

**Check list of documents for obtaining new letter of Authorization (Sale Licence)  
for Self Manufactured /Imported fertilizers**

Sr No.	Particular	Documents to be uploaded
1	Applicant information- a) Aadhar card b) PAN card c) Education Qualification Document d) Icard size recent photo. e) Scanned copy of signature. f) Old license copy g) Authorization letter	Self attested
2	Duly filled form A-1 (See clause 8 of FCO 1985)	Signed Copy
3	Online Challan / Challan paid across bank counter in MTR Form no.6 Under Head <b>Crop Husbandry</b> (Fees under Fertilizer Control Act 1985)	Rs 2250 for Dealer
4	Name of responsible person (Not below rank of Manager) and his acceptance on Rs.500/- stamp paper (see clause 24 of FCO 1985) a) Aadhar card b) PAN card c) Education Qualification Document d) I-card size recent photo.	Notarized.
5	Copy of valid certificate of manufacture issued by District Industries Center and or Certificate of Manufacture issued by Registering Authority	Self attested
6	Certificate of establishment of laboratory facility (See Clause 21 A of FCO 1985). For the Fertilizers mentioned in online application.	Inspector Attested
7	Matter to be printed on fertilizer bag/container (See Clause 21 of FCO 1985).	Self Attested
8	For selling of self imported fertilisers, (a) Certificate of origin (for each grade) (b) Certificate of analysis (for each grade) (c) Certificate of import (Import Export Code) (d) Matter to be printed on fertiliser bag/container (See Clause 21 of FCO 1985).	Self attested  Self Attested  Self Attested
9	Attested copies of documents of ownership of sale point/ godown premises such as A) 7/12 Or B) Property tax receipt etc. C) If manufacturing premises is on rental basis, then registered rental agreement with Index-II on Rs.500/- stamp paper D) NOC of local body GP.MC	Attested by Gazetted Officer
10	A) If the firm is partnership firm then attested copy of partnership deed.  B1) If the firm is Ltd. company then attested copy of certificate of registration under Company Act-1956  B2) Memorandum of Association and Articles of Association  C) If the firm is cooperative society then attested copy of Registration Certificate from Department of cooperation.	-  Self Attested  -  -

11	Notarized undertaking of manufacturer regarding Quality Assurance on Rs.500/- stamp paper about the quality of fertilizer.	Original
12	Joint Inspection report of DLC(District Level Committee) for sale point/godown in prescribed form. (PDF form-size upto 200kb)	Inspector Signed
13	If Wants to Sale the Products through Comarketing agreement 1) Copy of Marketing Agreement - Notarised on Rs 500/- Stamp 2) Copy of Form "O" of manufacturer /Importer / Dealer 3) Manufacture / Dealer Licence Copy of ---//---- 4) Matter to be printed on bag of ---//---- 5) Matter to be printed on bag of marketer.	Attested by Gazetted Officer

**Form A 1**

**MEMORANDUM OF INTIMATION**

**(see clause 8 (2))**

1. Details of the Notified Authority to whom application is submitted.

Designation of Notified Authority:

Place :

State of

2. Details of the applicant :

a) Name of the applicant :

b) Name of the concern

c) Postal address with telephone number

3. Place of business (Please give full address)

i) For Sale

ii) For Storage

4. Whether the application is for-

Manufacturer

Importer

Pool Handling Agency

Wholesale Dealer

Retail Dealer

(Tick mark whichever is applicable)

- 5 .Details of fertilizers and their source in form "O"

Name of Fertilizer

Whether certificate of source in form "O" is attached

(i)

Yes

No

(ii)

Yes

No

(iii)

Yes

No.

(Please tick Mark whichever is applicable)

6. I have deposited the registration fee of Rs.-----vide challan-----No.-----  
Dated----- in the Bank/ Treasury----- or enclose Demand Draft  
No.----- Dated-----Dated----- for Rs.----- Drawn  
on----- in favour of -----  
Payable at----- towards registration fees.
7. 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.)
8. Any other relevant information.

I have 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 and is enclosed herewith.

Date

Place

Signature of applicant

\*Attach a separate sheet if the number exceeds three.

#### TERMS AND CONDITION OF AUTHORISATION

- 1) I shall comply with the provisions of the Fertilizer (Control) Order, 1985 and the  
notification issued thereunder 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 MOI 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 MOI if I carry on the business of fertilizers both as retail and  
wholesale "dealer.
- 8) I confirm that my previous certificate 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:

Signature of the Applicant (s)

Place:

**CERTIFICATE**

Certified that we have nominated Shri. \_\_\_\_\_ an officer responsible for that compliance of the Fertilizer ( Control) Order as required under Clause 24 of the Fertilizer (Control) Order, 1985 and that he will represent our organisation in the event of any legal affair against our organisation. In case the designated responsible person resigned or left the organization. I here by admit that , I will be responsible for his presence in honorable court , If in case of failure , I will be responsible for any contravention of FCO 1985.

The details are as below

1. Full Name :-
2. Post held
3. Address of the office :  
and Tel. & Mobile number
4. Full address of residence :-  
Tel. & Mobile number
5. Age of person :-
6. Qualification :-

Authorised Signatory with  
Rubber Stamp of the company

**ACCEPTANCE**

Certified that I the undersigned Shri. - \_\_\_\_\_ have been appointed as responsible person by M/s.....I have no objection for the same and I agree to work as responsible officer under Fertilizer Control Order 1985. In case ,I left or resigned from the organization for contravention committed during my tenure, I will be responsible for the same and will remain present in court without fail.

Place -  
Date-

Signature of responsible person

## **AFFIDAVIT**

I Shri ----- Proprietor / Director solemnly affirm that, I have obtained / applied for a Dealer Registration Certificate / Fertiliser Manufacturing Certificate in the name of ----- . The said Dealer Registration Certificate / Fertiliser Manufacturing Certificate bearing no. ----- is valid till ----- . The provisions of the Fertiliser Control Order 1985 are known to me and I agree to abide by the said provisions. I also agree to the below mentioned terms and conditions and agree to abide by them.

1. I agree to submit monthly return by the 10<sup>th</sup> of every subsequent month in the specified format in the Commissionerate of Agriculture for the fertiliser license issued to me.
2. I agree to submit monthly return by the 10<sup>th</sup> of every subsequent month for the fertiliser license issued to me.
3. I undertake to submit a copy of the monthly return to the District Agriculture Officer & Superintending Agriculture Officer of the district in which the fertilisers are sold.
4. I undertake to maintain record of fertilisers manufactured / sold in the specified format.
5. I undertake not to sell any grade of fertilizer not mentioned in the Manufacturing Certificate from the registered godown mentioned in the Dealer Registration Certificate.
6. In the event fertilisers are sold in wholesale in more than one district, a separate sale point and godown will be obtained and separate will be maintained.
7. Subsidised chemical fertilizer will be sold in the district as per the allocation given by the manufacturer and balance stock if any will be sold outside the district after obtaining permission from the District Agriculture Officer, Zilla Parishad of the respective district.
8. Stock received from manufacturer will be sold by us to the authorized dealer. Material will not be sold for any purpose other than agriculture and also not sold to other fertilizer manufacturing companies.
9. We authorize the following persons to sign documents on behalf of our firm / company and such documents shall be binding on us. Any change in the authorised signatory will be communicated immediately to the Commissionerate of Agriculture. We confirm that the authorised signatory is not below the rank of Manager.

S.No.	Name of Authorised Person	Designation	Age	Address for correspondence	Signature

10. We undertake not to make any change in the address of the sale point, godown without obtaining approval from the Commissionerate of Agriculture.

11. We undertake to sell only those grades of fertilisers mentioned in the Registration Certificate and as per the specifications mentioned in the Fertiliser Control Order 1985.

12. We undertake to provide requisite information as per Clause 35 (4) of the Fertiliser Control Order 1985 in respect of imported fertilisers.

We undertake to manufacture / sell fertilisers to the farming community for their benefit and as a social responsibility. I am aware that our manufacturing certificate / dealer registration certificate is liable to be cancelled on account of contravention of the provision of the Fertiliser Control Order 1985. I affirm the above without duress and of my own free will.

Signature :

Name & Address

## INSPECTION REPORT OF FERTILISER MANUFACTURING UNIT

1. Name & address of manufacturing unit :

2. Type of fertilizer manufactured & Brand name

Sr. No.	Name of the Grade	Brand name
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3. Manufacturing License No :  
Date of Issue :  
Validity :

4. Authorization No ( DRC) :  
Date of Issue :  
Validity :

5. DIC Registration certificate no :  
Date of issue :  
Validity :  
Products included :

6. MPCB consent No :  
Date of Issue :  
Validity :

7. Product wise raw material used in manufacturing

8. Manufacturing process in Short :



9. List of Machineries

Sr. No.	Name of the machinery	Year of Purchase	Working or Not
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10. Facilities for ensuring Quality Control

Sr. No.	Name of Instrument Or Equipment	Year of Purchase	Working or Not
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11. Availability of Qualified Technical Staff

Name	:
Post	:
Qualification	:

12. Regarding Records ( Whether maintained or not )

Register of the raw material  
Whether raw material is analyzed prior to manufacturing  
Batch wise manufacturing register  
Whether batch wise register is maintained  
Whether batch wise Guard samples have been preserved  
Stock register  
Sale register

13. Whether printed matter on bag is as per FCO 1985

14. Details of sample drawn by fertilizer inspector during inspection in last years.

Sr. No.	Grade	No. of samples drawn	Standard	Non standard
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15 Details of sample drawn by fertilizer inspector during inspection current years.

Sr. No.	Grade	No. of samples drawn	Standard	Non standard
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16 Grade wise production details of last 4 years

17 Whether monthly report of production / sale is submitted to the Notified Authority. If yes reference no. and date of monthly reports submitted.

18 Remarks regarding the manufacturing unit

Whether the premises is recommended for allocation of the new license /  
Renewal of the license

### CERTIFICATE

I..... the Fertilizer Inspector ..... here by certified that I have visited the manufacturing premise owned by ..... and verified all the facts mentioned above on date .....and also verified the necessary related documents.

I am recommending / rejecting the premise mentioned above for the allocation of new manufacturing license / renewal of manufacturing license.

### Seal

Place :

Stamp and Signature

Date :

**PROFORMA-IV**

**Inspection Report of Q.C. Inspector For Premises used for Sale & Storage of FERTILISER**

1	Name & Address of Company	
2	Name of dealer	
3	Address & Contact No	
4	Name of contact person	
5	Phone No.	
6	Whether the premises are used for sale / storage: Sale and storage	
7	Address of sale point/ storage	
8	Address of storage	
9	Diameision- Length (ft) x Breadth (ft)= Area in sq.ft	
10	Capacity M.T.(Approx.)	
11	<b>Whether the premises used for sale /storage are ownership ofthe dealer/or Rental basis</b>	
12	<b>If ownership proof verified</b>	
	1. Property Tax Receipt	2. Telephone Bill
	3. Light Bill	4. Any other please mention
13	<b>If rental basis proofs verified</b>	
	1. If on rental who is owner of premises	
	2. Copy of Agreement or leese deed verified	
	3. Period of lease or agreement	
14	Enclosed the map of the sale/storage point:-----	
15	How is floor of storage / sale point	
16	How is ventilation of storage or sale point	
17	How is Roof of storage or sale point	
18	Wheter electrification is safe for Storage or sale Point: -----	
<p>have physically verified the above mentioned premise on date _____ and found that the premises is or _____ I are not suitable for FERTILISER sale / storage</p> <p align="center">Inspector Signature &amp; Stamp</p>		