

Rules, Regulations for processing of the Application:

As per the New Policy on Seed Development, 1988, it is obligatory for all the Importers of seeds for sowing and planting materials to have the Registration Certificate. On the strength of this Certificate together with other prescribed applications, the Plant Quarantine Department, Ministry of Agriculture, Government of India, would issue the required Import Permit. In the absence of this Registration coupled with Import Permit, no seeds for sowing and planting materials could be imported into India. Violation of this requirement would result in impounding of imported material apart from other consequences.

1. The Application cost is **Rs.200/-** per application payable in advance; The Application can be had in person or through post after remitting the Application fee;
1. The Registration Certificate fee is **Rs.8,000/-** per Certificate payable along with application duly filled in; This Certificate would be valid for a period of 3 years and requires renewal thereafter;
2. Cost of Application/Registration fee is to be remitted to NSC in cash or DD drawn in favour of "NATIONAL SEEDS CORPORATION LIMITED" payable at State Bank of India, Beej Bhawan, New Delhi 110 012;
3. NSC requires at least three weeks' time from the date of receipt of Application for issuing the Certificate subject to the application being in order in all respects.
4. Application duly filled in by type is to be sent to Export & Import Section, NSC, Beej Bhawan, Pusa, New Delhi 110 012;
5. Separate sheets may be used for explanatory notes, wherever necessary.
6. Import particulars relevant to the original registration are to be given under Sl. No.3 only for the first renewal. For each subsequent renewal, the import particulars relevant to the immediately previous i.e., the latest last renewal only may be given under Sl. No.5.

List of documents to accompany the Application

A. List of documents to accompany the Application for fresh registration

1. Copy of Memorandum of Association & Articles of Association or Copy of Partnership Deed or Copy of Chartered Account's Audited balance sheet for Last year, showing the firm is engaged in seed/Agricultural/Horticultural production.
2. Copy of valid Seed License issued by the Department of Agriculture/Horticulture.
3. Income Tax Return./PAN card copy & Copy of Sales Tax/VAT registration No.(TIN No.) OR an affidavit to the effect that sales tax/ VAT is not applicable to the firm as per local law.
4. Copy of License issued by Department of labour for shop & establishment Act, if relevant. **OR** an affidavit to the effect that License issued by local authorities under shop & establishment Act is not applicable to the firm as per local law
5. Copy of IEC certificate issued by Ministry of Commerce Govt. of India.
6. DD for **Rs.8200/-** in favor of National Seeds Corporation Ltd. payable at New Delhi. (**Rs. 200/-** towards form cost and **Rs.8000/-** towards Registration fee.)
7. An affidavit regarding trueness of all enclosures and statement made.

B. List of documents to accompany the Application for Registration Renewal

1. Original copy of Import registration certificate issued by NSC.
2. Copy of valid Seed License issued by the Department of Agriculture/Horticulture.
3. Income Tax Return./PAN card copy & Copy of Sales Tax/VAT registration No.(TIN No.) OR an affidavit to the effect that sales tax/ VAT is not applicable to the firm as per local law.
4. Copy of License issued by Department of labour for shop & establishment Act, if relevant. **OR** an affidavit to the effect that License issued by local authorities under shop & establishment Act is not applicable to the firm as per local law
5. Copy of IEC certificate issued by Ministry of Commerce Govt. of India.
6. DD for **Rs.8200/-** in favor of National Seeds Corporation Ltd. payable at New Delhi. (**Rs. 200/-** towards form cost and **Rs.8000/-** towards Registration fee.)
7. An affidavit regarding trueness of all enclosures and statement made.

C. List of documents to accompany the Application for change in Name/Address of Firm

1. Return of original import certificate held by company issued by NSC.
2. Board resolution/ amendment of partnership deed **or** declaration by proprietor for change in address **BUT** Copy of certificate of Incorporation, **or** Copy Amendment of Partnership Deed **or** declaration by proprietor on an affidavit for change in name.
3. Pan card copy in new name in case of public and partnership companies.
4. Copy of IEC certificate issued by Ministry of Commerce Govt. of India in the name of New Company.
5. Copy of valid Seed License issued by the Department of Agriculture/ Horticulture in the new name of the company.
6. DD for **Rs. 500/-** in favor of National Seeds Corporation Ltd. payable at New Delhi towards Address change fee.
7. An affidavit regarding trueness of all enclosures and statement made.

Note: -

1. **All documents must be attested either by Notary or by Gazetted Officer.**
2. **If any of the above documents has not enclosed with the form, the form would be considered as incomplete.**

Application with documents be submitted to

Import & Export Section
National Seeds Corporation Ltd.,
Beej Bhawan, Pusa Complex,
NEW DELHI 110 012.

Designation of the Authorized person to acknowledge receipt of application

**Assistant Manager (Marketing), NSC, New Delhi 110 012.
Contact No:- 011-25841613.**

Time limit for grant of Certificate

Minimum three weeks.

Decision making authority

The Chairman-cum-Managing Director, with due recommendations of the General Manager (Marketing).

Name of the place from where order is delivered, if different from the place where the application is received.

Same where application is submitted.

Details of the Monitoring system to ensure timely disposal, first come first served principle, consistency in grant/rejection of application; by way of reporting structure and reviews.

A Register is prescribed for monitoring the grant of Registrations as presented below:

1. Sl. No.
2. Name & Address of the Company;
3. Date of receipt of Application;
4. Whether all the required documents submitted;
5. D D No. & Date, Amount received;
6. What are the short comings;
7. Date of processing & put up;
8. Date of receipt after approval
9. Date of preparation of Registration / Renewal Certificate;
10. Date of dispatch of Regn., / Renewal Certificate.

Systems of Review, Revisions and Appeal against the orders. If not so structured, the grievance redressal mechanism defining the escalation levels in case of citizen dissatisfaction

Granting of Registrations/Renewals are reviewed once in a month. In case of any grievance, applicants can appeal to the General Manager (Marketing).