

Checklist for grant of Certification of Authorization for Domestic trade under AGMARK

Sl. No.	Documents required
1.	Online Application for grant of C.A. in the prescribed Proforma-A & details in Proforma A-1
2.	Self attested copies of the proprietorship declaration/partnership deed/ Memorandum and Articles of Association/Bye Laws of Society etc.
3.	Blue print or neatly drawn sketch of the premises showing all dimensions duly signed by the authorized person of the firm.
4.	Declarations on non-Judicial stamp paper/or on letterhead of the firm in the prescribed Form -A-2
5.	Copy of the consent letter from the legal owner of the premises, in case the premises is not owned by the applicant and taken on rent/lease.
6.	Specimen copy of the proposed TBL of each commodity
7.	Medical fitness certificates issued by the Registered Medical Practitioner certifying that the workers engaged in the handling of the product in various operations are free from communicable and contagious diseases
8.	List of chemicals, apparatus and equipment's in the laboratory, in case, packer establishes his own laboratory for grading
9.	List of complete installed machineries with Nos. & capacity
10.	Consent letter of the approved laboratory in case packer desires to grade the product through State Grading Laboratory/ Commercial Laboratory/ Association or Cooperative Laboratory in the prescribed Form A-3
11.	Copy of Registration/Licence Certificate issued under FSS Act, 2006, in case of food commodities
12.	Payment of Rs.10000/- on Bharatkosh
13.	KYC documents: address proof & ID proof duly signed
14.	Copy of Licence from Controller of Drugs Department of the state Government, in case C.A. for grading & Marking of medicinal grade Castor Oil.

Check List for Training of Sponsored Chemist :

Sl. No.	Documents required
1.	Application for training from packer
2.	Appointment Letter of the chemist to be trained
3.	Joining letter/Acceptance letter from the chemist to be trained
4.	Training completion certificate issued by RO/SO
5.	Matriculation certificate of the Chemist (self signed)
6.	Degree & Marksheet of the Chemist (self signed)
7.	Prescribed Training Fee (on Bharatkosh)
8.	No relation certificate from the packer
9.	Passport size photographs of the Chemist
10.	KYC of Chemist self signed

FORM – A-2

Affidavit

(On Non-judicial Stamp Paper of minimum Rs.100/- or Letter Head of the firm)

I,, S/o, D/o, W/o
..... aged..... years and resident of
..... do hereby solemnly affirm and state:

1. that I am the sole Proprietor/ Partner/ Director of the firm namely
..... situated at
2. that the grade designation mark in accordance with the provision of the Agricultural Produce (Grading & Marking) Act, 1937 and the Rules made thereunder, will be applied at
..... (address of the grading premises).
3. that the proposed grading premises which is situated at
..... is owned by me/ our firm/ not owned by me/ our firm. (delete whichever is not applicable).
4. that the proposed grading premises which is situated at has been taken on rent/ lease from (name of the owner) who is the legal owner of the said premises. (delete whichever is not applicable).
5. that the Trade Brand Label(s) belong to my/ our firm which is/ are registered/ not registered with the Registrar of Trade Marks.
6. that we will be responsible for the ownership of the Trade Brand Label and any dispute arising out of it. The Directorate of Marketing & Inspection/ Department of Agriculture and Cooperation, Ministry of Agriculture shall not be made responsible for any dispute arising due to it.
7. that the Trade Brand Label(s) shall be used only on Agmark graded products.
8. that the packaging material used for packing graded products under Agmark will be of "Food Grade".

(Signature of the Deponent)

Place:
Date:

V E R I F I C A T I O N

I, solemnly state and verify that the contents of the above affidavit are true and correct.

(Signature of Deponent)

Attested by NOTARY

FORM – A-3
(On Letter Head of the approved Laboratory under AGMARK)

CONSENT LETTER OF THE LABORATORY APPROVED UNDER AGMARK

To,

The Dy.Agril. Marketing Adviser/
Asstt. Agril. Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection

_____.

Sub:- Consent for undertaking grading and marking for M/s _____ (Name of firm).

Sir,

I/We am/are to state that my/our laboratory, namely, _____ has been approved by the Directorate for grading & marking for _____ (name of commodity/ies) vide letter No. _____ dated _____.

2. I/We have received request from M/s _____ to take up their grading & marking through my/our laboratory.

3. Presently, my/our laboratory is attending the grading & marking of _____ (nos.) authorised packers and there are _____ (nos.) approved chemists in the laboratory.

4. My/our Laboratory can take up the additional work and accordingly, I /We hereby give consent for taking up the grading & marking of M/S. _____ through my laboratory.

5. I/We do hereby undertake full responsibility to ensure correctness of the grading, maintenance of proper records and submission of the periodical returns in respect of the grading & marking of M/s. _____ which will be carried out through my/our laboratory.

Place :

Date :

Yours faithfully,

(Signature of the authorized person with name and status)