

## **Insecticide Licence - Guidelines**

### **Insecticide Act 1968**

- To regulate the import, manufacture, sale, transport, distribution and use of insecticides to prevent risk to human beings or animals.
- Insecticides Rules 1971- contain provisions for the application / enforcement of Insecticide Acts.
- Insecticides (Amendments) Rules- To change the provisions for the application / enforcement of Insecticide Acts.

### **Major Amendments**

#### ➤ **Insecticide (Amendment) Rules 2015-**

As per GSR 840(E) dt.05/11/2015

1. The word 'renewal' deleted for the Manufacturing and Distribution licenses.
2. Sub rule 4B inserted under Rule 9 - A person who applies for manufacturing license shall employ a person possessing Master's degree in chemistry with a Doctorate or a graduate degree in Chemical Engineering for manufacture of technical grade pesticides or a Graduate degree in Agricultural science with Chemistry for manufacture of pesticide formulations within a period of 2 years from the date of publication of this Amendment.
3. Sub Rule 1A inserted under Rule 10 – A person who applies for grant of license to sell, stock or exhibit for sale or distribute insecticides shall possess or shall employ a person possessing a graduate degree in Agricultural science or Biochemistry or Biotechnology or life science or in science with Chemistry or Botany or Zoology or in Science, within 2 years from the date of publication of this Amendment.

#### ➤ **Insecticide (Second Amendment) Rules 2017-**

As per GSR 106 (E) dt.01/02/2017 – Rule 10 (1A) substituted) – as

A person who applies for grant of license to sell, stock or exhibit for sale or distribute insecticides shall possess or shall employ a person possessing a graduate degree in Agricultural science or Biochemistry or Biotechnology or life science or in science with Chemistry or Botany or Zoology as main.

OR

One year Diploma course in Agriculture or Horticulture or related subjects from any Govt. recognized University or Institute with course content on plant protection, within 2 years.

Existing pesticide licence holders who are more than 45 years of age and who have been running their trade either themselves or have inherited with cumulative period of experience of more than 10 years as on the date of publication of these rules and the annual turnover is less than Rs. 5 lakhs are exempted from the aforesaid Rule for a period of license ship continuing in their name.

➤ **Insecticide ( 3<sup>rd</sup> Amendment) Rules 2017-**

As per GSR 1229 (E) dt.04/10/2017 - Rule 9 (4B) substituted- as

A person who applies for manufacturing license shall possess or shall employ a person possessing the following educational qualification:-

- (i) Doctorate in Chemistry or Agrl. Chemistry or Agrl. Chemicals Or Master of Technology or Master of Science in Chemical engineering or equivalent for manufacture of technical grade pesticides.
- Or
- (ii) Master degree in Science with Chemistry or Agricultural Chemistry or Agrl. Chemicals or equivalent for manufacture of pesticide formulations and the time allowed to comply with the educational qualification extends to two years wef. 04/10/2017

➤ **Insecticide (Amendment) Rules 2019**

As per GSR 11 (E) dt.03/01/2019 - period to amend existing license holders to acquire qualification / employ qualified persons extends to three years wef. 6/2/2017

➤ **Insecticide ( Amendment) Rules 2018-**

As per GSR 399 (E) dt.20/04/2018 - the forms for application of licence, grant of licence, principal certificate, register of date expired pesticides, register of sale/ distribution of insecticides etc. have amended.

### **Application for Insecticide License**

- Only for fresh license, application in Form II is required.
- According to the type of License required, documents as per the checklist have to be submitted.
- For any addition/deletion/ changes in the existing license, application in white paper along with original license and related documents has to be submitted for amendments.

- Application should be thoroughly scrutinized both at ~~EC level and PWD level~~ before sending to the Directorate

### Guidelines to Scrutinize License Application

- Application should be complete in all respect – Name and address of applicant should be clear with pin code, phone No. and email ID.
- ID proof of the applicant
- Premise address with building No. and all details in 4a,b,c,d should be filled clearly and undertaking for 4 c & d should be obtained from the applicant.
- Ownership certificate / lease agreement
- License / NOC from LSGD
- Technical person – proof of qualification, appointment order, job acceptance etc. (5a&b)
- List of chemicals in the prescribed format as in the application
- Valid Principal certificate from concerned manufactures in appendix to Form II.
- For manufacture license valid Certificate of Registration should be submitted
- For pest control operation documents as mentioned in application (item No.8) should be submitted.
- Application for Fresh licence should be accompanied with chalan for fees prescribed.(0401-00-800-91)

Sl. No.	Type of Licence	Minimum fee (Rs.)	Maximum fee (Rs.)
1	Manufacturing licence	2000/product	20000
2	Wholesale/retail licence in rural areas	100/ product	1500
3	Wholesale/retail licence in urban areas	500/product	7500
4	Pest control operation licence	1000	1000



### **Validity of License**

- Validity of Manufacture license is based on the validity of Certificate of Registration.
- Validity of wholesale/retail license is based on the validity the Principal Certificate.
- Validity of PCO license is for 5 years and it has to be renewed after 5 years
- Renewal application for PCO should be submitted in Form II along with Chelan for Rs.1000.

### **Amendment of License**

- Any change in the Name, address, Technical person, building No. etc. occurred, it has to be amended in the existing license by putting an application in white paper along with the original license and required documents. No fee is required.
- If a licensee wants to manufacture, sell, stock or exhibit for sale or distribute any additional insecticides during the currency of the license, he may apply to the licensing authority for necessary endorsement on the license on payment of prescribed fee.



## CHECK LIST OF APPLICATION FOR GRAND OF LICENCE TO MANUFACTURE INSECTICIDES

Name and Address of Applicant :

Sl. No.	Particulars
1	Application in Form II <i>(It should be complete in all respect and the required document should be attached)</i>
2	ID proof of the Applicant (Adhar / Election ID)
3	Address proof of the premise where the insecticides shall be manufactured (Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)
4	Certified copy of the Certificate of Registration of the insecticide ( Notary attested )
5	Licence from the local body
6	Building suitability certificate in the format attached
7	Job Offer and Job acceptance letters of Technical person posted along with attested copy of Educational qualification – <i>Doctorate in Chemistry or Agrl. Chemistry or Agrl. Chemicals Or Master of Technology or Master of Science in Chemical engineering or equivalent for manufacture of technical grade pesticides / a Master degree in Science with Chemistry or Agricultural Chemistry or Agrl. Chemicals or equivalent for manufacture of pesticide formulations.</i>
8	List of insecticides for which Manufacturing licence is required with CIB Registration number and validity
9	Original chalan duly countersigned by the concerned Agricultural Officer for the fee remitted @ Rs.2000/ product to a maximum of Rs.20000/- under H/A 0401-00-800-91
10	Certificate regarding Plant and machinery (as in the web site of DPPQ &S), Safety devices and first aid facilities (as per Chapter VIII of Insecticide Rules 1971)

### Certificate

Certified that

1. I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
2. I have verified the product list and all the details have been furnished and no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Counter signed

Signature of Deputy Director of Agriculture (E &T) with seal

**CHECK LIST OF APPLICATION FOR GRANT OF LICENCE TO SELL/STOCK OR EXHIBIT  
FOR SALE OR DISTRIBUTE INSECTICIDES**

Name and Address of Applicant :

Sl. No.	Particulars	Page No.
1	Application in Form II <i>(It should be complete in all respect and the required document should be attached)</i>	
2	ID proof of the Applicant (Adhar / Election ID)	
3	Address proof of the premise where the insecticides shall be stored/sold (Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)	
4	Licence from the local body	
5	Building suitability certificate in the format attached	
6	Job Offer and Job acceptance letters of Technical person posted along with attested copy of Educational qualification – <i>Graduate in Agriculture/Bio chemistry/Bio technology/Life science/ Science with chemistry or botany or zoology from a recognized university or Institute OR One year diploma course in Agriculture/ Horticulture or related subjects with course content on plant protection and pesticide management.</i>	
7	List of insecticides in the prescribed format as in the application Form No. II	
8	Principal certificate in Appendix form attached to the application Form No. II <i>( It should be complete in all respect , especially the No. ,date of issue, authorization of the dealer, distribution details, validity, signature with seal)</i>	
9	Original chalan duly countersigned by the concerned Agricultural Officer for the fee remitted @ Rs.500/ product to a maximum of Rs.7500/- in Urban areas ( Corporations and Municipalities) and @ Rs.100/ product to a maximum of Rs.1500/- in Rural Areas ( Panchayats) under H/A 0401-00-800-91	
10	Other Details (List , if any)	

**Certificate**

Certified that

- I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- I have verified the product list and all the details have been furnished and no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal



Counter signed  
Signature of Deputy Director of Agriculture (E &T) with seal

**CHECK LIST OF APPLICATION FOR GRAND /RENEWAL OF LICENCE TO STOCK AND  
USE OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS.**

Name and Address of Applicant :

Sl. No.	Particulars	Page No.
1	Application in Form II (It should be complete in all respect and the required document should be attached)	
2	ID proof of the Applicant (Adhar / Election ID)	
3	Address proof of the premise where the insecticides shall be stored/sold (Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)	
4	Licence from the local body	
5	Building suitability certificate in the format attached	
6	Attested copy of Educational qualification of pest control operator – Graduate in Agriculture/ Science with chemistry & 15 days training from CFTRI Mysore, Indian Grain Storage Institute Hapur and National Plant Protection Training Institute Hyderabad	
7	List of insecticides in the prescribed format as in the application Form No. II	
8	Principal certificate in Appendix form attached to the application Form No. II ( It should be complete in all respect , especially the No. ,date of issue, authorization of the dealer, distribution details, validity, signature with seal)	
9	Original chalan duly countersigned by the concerned Agricultural Officer for the fee remitted @ Rs.1000/- under H/A 0401-00-800-91	
10	Supporting documents as per Item No. 8 in Form No.II ( Certificate f Registration of Fumigation Agency and Certificate of accreditation of fumigation operator for undertaking fumigation)	

**Certificate**

Certified that

- I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- I have verified the product list and all the details have been furnished and no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Counter signed  
Signature of Deputy Director of Agriculture (E &T) with seal



FORM II

APPLICATION FOR (1) GRANT OF LICENSE TO MANUFACTURE INSECTICIDES

[See Sub-rule (1) of Rule 9]

or

GRANT OF LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE  
INSECTICIDES, [See Sub- rule (I) of Rule 10]

or

GRANT/RENEWAL OF LICENCE TO STOCK AND USE OF INSECTICIDES  
COMMERCIAL PEST CONTROL OPERATIONS [See sub-rules (3A) of rule 10]  
(Submit separate application for different licence)

Photo of applicant

To

The Licensing Authority,

.....

.....

1. Name, address and e-mail address of the applicant:

2. Whether the application is for

- (a) Grant of Licence to manufacture insecticide;
- (b) Grant of licence to sell/stock/exhibit for sale/distribution of insecticides;
- (c) Grant/renewal of licence for commercial pest control operations

3. Address of manufacturing premises (in case of licence to manufacture)

i) Complete address of premises,

ii) Name of insecticides and its registration number (enclose copy of certificate of registration of the insecticide duly certified by the applicant)

iii) Validity of certificate of registration (as on certificate of registration)

4. Complete address (including name of the lane, PIN Code, etc.) of the premises, where the insecticide(s) shall be

a) stored/stocked:

b) sold or exhibited for sale or issued for use in case of commercial pest control operations:

c) whether any of the above premises is situated in residential area (undertaking to be submitted):

d) whether food articles are also stored in any of the above premises (undertaking to be submitted):

5. a) Qualification of the applicant/ the technical personnel under employment of the applicant:

Sl.No.	Name and designation	Qualification	Experience

b) Whether fulfill minimum qualification as per Insecticide rules.

6. Training (wherever applicable)

(a) Name of the training/course:

(b) Duration of training/ course:

(c) Certificate awarded, if any: (Enclose supporting documents)

7. In case of manufacture, details of facilities for manufacture of the insecticide, including infrastructure and those mentioned in Chapter VIII of the Insecticides Rules, 1971, and the minimum infrastructure guidelines provided by the Registration Committee.

(Enclose complete details in a separate sheet duly signed by the applicant)

8. In case of application for commercial pest control operations,  
(Enclose supporting documents)

(a) address of registered, zonal and branch offices:

(b) address of the premises for which the license is applied for:

(c) whether approval of technical expertise obtained:

(d) if yes, state reference number of approval, its date and validity:

(e) name of restricted insecticides for which approved:

(f) name of the responsible technical person:

(g) whether any quantity of restricted insecticide in possession as on date of application:

(h) if yes, particulars and respective quantity of each in possession:

(i) details of safety equipment, antidotes and all other essential facilities:

9. In case of licence to sell/stock etc. and for commercial pest control operations, name of the insecticide(s) and its/their manufacturer/importer which the applicant intends to deal in and status of the principal certificate(s) in the format give below (Please enclose principle certificate(s) as per format Appended):

Sl. No.	Particulars of Insecticide	Name of the Manufacturer/ Importer	Number of certificate of registration	Detailed principal certificate number /date of issue/validity

10. Full particulars of licence(s), if issued in the name of the applicant by any other state in the area of their jurisdiction:

## APPENDIX

### PRINCIPAL CERTIFICATE

(enclose with application wherever applicable)

[See clause (i) of sub-rule (4A) of rule 10]

(On the Letterhead of the Manufacturer)

No. \_\_\_\_\_

Date: \_\_\_\_\_

1. We manufacture the following insecticide(s) as per the details given below:

Sl.No.	Name of the Insecticide	Address of manufacturing premises	Licence No.	Date of issue	Valid upto	Name and address of the licencing authority

2. We hereby authorise M/s (Name, complete address & email)

\_\_\_\_\_ to sell, stock or exhibit for sale or distribute following insecticides, manufactured by us, in wholesale or retail in the Taluka/District/State as detailed below:

Sl.No.	Common name of insecticide (Mention trade name, if any, in parenthesis)	Registration number and date of issue and validity	Manufacturing License number and date of issue, validity if any	Name of Taluka and District & State

3. The above mentioned dealer shall obtain the above-detailed insecticides

(a) directly from us:

(b) from the following distributor(s):

Sl. No.	Name of distributor(s)	Complete address, phone No. & e-mail of the distributor(s)	Licence No. & w.r.t. distribution of above insecticides	Date of validity of the licence	Complete address of the premises, where the distributor is stocking insecticides



11. In case of renewal, please state licence number and date of grant:
12. Particulars of the application fee paid by the applicant:
13. Any other relevant information:

Signature of the applicant with seal

**Declaration**

(Strike out which is not applicable)

- a) I \_\_\_\_\_ s/d/o \_\_\_\_\_ do hereby solemnly verify that the information given in the application and the annexures and statements accompanying it is correct and complete to the best of my knowledge and belief and that nothing has been concealed. I clearly understand that this license is liable to be cancelled, if any information, or part thereof, is found to be wrong, fake or false at any stage or any condition of license is violated.
- b) I declare that we have adequate space and facilities to stock insecticides, so as to maintain their quality on shelf.
- c) I shall not supply insecticide(s) to any distributor or dealer or person who does not have adequate space and facilities to stock them so as to maintain their quality on shelf under every circumstance. (For application for licence to manufacture)
- d) I also declare that I shall not take possession of any stock without satisfying myself with the quality thereof.
- e) I undertake that we shall forthwith inform any change in the responsible technical person.
- f) I undertake that we shall forthwith inform any change in principle certificate to the licensing officer (not applicable for application for licence to manufacture)
- g) I further declare that I am making this application in my capacity as \_\_\_\_\_ and that I am competent to make this application and verify it by virtue of \_\_\_\_\_, an attested copy of which is enclosed herewith. I further declare that I shall abide by the conditions laid down in the license and failure to do so shall render the license liable to cancellation.

Place:

Date:

Signature of the applicant with seal

No. TQ(1) 3732/2019



**GOVERNMENT OF KERALA**  
**Agriculture Development and Farmers' Welfare Department**

Joint Director of Agriculture (PP)  
[Present: Smt. M.R.Rajasree, State Licensing Officer]

**FORM III**

**LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE  
INSECTICIDES,**

[See sub-rules(4) of rule10]

**1. Licence Number PD 8/2018**

Licence to sell, stock or exhibit for sale or distribute insecticides(s) in the premises situated at Building No. XI/181, of Kottayam Municipality, Kallamparambil Building, Nattakom P O, Kottayam - 686 503 is granted to **M/s. AGRO SERVICE CENTRE**, Kallamparambil Building, Nattakom P O, Kottayam - 686 503, E-mail: agroservicecentre63@yahoo.com

as specified under :-

Sl No	Particulars of the Insecticide	Number of Certification of Registration	Date of grant of Licence	Validity of Licence wherever applicable (ML/DL/PC Validity)
1	2	3	4	5
Manufacturer : M/s. Excel Pulverising Company Distributor : M/s. Excel Pulverising Company				
1	Malathion 5% DP	CIR-20788/95	09-04-2018	Permanent
2	Chlorphyriphos 1.5% DP (R)	CIR-39869/(222)2002	"	"
3	Cypermethrin 0.25% DP (R)	CIR-636119/2009	"	"
4	Cypermethrin 10% EC (R)	CIR-8489/88	"	"
..... Products added and amended as per Order No. TQ(1) 3732/2019 dated: ....-10-2019				
Manufacturer : M/s. Rallis India Ltd. Distributor : M/s. Rallis India Ltd.				
5	Dimethoate 30% EC	CIR-5-29(43) Dimethoate (EC)84	....-10-2019	Permanent
6	Sulphur 80% WDG (*)	CIR-5-29/54 Sulphur (WP)85	"	"

4. The Dealer to whom this principal certificate has been issued shall procure above-detailed insecticides from the above mentioned distributor. In the event of procuring these insecticides from any other distributor, this certificate shall become null and void.  
Before issuing this certificate, we certify that we have inspected and ensured that the above mentioned distributor / dealer have adequate space and facilities to stock safely above-detailed insecticides and to maintain their quality on shelf and have obtained an undertaking to the effect that the insecticide(s) shall be stocked accordingly to maintain their quality on shelf under every circumstance
5. This certificate has been issued to enable the distributor/dealer obtain license to sell, stock or exhibit for sale or distribute the above-detailed insecticides, including those for stocking and use for commercial pest control operations, and is valid up to \_\_\_\_\_.
6. In case of suspension/ revocation.....(date of validity).

Date:

Place:

Signature with company's seal

To, Name and address of distributor/dealer.

Copy for information to:

(i) the licensing officer, \_\_\_\_\_.

(ii) M/s (the distributor and his address), if the insecticides are to be supplied through distributors)

Signature with company's seal



### CONDITIONS

1. This licence shall be displayed in the prominent place in the premises for which the license is being issued and shall be produced for inspection as and when required by an Insecticide Inspector, licensing officer or any other officer authorised by the Government in this regard.
2. Any change in the name of the expert staff, named in the license, shall forthwith be reported to the licensing officer.
3. The licensee shall scrupulously comply with each and every condition of registration of the insecticide(s), failing which the licence is liable to be cancelled.
4. No insecticide shall be sold or exhibited for sale or distributed or issued for use in commercial pest control operations except in packages approved by the Registration Committee from time to time.
5. If the licensee wants to manufacture / sell, stock or exhibit for sale or distribute / stock and use for commercial pest control operations, any additional insecticide, he may apply to the licensing officer for addition in the licence for each such insecticide on payment of the prescribed fee.
6. For pest control operations an application for the renewal of the licensee shall be made as laid down in sub-rule(3A) of rule 10 of the insecticides Rules, 1971.
7. The licensee shall comply with the provisions of the Insecticides Act, 1968 and the rules made there under for the time being in force.
8. The licence also authorizes the storage and stocking of insecticide(s) manufactured at the licensed premises, in the factory premises for sale by way of wholesale dealing by the licensee.
9. The licensee shall maintain the record of date expired insecticides separately in the format as per Appendix A.
10. The licensee shall maintain the record of sale/distribution of insecticides in the format as per Appendix B and shall submit monthly return to the Licensing Officer.
11. The licensee shall maintain the stock register for technical and formulated products separately as per Appendix C1 and C2, respectively. (For manufacture only)
12. The licensee shall submit the monthly return for technical grade and formulated insecticides separately as per Appendix D1 and D2, respectively. (For manufacture only)
13. The licensee shall maintain a record of periodical medical examination of persons engaged in connection with insecticides as per Appendix E.
14. All the registers are to be kept under secured custody by the Licensee and shall be provided for scrutiny any time to the Insecticide Inspector/Licensing Officer/any other officer authorised by the Central/State Government.
15. Any other condition(s) as specified by the Licensing Officer.

**Signature of the Licensing Officer**

**To**

**Sri. Antony Varghese**  
M/s. Agro Service Centre  
Building No. XI/181, Kallam Parambil Building,  
Nattakom P O, Kottayam - 686 503.  
**Email: agroservicecentre63@yahoo.com**  
**Phone: 9447039482**

**Copy to:**

All Deputy Director of Agriculture(E&T)

7	Captan 50% WP	CIR-2901/85 Captan (WP)33	"	"
8	Chloropyriphos 20% EC (R)	CIR-3359/85 Chloropyriphos (EC)138	....-10-2019	Permanent
<b>Manufacturer : M/s. HPM Chemicals &amp; Fertilizers Ltd.</b> <b>Distributor : M/s. HPM Chemicals &amp; Fertilizers Ltd.</b>				
29	Fipronil 0.3% GR	CIR-38091(219)/2002 Fipronil (GR)-29	....-10-2019	Permanent
30	Dichlorvos 76% EC	CIR-2231/84 Dichlorvos (EC)-139	"	Banned with effect from 31-12-2020
31	2-4 D Sodium Salt 80% WP	CIR-47375/2204 2-4 D Sodium Salt (WP) 277-1108	"	Permanent
32	Mancozeb 75% WP	CIR-2387/84 Mancozeb (WP)-39	"	"
<b>Manufacturer : M/s. Bayer Cropscience Limited</b> <b>Distributor : M/s. Bayer Cropscience Limited</b>				
33	Imidacloprid 70% WG	CIR-576/2006(263) Imidacloprid (WG)-18	....-10-2019	Permanent
34	Imidacloprid 30.5% mm SC	CIR-197/2003(230) Imidacloprid (SC)-12	"	"
35	Fipronil 80% WG	CIR-925/2009(297) Fipronil (WG)-07	"	"
36	Tebuconazole 50% + Trifloxystrobin 25% WG	CIR-1035/2010(307) Tebuconazole + Trifloxystrobin (SL)-1	"	"
37	Flubendiamide 39.35% SC	CIR-60017/2008 Flubendiamide (SC)288-2	"	"
38	Fipronil 6% w/w GR	CIR-2056/2017(372) Fipronil (GR)13	"	"

**(R) : Restricted pesticide**

**(\*) : Sulphur formulation**

2.The insecticide(s) shall be sell, stock or exhibit for sale or distribute insecticide/ under the direction and supervision of the following expert staff:

For sale/stock/distribution:

Name and designation of the expert staff - **Sri. Sanish Philip, B Sc (Technical Personnel).**

3. The licence is subject to such conditions as may be specified in the rules for the time being in force under the Insecticides Act, 1968 as well as the conditions on the certificate of registration and others as stated below.

Place: Thiruvananthapuram,

Date: -10-2019.

**Signature of the Licensing Officer**

IT Cell for publishing in website.



Endt No. TQ(1)19361/2019

Directorate of Agricultural Development and  
Farmers' Welfare Department, Vikas Bhavan,  
Thiruvananthapuram, Kerala. Date-----

The following amendments in License No. .... dated: ----  
----- issued to -----  
----- is effected as detailed below with the same  
terms and conditions specified in the main licence.

Signature of the Licensing Officer

To

Copy to:

All Deputy Director of Agriculture (E&T)  
IT Cell for publishing in website.



## Fertilizer License - Guidelines

### ➤ Essential Commodities Act 1955-

Fertilizer declared as Essential commodity under section 2A.

### ➤ Fertilizer Control Order 1957

1. FCO issued under section 3 of Essential Commodities Act 1955
2. To ensure the quality and right quantity of fertilizers to farmers at right time at a fair price throughout the country.
3. Lot of amendments have also been made up to

### Major Amendments

Gazette Notification SO 3447(E ) dt. 25/09/2019 – The validity of Fertilizer licenses increased from 3 years to 5 years.

### Types of Fertilizer License

Sl. No.	Type of License	Application Form	Licensing Authority	License Form
1	Certificate of Manufacture (COM)	Form D	Addl. DA (CP)	Form F
2	Letter of Authorization for Wholesale fertilizer distribution	Form A1	Addl. DA (CP)	Form A2
3	Letter of Authorization for Retail fertilizer distribution	Form A1	DDA (E&T)	Form A2
4	Letter of Authorization for disposal of Nonstandard Fertilizer	Form H	DDA (E&T)	Form I

- Fresh COM granted as per clause 15(2), Renewal under clause 18(2), duplicate under clause 33 and amendment under clause 34.
- Issue Acknowledgement of Memorandum of Intimation (Letter of Authorization) from wholesale or retail dealers as per clause 8(3), renewal under clause 11(2), duplicate under clause 33 and amendment under clause 34.
- Grant Certificate of Authorization for disposal of Non- standard fertilizer as per clause 23(1b)

### **Fee for Fertilizer License**

Sl. No.	Type of License	License Fee (Rs.) for			
		Fresh license	Renewal of License	Duplicate license	Amendment
1	Certificate of Manufacture (CoM)	750	750	750	38
2	Letter of Authorization (LoA) for Wholesale fertilizer distribution	450	450	450	75
3	Letter of Authorization for Retail fertilizer distribution	38	38	38	38

H/A – for remittance at Treasury - 0401-00-800-91

### **Guidelines to Scrutinize license Application**

#### **1. Common documents required for all types of License**

- Application should be complete in all respect – Name and address of applicant should be clear with pin code, phone No., mFMS ID and email ID.
- ID proof of the applicant

- Premise address with building No.
- Ownership certificate/ lease agreement
- NOC/ License from LSGD
- Building suitability certificate with signature and seal of the Agricultural Officer / DDA(E&T)
- The name of fertilizers to be included from each 'O' form should be mentioned in the application
- 'O' form should be properly checked for date of issue, to whom issued, license No, validity, signature and seal.
- Existing CoM / CoR / LoA for renewal

## **2. Additional documents required for Mixture Manufacturing license**

- For CoM- Lab facility certificate issued by DDA (E&T) should be enclosed. The certificate should be issued only after proper verification of the lab. The lab should be well equipped with all equipment as specified in FCO (clause 21A & Appendix-3 of FCO) with a qualified chemist ( B.Sc Chemistry / Agrl.) and it should be functioning in a full-fledged manner.
- Proof showing qualification and identity of the chemist along with job acceptance letter ( ID proof, mobile No. & e mail ID)
- Change in Chemist should be intimated in time to the Licensing authority and necessary amendments in licence should be made
- Sketch and location map of the mixing unit
- Table showing the Quantity of raw materials used for the preparation of one metric tonne of each fertilizer mixture

## **3. Additional documents required for COR/LA for Chemical/Bio/ Organic Fertilizers**

- Proof showing the Qualification of applicant for (retail licence only)
  - B.Sc. in Agriculture/Chemistry or Diploma in Agrl. Science/ Certificate course on agri-inputs for a minimum period of six months from MANAGE, NIPHM etc. for license holders after FCO- fourth amendment



order 2015. Registered Agri. Co-operative Societies and State Marketing Federations need not require this qualification but should engage a qualified person.

- Firm wise List of Products should be clearly mentioned.  
(as required in item No 5 of application )
- Lab Analysis Report for Organic products
- Notary Attested copy of Form A2 (COR) of manufacturers outside Kerala.
- For Organic Manures – Check whether products are included in FCO  
(Products which are not included in FCO should not be recommended )
- Inspection report of the manufacturing unit in case of organic manure production in the State
- The analysis report as per FCO specification from accredited laboratories/ State Agricultural Universities should be enclosed. Before forwarding it should be verified whether the analysis report confirms to the standards specified in FCO –Schedule IV ( City Compost, Vermicompost, Phosphate Rich Organic Manure (PROM), Organic Manure, Bio enriched Organic manure, Bone meal- Raw & steamed)

**Documents to be accompanied along with the application for  
Certificate of Manufacture  
(Chemical fertilizers)**

As per FCO		
1	Application in form D filled in completely. (Complete address of applicant along with email id and phone number. mFMS id should also be included )	
2	Chelan worth Rs.750/- (0401-800-91-other services & service fees)	
3	Existing Certificate of Manufacture ( for renewal)	
4	Valid 'O' forms for raw materials used for the preparation of fertilizer mixtures.. ((If 'O' forms are issued by manufacturers outside the state then notary attested copy of Form A2 of the manufacturer should be enclosed.)	
5	Building Suitability Certificate & Lab Facility Certificate from DDA(E&T)	
6	Table showing the Quantity of raw materials used for the preparation of one metric ton of each fertilizer mixture	

Other documents asked for		
1	Sketch and location map of the mixing unit	
2	No objection certificate from Local Self Government Institution	
3	Consent of building owner	
4	Proof showing Qualification of the chemist and consent of the chemist	

**Documents required for Certificate of Registration (CoR)  
Application  
(Chemical / Bio / Organic fertilizers)**

As per FCO		
1	Application in form A1/ filled completely (Complete address of applicant along with email id and phone number. mFMS id should also be included )	
2	Chelan worth Rs.450/- (0401-800-91-other services & service fees)	
3	Existing Certificate of Registration (COR) for renewal)	
4	Valid 'O'forms for raw materials ( If the firm needs to add other 'O'forms, they have to remit amendment fee of Rs.75/- )	
5	Firm wise List of Products should be clearly mentioned. (as required in item No 5 of application )	
6	Lab Analysis Report for Organic products	
7	Notary Attested copy of Form A2 (COR) of manufacturers outside Kerala.	
8	For Organic Manures - whether products are included in FCO ( Products which are not included in FCO should not be recommended )	

FORM 'A 1'

MEMORANDUM OF INTIMATION

[See Clause 8(2)] 1.

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

Designation of Notified Authority

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;

(i) Manufacturer (ii) Importer (iii) Pool Handling Agency (iv) Wholesale Dealer (v) Retail Dealer

5. Details of fertilizer and their source in Form 'O'

Name of Fertilizer  
'O' is attached

Whether certified of source in Form

6. I have deposited the registration fee of Rs. \_\_\_\_\_ vide Challan No. \_\_\_\_\_ Dated \_\_\_\_\_ in the Bank/ Treasury \_\_\_\_\_ or enclose Demand Draft No. \_\_\_\_\_, Dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ in favour of \_\_\_\_\_ payable \_\_\_\_\_ 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).



Other documents asked for		
1	Building suitability certificate from DDA (E&T)	
2	Lab facility certificate as per FCO and inspection report of the manufacturing unit in case of organic manure production in the state	
3	No objection certificate from Local Self Government Institution	
4	Consent of building owner	
5	(Additional data being asked for) List of dealers with mFMS	

[Form O]

[See Clauses 8 and 11)

No .....

Date of Issue .....

**Certificate of source for carrying on the business of selling fertilisers  
in wholesale/ retail for industrial use.**

1. Particulars of the concern issuing the certificate of source:

(a) Name and full address:

(b) Status:

(i) State Government.

(ii) Manufacturer.

(iii) Pool handling agency.

(iv) Wholesale dealer.

(c) If manufacturer of mixture of fertilisers, the details of certificate of  
manufacturer of mixture of fertilisers possessed:

(i) Number.

(ii) Date of issue.

(iii) Date of expiry.

(iv) Grades of mixtures of fertilisers allowed  
to be manufactured.

(v) Authority by whom issued.

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

**Terms and Conditions of authorization:**

- (1) I shall comply with the provisions of the Fertilizer (Control) Order, 1985 and the notifications 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 Authorisation 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)



3. Details of fertiliser(s) to be supplied :

Sl.No	Name of fertilisers	Trade mark/Brand name

4. **Declaration.-** Declared that the fertilisers mentioned above will be supplied conforming to the standards laid down under the Fertiliser (Control) Order, 1985, and, as the case may be, grades/formulations (of mixtures of fertilisers) notified by the Central/State Government and packed and marked in container as provided under Clause 21 of the Fertiliser Control) Order, 1985.

Signature with stamp of the Authorised officer

(d) Details of certificate of registration:

(i) Number

(ii) Date of issue

(iii) Date of expiry

(iv) Authority by whom issued.

2. Particulars of the person to whom the certificate of source is being issued.

(a) Name and full address:

(b) Status:

(i) Wholesale dealer

(ii) Retail dealer.

(iii) Industrial dealer.

(c) If holds a valid certificate of registration, the details thereof :

(i) Number,

(ii) Date of issue.

(iii) Date of expiry

(iv) Authority by whom issued.

(d) Purpose of obtaining the certificate of source:

(i) For obtaining a fresh certificate of registration.

(ii) For renewal of the certificate of registration.

**Annexure – A**

M/s. The Fertilisers and Chemicals Travancore Ltd., Eloor, Udyogamandal P.O,  
Ernakulam-683 501

Registration Number : 11/12-13/R/2018-2021

Date of issue : 05.11.2018

Renewed from : 17.10.2018

Valid up to : 16.10.2021

Name and Style by which the business is carried on	Location of sale depot	Location of go down attached to sale depot	Type of fertilizer	Source of supply
Wholesale	FACT Agro Service Centre, Door No.28/2499, Old Sreekandeswaram Road, Thiruvananthapuram Corporation, Thiruvananthapuram	FACT Agro Service Centre, Door No.28/2499, Old Sreekandeswaram Road, Thiruvananthapuram Corporation, Thiruvananthapuram	MOP(Imported), Urea(Imported), DAP(Imported), NP 20:20:0:13, Ammonium Sulphate, Standard NPK Mixtures, NP 20:20:0:13:0.5, NPK 20:20:0:13 (Imported) Azospirillum, Phosphate Solubilizing Bacteria, Rhizobium, PROM	M/s. The Fertilizers and Chemicals Travancore Ltd.,
			FACT Organic Plus (Organic Manure),	M/s. Esarams bio Tech
			City Compost (FACT Organic)	M/s. Esarams bio Tech
			FACT Organic Plus (Organic Manure)	M/s. RD agro Inputs

Dated: 05.11.2018

Notified Authority  
&  
Additional Director of Agriculture (CP)  
State of Kerala





GOVERNMENT OF KERALA  
FORM 'A2'  
ACKNOWLEDGEMENT

[See Clause 8(3)]

No.TF(1)43288/18

Registration Number : 11/12-13/R/2018-2021

Date of issue : 05 .11.2018

Renewed from : 17.10.2018

Valid up to : 16.10.2021

1. Received from the Deputy General Manager, M/s. The Fertilisers and Chemicals Travancore Ltd., Eloor, Udyogamandal P.O, Ernakulam-683 501 a complete Memorandum of Intimation along with Form 'O', fee of Rs. 450/- by Chalan bearing No.KL004220902201819M dated 18.07.2018 remitted at Sub Treasury, Aluva

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.

Encl: Details in Annexure- A

Dated: 05.11.2017

Notified Authority  
&  
Additional Director of Agriculture (CP)  
State of Kerala