

## CHECK LIST FOR SUBMITTING APPLICATION FOR LICENSE OF FERTILIZER AND PESTICIDES.

### 1) FERTILIZER :-

#### (a) Manufacturing license :-

*/ Mixing Unit*

#### FRESH :-

1. Application in form -D
2. License Fee. Rs. 500/- *750*
3. Head of A/c 0401-CH-800-91-other service and service fees.
4. No objection of panchayath.
5. Ownership certificate
6. Tax receipt
7. Panchayath license
8. Building suitability (A.O)
9. Lab establishment certificate (A.O)
10. Metal seal certificate (A.O)
11. Stock register and cash bill, Certificate (A.O) in form -M & N
12. Separate stock register for wholesale and mixing unit.
13. 'O' forms of firms (valid principal certificate). The lab functioning, building suitability and stock register kept should be countersigned by A.D.A. also.

*M.Sc. - Ag.*

*M.Sc. chem. Qualified.*

#### (b) Manufacturing license :- Renewal.

1. Application in Form D.
2. Chalan with Rs. 500/- *250* head of account 0401-CH-800-91 other service & service charges.
3. Old license.
4. All others certificates as per above item no. 4 to 13
5. Register for quality analysis of fertilizer of the firm.

### WHOLE SALE LICENSE :-

#### FRESH :-

1. Application in Form A1 ; A2 (in triplicate) with recommendation of A.O after the terms & conditions.
2. License fee Rs. 300/- *450/-* under head of Account 0401-CH-800-91 other service and service fees
3. 'O' forms of firms to be included (valid principal certificate)
4. No objection of panchayath.
5. Tax receipt, license of Panchayath
6. Ownership certificate
7. If rented building, the no-objection from the building owner (certificate to be enclosed by A.O)
8. Building suitability certificate (A.O)

9. Metal seal certificate
10. Stock Register and cash bill in form M&N.
11. Seperate wholesale, Stock register
12. List of retailers intended to supply

Stock in M  
Bill in N

**b) RENEWAL:-**

1. Application in Form A1 ; A2 (in triplicate )with recommendation of A.O after terms & conditions mentioned.
2. License fee Rs. 300/- <sup>450</sup> under head of Account 0401-CH-800-91 other service and service fees
3. Old license.
4. 'O' Form of firms to be amended (valid principal certificates)
5. All others certificates as per above item no. 4 to 12

**Amendment for wholesale :-**

1. Rs. 100/-
2. 'O' Form of firms to be amended (valid principal certificates)
3. Original license
4. Application for amendment
5. For any change in license amendment should be made and chalan remitted with fees.

**Duplicate Copy.**

Rs. 450/-

1. Fees for Rs. 50/- to be remitted in above head of Account
2. Reason for applying for duplicate copy by the applicant, with the recommendation letter of A.O.

**Late Fees**

1. Rs. 50/- to be remitted, along with all othr items mentioned in renewal if renewal is not applied within 1 month from expiry of license.

**Validity period of LOA**

Maximum 3 years from date of issue.

**RETAIL FRESH :-**

1. Application in Form A1 ; A2 (in triplicate) with recommendation of A.O in last page after terms & conditions mentioned.
2. License fee. Rs. ~~300~~ <sup>350</sup> under head of Account 0401-CH-800-91 other service and service fees
3. 'O' forms of firms to be included (valid principal certificate)
4. No objection of panchayath.
5. Tax receipt, Panchayath license
6. Ownership certificate
7. If rented building - no-objection from the building owner. certificate to be issued by A.O
8. Building suitability certificate
9. Metal seal certificate
10. Stock Register and cash bill in form M&N.
11. Inspection register

+ Lease agreement in Rs. 200/- stamp with purpose mentioned in

A.O's should verify whether price list and license is exhibited by dealer.

**RETAIL - RENEWAL:-**

1. Application in Form A1 ; A2 (in triplicate) with recommendation of A.O
2. License fee. Rs. ~~25/-~~ <sup>38/-</sup> under head of Account 0401-CH-800-91 other service and service fees
3. Old license.
4. 'O' forms of firms to be included (valid principal certificate) All others certificates as per above item no. 4 to 11

**Amendment :-**

1. Fees Rs. ~~25/-~~ <sup>38/-</sup> under head of Account 0401-800-91 other service and service fees
2. Original license
3. 'O' Form of firms to be amended (valid principal certificates)  
Any amendment to be made in license fees of Rs. ~~25/-~~ <sup>38/-</sup> should be remitted.

**Duplicate Copy.**

3. Fees for Rs. ~~15/-~~ <sup>38/-</sup> under above head of account with reason for applying for duplicate copy with reason for applying for duplicate copy with recommendation of A.O

**Late fee :-**

Fees Rs. 25/- under above head of account with all the above documents mentioned in renewal – if license application. (Max. period is one month)

**ORGANIC MANURE (Wholesale)****a. Fresh.**

1. Application in Form A1 ; A2 (in triplicate) with recommendation of Agricultural Officer in last page after the terms & conditions mentioned.
2. License fee ~~(Rs. 300/-)~~ <sup>450/-</sup> under head of Account 0401-CH-800-91 other service and service fees
3. 'O' forms of firms to be included (valid principal certificate)
4. No objection of panchayath/Municipality/Corporation
5. Tax receipt, license of Panchayath
6. Ownership certificate
7. If rented building, the no-objection from the building owner
8. Building suitability certificate (Agricultural Officer)
9. Metal seal certificate (A.O)
10. Stock Register and cash bill in form M&N – Certificate (A.O)
11. Seperate wholesale, Stock register(A.O)

*Analytical report***Amendment for Whole sale**

1. Fees Rs. 100/-
2. 'O' Form of firms to be amended
3. Original license
4. Application for amendment.

**RETAIL****FRESH :-**

1. Application in Form A1 ; A2 (in triplicate) with recommendation of A.O after terms & conditions mentioned.
2. Fee Rs. ~~25/-~~ <sup>38/-</sup>
3. Items from 2 -11 are same as that in fresh retail license of fertilizer.