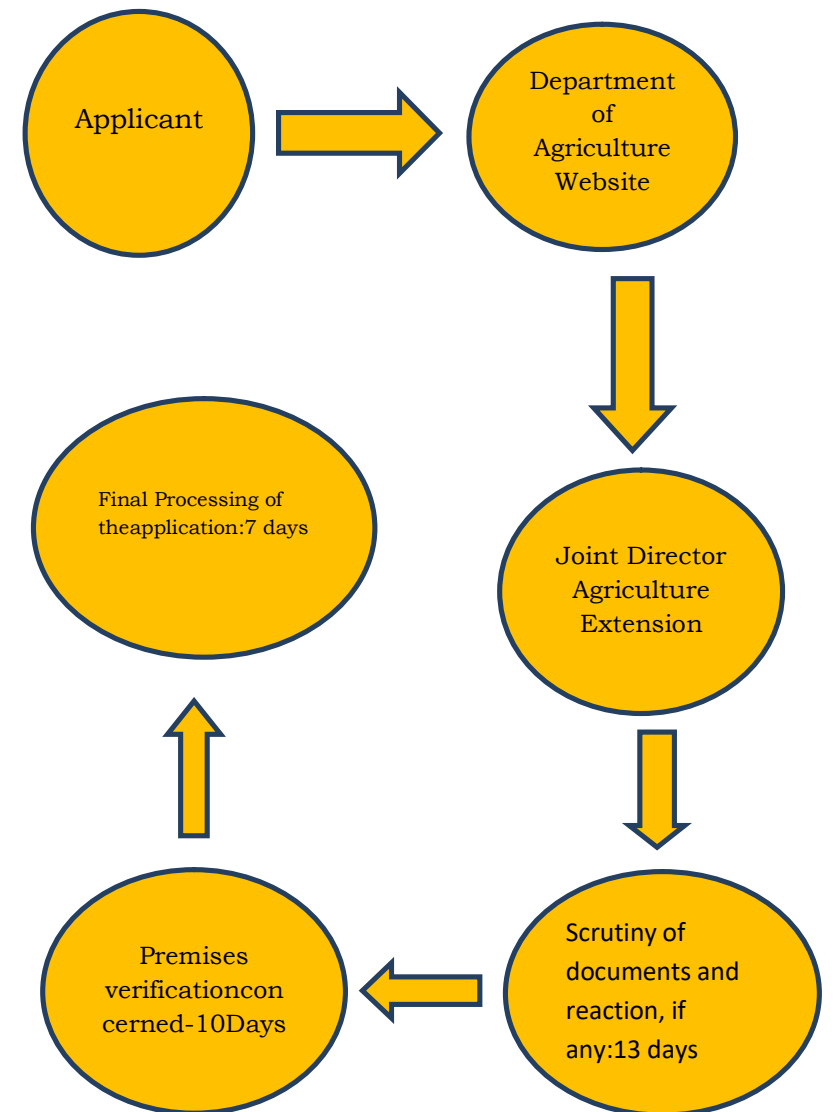


Flow chart for obtaining Sale Permission (Form A2) for Marketing /selling and storage of Fertilizers/ Chemical Fertilizers/Micro Nutrients/Bio-Fertilizers/Organic Fertilizers

Fresh License (Documentation)

1. Two copies of form A1 (original) along with fee of Rs. 5000.00 deposited through Treasury Challan.
2. Three recent PP size photographs of the applicant duly signed with name of the applicant written on them.
3. Letter of authorization from competent person of the firm for which sale authorization is to be obtained.
4. Form "O" (Not required for manufacturers/importers)
5. Photocopy of letter of authorization (A2) of the Form O issuing firm duly attested.
6. An affidavit containing following declarations :-
 - a. The applicant has not been convicted for an offence under FCO-1985 or ECA within 3 years from the date of application.
 - b. Authorization letter of the applicant is not under suspension.
 - c. Authorization letter of the applicant has not been cancelled in any state within one year from the date of application.
7. Qualification Certificate
8. Declaration that applicant has qualification of B. Sc. (Ag) or B. Sc. (Chemistry) Hons. as prescribed by the State govt. under clause 14(1) of FCO-1985 or has appointed a person having such qualification.
9. Attested copy of Memorandum of Association or proprietorship deed.
10. List of Board of Director with address and proof.
11. Attested copy of letter of authorization (A2) issued by the state govt. where applicant's firm is situated.
12. Appointment letter of responsible person under Cl. 24 of FCO.
13. Laboratory Chemist Authorization and declaration alongwith list of equipments.
14. Attested copy of letter of Agreement for office space and godown.
15. Appointment of representative who will represent on behalf of the company in Kashmir Division.
16. **For Importers :-**
 - a) Attested copy of Import Export Certificate issued by GOI.
 - b) Certificate of origin.
 - c) Copy of Supply order.
 - d) Copy of Certificate of Analysis.
17. **For Bio-fertilizers/Organic Manures :-**
 - a. Attested copy of Form "F" issued after 3.11.2009.
 - b. Production Capacity in MTs (Not less than 50 MTs)
 - c. Copy of Analysis Report issued by Quality Control Laboratory notified by Govt. of India/Sher-i-Kashmir University of Agriculture Kashmir (SKUAST-K).
18. **Renewal of letter of authorization:**
Apply before date of expiry of the period of validity of authorization letter along with documents and prescribed fee of Rs.5000/- and sale report for last three years (validity period) and copy of challan of a VAT payment. 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 A2 (authorization letter) issued.
 - a) Sale reports of the preceding year.
 - b) Efficacy report from SKUAST-K
 - c) An affidavit containing following declarations :-
 - i. The applicant has not been convicted for an offence under FCO-1985 or ECA within 3 years from the date of application.
 - ii. Authorization letter of the applicant is not under suspension.
 - iii. Affidavit to the effect that No FIR has been lodged against the authorization renewed for.



Total Period for Issuance of License =30 Days

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

**Form of Application for obtaining Sale Permission (A2) for Marketing
/selling and storage of Fertilizers/ Chemical Fertilizers/Micro
Nutrients/Bio-Fertilizers/Organic Fertilizers**

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 _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S _____

Contact No. _____ do hereby solemnly declare and affirm on oath as under:-

1. That I _____ am the _____ (designation) of M/S _____ having registered office at _____ has not been convicted for an offence under FCO-1985 or ECA with 3 years from the date of application.
2. That if there is any change in the premises/partnership/any other documents already submitted, the department will be informed accordingly.
3. That quality of the products will be as per the specifications laid down in the FCO1985.
4. That the authorization letter of the company is not under suspension.
5. That the authorization letter of the company has not been cancelled or suspended in any state within one year from the date of application.
6. That the information given in the Form A1 is true to the best of my knowledge and belief and no part there is false.
7. That I agree to abide by the terms and conditions of Fertilizer Control Order (FCO) 1985 and will not violate the terms and conditions at any cost.
8. That I declare that I want to obtain registration for Kashmir Division on behalf of above mentioned Company.
9. That I will deal with sale and supply of those fertilizers only which are made available to us from our Principle Suppliers/Source,
10. 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

Affidavit / undertaking No.2

Authorization for Appointment of Responsible Person /Signatory Authority

I, _____ S/ O _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S
_____ Contact No. _____ do hereby solemnly declare
and affirm on oath as under:-

1. That I have nominated Shri _____ S/ O _____ R/O _____ as responsible person under clause 24 of FCO 1985 who will sign all the papers on behalf of the company for Kashmir Division and is having qualification of _____ B.Sc (Agri) or B.Sc (Chemistry) Hons.(certificate enclosed)fr as prescribed by the state Government under Clause 14(1) of FCO 1985.
2. That Shri _____ will represent our company / organisation in the event of any legal affairs against the organization/company and in case the designated responsible person resigned or left the company/organization I hereby admit that I will be responsible for his presence in the Hon'ble Court. If in case of any failure I will be responsible for any contravention of FCO-1985.

Authorized Signatory
with Seal of the company

ACCEPTANCE

I _____ S/O _____ R/O _____ Contact
No _____ have been appointed as responsible person by M/S
_____, I have no objection for the same and I agree to
work as responsible person as per terms and conditions laid under Clause 24 of FCO 1985.
In case I left or resigned from the organization / company for contravention committed
during my tenure I will be responsible for the same and will remain present without fail.

Signature of responsible person
With seal of the company

Affidavit/undertaking No.3

Authorization for Appointment of Lab Chemist

I, _____ S/ O _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S
_____ Contact No. _____ do hereby solemnly declare
and affirm on oath as under:-

1. That I have appointed Shri _____ S/ O _____ R/O _____ as Lab Chemist responsible person under Clause 24 of FCO 1985 who is having prescribed qualification and shall get the analysis of the products manufactured by the company and shall be abide by the rules and regulations as laid down in FCO 1985 and in case the Lab Chemist resign the company shall accordingly appoint a Lab Chemist and shall inform the department immediately.

Authorized Signatory
with Seal of the company

ACCEPTANCE

I _____ S/O _____ R/O _____ Contact
No _____ have been appointed as Lab Chemist by M/S
_____, I have no objection for the same and I agree to
work as responsible person under Clause 24 of FCO 1985 for the Quality Control of the
above firm and I shall be responsible for all the acts & omission of the company pertaining
to Quality Control & Manufacturing of _____.

Signature of responsible person
With seal of the company

EMBLEM
FORM A2
{(Refer clause 8(3))}
ACKNOWLEDGEMENT

1. Received from M/S..... a complete Memorandum of intimation along with Form O, fee of ₹_____/ - (Rupees _____ only) by Treasury Challan No. _____ dated:_____ .

2. This acknowledgement shall be deemed to be the letter of authorization entitling the applicant to carry on the business as applied for, for a period of 3 years from the date of issue of this Memo of acknowledgement unless suspended or revoked by the competent authority.

(Signature of Notified Authority)
Joint Director Agriculture,
Extension Kashmir.

No:
Dated:

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

**Form of Application for Renewal Sale Permission (A2) for Marketing
/selling and storage of Fertilizers/ Chemical Fertilizers/Micro
Nutrients/Bio-Fertilizers/Organic Fertilizers**

To,

(License Registering Authority)
Place _____
State of J&K

8. Details of the applicant:

- i) Name of the applicant _____
- ii) Name of the concern, _____
- iii) postal address _____

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

- i) For sale : _____
- ii) For Storage : _____

10. Whether the applicant is for:-

Manufacturer	Importer	Pool Handling Agency
Wholesale Dealer	Retail Dealer	

[Tick mark whichever is applicable]

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

- iv. Yes No
- v. Yes No
- vi. Yes No

[Please tick mark whichever is applicable]

12. I have deposited the registration fee of Rs. _____ vide C.R No.

_____ Dated: _____ in Joint Directorate of Agriculture
Extension Kashmir towards registration fee.

13. 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.)

14. 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 _____ R/O _____ Tehsil
_____ District _____ State _____ on behalf of M/S _____

Contact No. _____ do hereby solemnly declare and affirm on oath as under:-

1. That I _____ am the _____ (designation) of M/S _____ having registered office at _____ has not been convicted for an offence under FCO-1985 or ECA with 3 years from the date of application.
2. That if there is any change in the premises/partnership/any other documents already submitted, the department will be informed accordingly.
3. That quality of the products will be as per the specifications laid down in the FCO1985.
4. That the authorization letter of the company is not under suspension.
5. That the authorization letter of the company has not been cancelled or suspended in any state within one year from the date of application.
6. That the information given in the Form A1 is true to the best of my knowledge and belief and no part there is false.
7. That I agree to abide by the terms and conditions of Fertilizer Control Order (FCO) 1985 and will not violate the terms and conditions at any cost.
8. That I declare that I want to obtain registration for Kashmir Division on behalf of above mentioned Company.
9. That I will deal with sale and supply of those fertilizers only which are made available to us from our Principle Suppliers/Source,
10. 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 A2
{(Refer clause 8(3))}
ACKNOWLEDGEMENT**

RENEWALS

1. Received from M/S.....,a complete Memorandum of intimation along with Form O, fee of ₹_____/ - (Rupees _____only) by Treasury Challan No. _____ dated:_____

2. This acknowledgement shall be deemed to be the letter of authorization entitling the applicant to carry on the business as applied for, for a period of 3 years from the date of issue of this Memo of acknowledgement unless suspended or revoked by the competent authority.

(Signature of Notified Authority)
Joint Director Agriculture,
Extension Kashmir.

No:
Dated: