizers for industrial use.
- (5) I shall file a separate Memorandum of Intimation for, where the storage point is located outside the area, jurisdiction of the Notified Authority where the sale depot is located.
- (6) I shall, file a separate M. O. I. for each place when the business of selling fertilizers is intended to be carried on at more than one place.
- (7) I shall file separate M. O. I. if I carry on the business of fertilizers both as retail and wholesale dealer.
- (8) I confirm that my previous Certification of Registration or Authorization is not under suspension or cancellation or debarred from selling of fertilizers.

DECLARATION

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 or no material information has been concealed.

Date.....

Place.....

Signature of applicant(s)

Affidavit/Undertaking No.1

I, _____ S/O,W/O,D/O _____ R/O
_____ Proprietor M/S _____ located
at _____ District _____ (J&K) do hereby
affirm and declare as under :-

1. That I am applicant for obtaining grant of License for stocking, storage , display and sale of _____ at the location stated herein above
2. That I am sole Proprietor / partner in the business under the Name & style M/S _____
3. That the information given in the Form A1 is true to the best of my knowledge and belief and no part there is false.
4. That I have carefully read the terms and conditions of the certificate of registration given in Form B appended to the Fertilizer Control Order (FCO) 1985 and agree to abide by them, and I will not violate FCO 1985.
5. That I declare that I do not possess a certificate of registration for industrial dealer and that I shall not sell fertilizer for industrial use.
6. That I am seeking permission for Manufacture /Wholesale/Retail business activity in _____ from competent authority of J&K state.
7. That I am registered with authorities for GST under No _____
8. That I fulfil eligibility criteria fixed by the Govt, and ready to pay prescribed application fee.
9. That I am not defaulter on account of Bank Loan, Income Tax, GST, Power and Water connections ,
10. That I have no litigation case in respect of rent, ownership of the premises
11. That I agree to abide by all terms and conditions for award of License as specified under relevant FCO 1985 (operative and read with amendments)
12. That my business activity at the given premises shall not attract any warranted action under Pollution Control and Food Standards & Safety Act (FSSA)
13. That all the documents being submitted for obtaining license are true and none is forged or any information fudged /concealed therein.
14. That I shall not sublet the business activity to any other person/party
15. That I shall not offer the business activity/premises as collateral in the bank for securing financial assistance for any other purpose.
16. That I shall procure the supplies from designated Principal Source only
17. That I shall upgrade my business activity (Online transmission & portal uploading of information as also installation of PoS machines) as per directions of the authorities
18. That I shall always comply the instructions of Ministry of Fertilizers Government of India for implementation of **DBT system** and shall always release stocks / fertilizers through **Release Order Module/PoS machine**.

19. That I shall always follow business rules for safety of my partners, workers and clients
20. That I shall cooperate with the Law Enforcing authorities for hassle free business and service to the customers
21. That I solicit this affidavit in favour of _____ (Licensing Authority)
22. That the above averments are true to the best of my knowledge and belief

Deponent

Verification:

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

Deponent

Affidavit/undertaking No. 2

I, _____ S/ O _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S
_____ do hereby solemnly declare and affirm on oath as
under:-

1. That I am permanent resident of J&K State.
2. That I have completed my _____ degree through _____ (name of university or institution) during the year _____.
3. That I am still unemployed and not working in any Government or Semi Government Department.
4. That I am not on the rolls of any institution/college.
5. That I will abide by all the rules and regulations terms and conditions prescribed by the concerned authorities.

Deponent

Verification:

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

Deponent

Note:-This affidavit shall be submitted by the person having Cooperative Registration but not possessing required qualification, he shall engage a person having such qualification

Affidavit

I, Chairman / Manager (cooperative Society) M/S _____
do hereby solemnly declare and affirm on oath as under:-

1. That the above society wants to obtain Registration for Wholesale Fertilizers License for District _____.
2. That the above society has engaged Shri _____ S/O _____ R/O _____ who will act as signatory authority & will sign all the papers related to the business as the person is having the requisite qualification i.e Bachelors of Science passed through _____ (university/institute) with **Chemistry** one of the subjects (as the case may be) which is pre-requisite for the said business and the said incumbent will run the Fertilizer business on behalf of the society.
3. That Shri _____ (name of employee) S/O _____ is not working in any Govt. Or Semi Government department also not in the rolls of any institution.
4. That three PPS photograph of above named authorized signatory Shri _____ (name of the employee) and his specimen signatures duly attested the society, are enclosed with this affidavit.
5. That Society shall be abided by the provisions of FCO-1985 and other related orders in vogue.
6. That the registration authority reserves the right to suspend or cancel the Registration of Wholesale Fertilizer License at any point of time if required or if found defaulter / wrong/fake information at any time in any case.
7. That the registration authority reserves the right to suspend or revoke the Registration of Wholesale Fertilizer License if the above named employee/signatory authority quits the assignment of the Society due to some reasons, till having required qualification for handling fertilizer business.

Deponent

Verification:

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

Deponent

**EMBLEM
Form-B**

(See Clause-9)

Registration No: _____
Date of issue _____
Valid up to _____

CERTIFICATE OF REGISTRATION TO CARRY OF THE BUSINESS OF SELLING
FERTILIZERS IN WHOLESALE FOR AGRICULTURE USE IN DIVISION OR DISTRICT _____ OF
J&K STATE.

M/S _____ is hereby granted certificate of registration to carry on the business of selling fertilizers in wholesale for Agriculture use at the place specified below in District _____ of J&K state subject to the terms and conditions given overleaf and to the provisions of the Fertilizer (control) order 1985.

DESCRIPTION OF THE PLACE AND TYPE OF BUSINESS.

Name of wholesale dealer	Location of godowns attached to sale depot, where fertilizer will be stored	Name of fertilizer(s) for which certificate of registration is renewed	Name of manufacturer(s), Importer(s) Commodity Board and State Government(s) Wholesale Dealer(s) whom the dealer represents

(License Registering Authority)
Joint Director Agriculture,
Extension Kashmir.

No. _____

Dated: _____

Note: - The holder shall not sell the fertilizers for industrial use.

Terms and conditions of the certificate are given hereunder:-

Place:- _____ .

State:- _____ .

1. This Certificate of Registration shall be displayed in a prominent and conspicuous place in a part of business premises open to the public.
2. The Holder of the certificate shall comply with the provisions of the Fertilizer Control Order 1985 and the notification issued there under for the time being in force.
3. The Certificate of Registration shall come into the force immediately and be/ valid up to _____.
4. The holder of the Certificate shall from time to time report to the Registering Authority any change in the premises of sale depot and god own attached to sale depot.
5. The whole sale dealer shall submit a report to the Registering authority with a copy to the **Enforcement Inspector, Fertilizer** or such other Officer as the State Government may notify in whose jurisdiction the place of business is situated, by the 5th of every month, showing the opening stock, receipts sales and closing stocks of fertilizer in the preceding month. He shall also submit in time such other returns as may be prescribed by the Registering Authority.
6. The industrial dealer shall submit a report to the central Government by the 15th of April for the proceeding year, showing the opening stocks as on 1st of April of the reporting year, source wise receipts during the year, sale and closing stocks of fertilizers along-with the source wise purchase/sale price.
7. The wholesale dealer or the retail dealer except where such a dealer is a state Govt. a manufacture importer or pool handling agency shall not sell fertilizers for industrial use and as the case may be an industrial dealer for Agriculture use.

FORM "C"
(See Clause III)

APPLICATION FOR RENEWAL OF THE CERTIFICATE OF REGISTRATION TO CARRY ON THE BUSINESS OF SELLING FERTILIZERS IN RETAIL/ WHOLESALE/FOR INDUSTRIAL USE.
To

The Registering Authority/*Controller (if the application is for Industrial dealers certificate of registration)

Place: _____

State: _____

I/We hereby apply for renewal of the Certificate of Registration to carry on the business of selling fertilizers in retail/ wholesale / for industrial use under the name and style of _____. The Certificate of Registration desired to be renewed was granted by Registering Authority for the _____ (mention place and state) and allotted registration certificate Number _____ on the _____ day of _____ 19_____.

2. (i) I/We hereby declare that the situation of my/ our premises where fertilizers are (a) stored and (b) sold is as stated below:

(a)
Premises where
fertilizers are stored.

(b)
Premises where
fertilizers are sold.

ii. I/We hereby declare that the fertilizer(s) in which I/We am/are carrying on the business of selling and the name(s) of manufacturer (s)/Importer(s), commodity board (s), State Government (s) and wholesale dealer (s) whom I/We represent are as stated below:

(a)
Name (s) of fertilizers (s)

(b)
Name(s) of manufacturer(s)/ imported(s)
commodity board (s) wholesale dealer (s)

3. I/We enclose a certificate of source from the manufacturer (s), Importer (s), Commodity board (s), State Government(s) wholesale dealer (s) whom I/we represent or intend to represent and from whom fertilizer's will be obtained by me/ us.

4. I/we have deposited the renewal fee of Rs. _____ vide challan No. _____ dated: _____ in Treasury/Bank _____ or I _____ drawn on _____ Bank, in favour of _____ payable at _____ towards renewal fee (Please strike out whichever not applicable).

Full name and address of the applicant (s)
(in block letters):

Signature of applicant.

Affidavit for Renewal

I, _____ S/ O _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S
_____ do hereby solemnly declare and affirm on oath as
under:-

1. That I am holding Wholesale Fertilizer License bearing Registration No. _____ dated: _____ valid up to _____.
2. That I am sole proprietor/Chairman/Manager of the said Wholesale Fertilizer License.
3. That the above wholesale fertilizer license is not under suspension.
4. That I carried out the business as per FCO guidelines.
5. That no FIR has been lodged against the said registration during its validity period.
6. That the information given in the Form Form "C" is true to the best of my knowledge and belief and no part there is false.
7. That I shall always comply the instructions of Ministry of Fertilizers Government of India for implementation of **DBT system** and shall always release stocks / fertilizers through **Release Order Module/PoS machine**.
8. That I will abide by all the rules and regulations terms and conditions prescribed by the concerned authorities.

Deponent

Verification:

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

Deponent

**EMBLEM
Form-C**

See clause-II

RENEWAL OF CERTIFICATE OF REGISTRATION TO CARRY ON THE BUSINESS
OF SELLING FERTILIZER IN WHOLESALE FOR AGRICULTURE USE.

Registration No. _____.

Dated: _____.

Validity up to: _____.

Certified that the certificate of Registration bearing No. _____
dated: _____ for the period from _____ to _____ to carry on the
business of selling fertilizers in wholesale at the premises situated at _____ is hereby
renewed till the _____, unless previously suspended or cancelled under provisions
of Fertilizer Control Order, 1985:-

Name of wholesale dealer	Location of godowns attached to sale depot, where fertilizer will be stored	Name of fertilizer(s) for which certificate of registration is renewed	Name of manufacturer(s), Importer(s) Commodity Board and State Government(s) Wholesale Dealer(s) whom the dealer represents

(License Registering Authority)
Joint Director Agriculture,
Extension Kashmir.

No. _____

Dated: _____

Note: - The holder shall not sell the fertilizers for industrial use.

Terms and conditions of the certificate are given hereunder:-

Place:- _____.

State:- _____.

1. This Certificate of Registration shall be displayed in a prominent and conspicuous place in a part of business premises open to the public.
2. The Holder of the certificate shall comply with the provisions of the Fertilizer Control Order 1985 and the notification issued there under for the time being in force.
3. The Certificate of Registration shall come into the force immediately and be/ valid up to _____.
4. The holder of the Certificate shall from time to time report to the Registering Authority any change in the premises of sale depot and god own attached to sale depot.
5. The whole sale dealer shall submit a report to the Registering authority with a copy to the **Enforcement Inspector, Fertilizer** or such other Officer as the State Government may notify in whose jurisdiction the place of business is situated, by the 5th of every month, showing the opening stock, receipts sales and closing stocks of fertilizer in the preceding month. He shall also submit in time such other retur ns as may be prescribed by the Registering Authority.
6. The industrial dealer shall submit a report to the central Government by the 15th of April for the proceeding year, showing the opening stocks as on 1st of April of the reporting year, source wise receipts during the year, sale and closing stocks of fertilizers along-with the source wise purchase/sale price.
7. The wholesale dealer or the retail dealer except where such a dealer is a state Govt. a manufacture importer or pool handling agency shall not sell fertilizers for industrial use and as the case may be an industrial dealer for Agriculture use.