



## Fertilizer Online Licensing System

### Agriculture Department, Govt. of West Bengal

This single window of Licensing system can bring all Agriculture related Manufacturer, Whole seller & Retailer under a single umbrella

Presently all “NEW” license, “OLD License”, “Digitization”, “Renewals”, “Amendments” and Duplicate copy of license can be made through this application

- **New License** : Page 1-13
- **Digitization** : Page 14-16
- **Amendments** : Page 17-22
- **Renewals** : Page 23-27

#### ☐ Qualification for Fertilizer Licensing

- **Graduate** – Agriculture or,
- **Graduate** – Chemistry,
- **Diploma** – Agricultural science/ Horticulture / Equivalent course from recognised University/ Institute having one of the subject on fertilizer or Agril Inputs.
- **Certified Course** – 15 days certified course from SAU/KVK/ MANAGE/NIDPR/FAI

**Resource Type** – Self is Mandatory for Retail Fertilizer business, except Agri Co operative Societies and State Marketing Federations but they shall engage a person with the requisite qualification as authorised person / applicant through resolution of GB

Requisite qualification is not mandatory for Wholesale Fertilizer Business.

Wholesale should select “**Others**” in Resource type Box and in the Qualification Box . Wholesaler should upload their qualification as they possesses.

Own qualification certificate must for retail fertilizer business. Any Agri co-operative marketing society & state marketing federation (1-5 qualification) any candidates can apply.

Documents required for Wholesaler, Retailer & Manufacturer or Importer  
please see next page details

Useful size for documents uploads:

Photo : Between 50 KB ( **jpg Mandatory**)

All Documents :Between 400 KB

Only Porcha/Land Deed : Between 2 MB

**Mainly used \*JPEG format for upload documents**  
**PDF format also applicable for uploading**

**Fees payable for grants, amendments or renewal/issue of duplicate/additional copies & late fees for renewal of an Authorization letter or certificate of registration or certificate of manufacture by different classes of manufactures & dealers**

**A. For manufacturing of fertilizer mixtures including special mixtures, Organic fertilizers & Bio-fertilizers::**

➤ Grant of certificate for manufacturing of fertilizer mixtures, organic fertilizers & Bio-fertilizers	<b>Rs. 1000.00</b>
➤ Grant of certificate for manufacturing of special mixtures of fertilizers	<b>Rs.500.00</b>
➤ Renewal of certificate for manufacturing of fertilizers mixtures, organic fertilizers & Bio-fertilizers	<b>Rs. 1000.00</b>
➤ Amendment of certificate for manufacturing of fertilizers mixtures, organic fertilizers & Bio-fertilizers	<b>Rs. 200.00</b>
➤ Late fees for renewal of certificate for manufacturing of fertilizers mixtures, organic fertilizers & Bio-fertilizers	<b>Rs. 100.00</b>
➤ Grant of duplicate/additional copies of certificate for manufacturing of fertilizers mixtures/special mixtures, organic fertilizers & Bio-fertilizers	<b>Rs. 100.00</b>

**B. Dealers::**

➤ Grant of letter of authorisation to wholesale dealer	<b>Rs. 2250.00</b>
➤ Grant of letter of authorisation to Retail dealer (Stoking of fertilizer exceeding two tones)	<b>Rs. 1250.00</b>
➤ Renewal of letter of authorisation to wholesale dealer	<b>Rs. 2250.00</b>
➤ Renewal of letter of authorisation to retail dealer (Stoking of fertilizer exceeding two tones)	<b>Rs. 1250.00</b>
➤ Late fees for renewal of letter of authorisation to wholesale dealer	<b>Rs. 75.00</b>
➤ Late fees for renewal of letter of authorisation to retail dealer	<b>Rs. 60.00</b>
➤ Amendment in letter of authorisation to wholesale dealer	<b>Rs. 150.00</b>
➤ Amendment in letter of authorisation to retail dealer	<b>Rs. 30.00</b>
➤ Duplicate/additional copies of letter of authorisation to wholesale dealer	<b>Rs. 75.00</b>
➤ Duplicate/additional copies of letter of authorisation to retail dealer	<b>Rs. 25.00</b>

**C. Sale of Non-standard fertilizers, organic fertilizers & Bio-fertilizers ::**

➤ Grant of letter of authorisation for Sale of Non-standard fertilizers, organic fertilizers & Bio-fertilizers	
a. Stock upto 50 tone	<b>Rs. 30.00</b>
b. Stock more than 50 tone	<b>Rs. 125.00</b>

## Documents required for Letter of Authorization in the capacity of Ownership

### **(For those who are neither Manufacturer nor Importer)**

1. PAN Card
2. Aadhar Card (Mandatory for Retail Dealers).
3. Passport size photo
4. Copy of Certificate of Enlistment/Trade Licence for sale point
5. For sale/Store point:-
  - (a) Copy of Property Tax (Issued by Panchayat/Municipality/Corporation/Notified Authority)-where ever applicable
  - (b) Copy of Land Tax receipt (from Land & Land Reforms Dept.) of the current year for Sale Point/Store point/Manufacturing unit- where ever applicable
  - (c) Copy of Porcha/Land Deed / ROR / Mutation Certificate- where ever applicable
  - (d) Copy of Agreement- where ever applicable
  - (e) Copy of No-Objection Certificate (obtained from owner of sale/Store point)- where ever applicable
6. Original Copy of Challan (TR Form-7) for requisite fees (from RBI/specified Treasury bank)-must be submitted to the Notified Authority at the time of obtaining LOA- non refundable
7. Copy of Certificate for requisite qualification (Mandatory for Retail Dealership)
8. Source Certificate/O Form- obtained from the Wholesale Dealer having the LOA from the Dept. of Agriculture, W.B. to run the fertiliser business in West Bengal.

### **(Those who are Manufacturer or Importer)**

In addition of Sl. No. 1 to 7 following documents are mandatory

9. No-Objection Certificate/Certificate of Manufacture for Straight Micronutrients [under Schedule-1, Part-A of the Fertiliser (Control) Order 1985]/Micronutrients mixture grade for West Bengal/NPK mixture fertiliser grade for West Bengal/Organic & Bio-fertiliser- where ever applicable
10. Copy of Import Export Code (IEC)- where ever applicable
11. Document for specific location address for Manufacturing unit as well as Laboratory for quality control- where ever applicable
12. Information regarding Responsible Officer (for Manufacturer/Importer)
13. Information of Chemist (i.e. Copy of Appointment Letter/Acceptance Letter, CV, etc.) for quality control Laboratory as qualification proof.
14. For imported fertiliser-Bill of Lading/Origin Certificate/Copy of Analysis report of imported fertiliser.

## Documents required for Letter of Authorization in the capacity of Partnership firm

### **(For those who are neither Manufacturer nor Importer)**

1. PAN Card
2. Aadhar Card (Mandatory for Retail Dealers)
3. Passport size photo
4. Copy of Certificate of Enlistment/Trade Licence for sale point
5. For sale/Store point:-
  - (a) Copy of Property Tax (Issued by Panchayat/Municipality/Corporation/Notified Authority)-where ever applicable
  - (b) Copy of Land Tax receipt (from Land & Land Reforms Dept.) of the current year for Sale Point/Store point/Manufacturing unit- where ever applicable
  - (c) Copy of Porcha/Land Deed / ROR / Mutation Certificate- where ever applicable
  - (d) Copy of Agreement- where ever applicable
  - (e) Copy of No-Objection Certificate (obtained from owner of sale/Store point)- where ever applicable
6. Copy of Partnership Deed (Registered)
7. Copy of Letter of Authority in favour of Authorized Signatory
8. Original Copy of Challan (TR Form-7) for requisite fees (from RBI/specified Treasury bank)-must be submitted to the Notified Authority at the time of obtaining LOA- non refundable
9. Copy of Certificate for requisite qualification-of any partner (Mandatory for Retail Dealership)
10. Source Certificate/O Form- obtained from the Wholesale Dealer having the LOA from the Dept. of Agriculture, W.B. to run the fertiliser business in West Bengal.

### **(Those who are Manufacturer or Importer)**

In addition of Sl. No. 1to 9 following documents are mandatory

11. No-Objection Certificate/Certificate of Manufacture for Straight Micronutrients [under Schedule-1, Part-A of the Fertiliser (Control) Order 1985]/Micronutrients mixture grade for West Bengal/NPK mixture fertiliser grade for West Bengal/Organic & Bio-fertiliser- where ever applicable
12. Copy of Import Export Code (IEC)- where ever applicable
13. Document for specific location address for Manufacturing unit as well as Laboratory for quality control- where ever applicable
14. Information regarding Responsible Officer (for Manufacturer/Importer)
15. Information of Chemist (i.e. Copy of Appointment Letter/Acceptance Letter, CV, etc.) for quality control Laboratory as qualification proof.
16. For imported fertiliser-Bill of Lading/Origin Certificate/Copy of Analysis report of imported fertiliser.

## Documents required for Letter of Authorization in the capacity of Company

### **(For those who are neither Manufacturer nor Importer)**

- 1.** PAN Card
- 2.** Aadhar Card (Mandatory for Retail Dealers)
- 3.** Passport size photo
- 4.** Copy of Certificate of Enlistment/Trade Licence for sale point
- 5.** For sale/Store point:-
  - (i) Copy of Property Tax receipt (Issued by Panchayat/Municipality/Corporation/Notified Authority)-where ever applicable
  - (ii) Copy of Land Tax receipt (from Land & Land Reforms Dept.) of the current year for Sale Point/Store point/Manufacturing unit- where ever applicable
  - (iii) Copy of Porcha/Land Deed / ROR / Mutation Certificate- where ever applicable
  - (iv) Copy of Agreement- where ever applicable
  - (v) Copy of No-Objection Certificate (obtained from owner of sale/Store point)- where ever applicable
- 6.** Copy of Certificate of Incorporation No. (CIN)
- 7.** Copy of Power of Attorney- where ever applicable
- 8.** Copy of Memorandum of Association and Copy of Memorandum of Articles of the concerned Company
- 9.** Copy of Master Data of the concerned Company
- 10.** Copy of Letter of Authority in favour of Authorized Signatory issued by Board of Directors of the concerned Company
- 11.** Original Copy of Challan (TR Form-7) for requisite fees (from RBI/specified Treasury bank)-must be submitted to the Notified Authority at the time of obtaining LOA- non refundable
- 12.** Source Certificate/O Form- obtained from the Wholesale Dealer having the LOA from the Dept. of Agriculture, W.B. to run the fertiliser business in West Bengal.

### **(Those who are Manufacturer or Importer)**

In addition of Sl. No. 1 to 11 following documents are mandatory

- 13.** No-Objection Certificate/Certificate of Manufacture for Straight Micronutrients [under Schedule-1, Part-A of the Fertiliser (Control) Order 1985]/Micronutrients mixture grade for West Bengal/NPK mixture fertiliser grade for West Bengal/Organic & Bio-fertiliser- where ever applicable
- 14.** Copy of Import Export Code (IEC)- where ever applicable
- 15.** Document for specific location address for Manufacturing unit as well as Laboratory for quality control- where ever applicable
- 16.** Information regarding Responsible Officer
- 17.** Information of Chemist (i.e. Copy of Appointment Letter/Acceptance Letter, CV, etc.) for quality control Laboratory as qualification proof.
- 18.** For imported fertiliser-Bill of Lading/Origin Certificate/Copy of Analysis report of imported fertiliser.

Application List

Application Number	Notified Authority	Jurisdiction	Concern name	Status	Type	Remarks	Action
<a href="#">Please complete Your Application</a>	DDA (Admin)	District	MAA MANASA	New	New		Download PDF
156120642	DDA (Admin)	District	MAA MANASA	New	Digitization		Download PDF
1561206032	DDA (Admin)	District	MAA MANASA	New	Digitization		Download PDF
1561205769	DDA (Admin)	District	pankaj baari	New	New		Download PDF
1561203572	DDA (Admin)	District	pankaj baari	New	Digitization		Download PDF
1559021772	DDA (Admin)	District	MAA MANASA	New	Digitization		Download PDF
1559021479	DDA (Admin)	District	MAA MANASA	New	Digitization		Download PDF
1538950110	DDA (Admin)	District	MAA MANASA	New	New		Download PDF

Form II  
Review 'Form II' to Complete with Payment Details

**FORM II**  
APPLICATION FOR THE GRANT OF LICENSE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES  
(See sub-rules (I) of rule 10)  
APPLICATION FOR GRANT OF LICENSE TO STOCK AND SELL OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS  
(See sub-rules (3A) of rule 10)

To: The Licensing Authority  
DDA (Admin)

1. Details of the applicant:  
 (a) Name of the applicant: Pankaj Kumar  
 (b) Communication Address: BAZO, P.O. URNAVA, P.S. PABA, PIN- 721215  
 (c) Email: pankajk@rediffmail.com  
 (d) Mobile No: 801887549

2. The application is for: Sale/Stock/Sell for redistribution of insecticides

3. Qualification of the applicant/ the technical personnel under employment of the applicant:  
 Qualification: Graduate with degree in Agriculture

4. In case of application for commercial pest control operations, submit following documents:  
 (a) Address of registered, stock and exhibition office  
 (b) Address of the premises for which the license is applied for  
 (c) Approval of technical expert  
 (d) Reference number of approval, its date and validity (if available)  
 (e) Name of selected insecticides for which approval  
 (f) Name of the responsible technical person  
 (g) Quantity of selected insecticide in possession as on date of application  
 (h) Production and respective quantity of such insecticides (if applicable)  
 (i) Status of any equipment, vehicles and all other relevant to the supporting documents

5. Name of the insecticide(s) and its/their manufacturer(s) supplier which the applicant intends to deal in and status of the principal certificate

Manufacturer Name	Principal Certificate No.	Principal Certificate Issue Date	Principal Certificate Valid up to	All Insecticides to be applied for (CPC only)	Approved Principal Certificate
12345	12345	12/07/2019	06/06/2021	12345	Choose File

Edit Documents

**\*\*All the file size must be less than 40 KB except Agreement Docx(40KB)\*\***

Current Bank License

EPIC/State Govt/Self/Other of the Partner in case of Partnership Firm (Authorized person in case of Company)

Property documents

In case of own property  
 History of Possession in a part of ownership possession (Relevant pages having 1. Name of the parties concerned, 2. Validity, 3. Schedule of property/owner's)

Current Tax Receipt (from BIL & BVI Corporation, Municipality)

TIN Certificate (in case of companies)

List of board of directors along with email IDs (in case of Companies)

Authorisation from Board of Directors for applying for getting insecticide license (in case of companies)

Partnership deed (in case of Partnership firm)

Self undertaking stating that store location is not situated in residential area and no food items are stored in store location

Call Memo/ certificate for purchasing of protective clothing (Apron)

Call Memo/ certificate for purchasing of respiratory device (Mask)

**\*\*\*\*\*Warning ::** If an applicant left out the form without completing the challan form, then re-login and open the "All Applications" page on the dashboard and click on the **"Please complete your application"** button, the previously completed form will be opened will all pre filled up Data and view all the documents uploaded and as needed. You will be able to complete the application by changing the application form provided for the challan. The method is applicable for new applications, amendments, renewals and duplicates.

## ❑ How to apply for **New** License

❑ First click on [www.matirkatha.net](http://www.matirkatha.net) browser

❑ After opening of Matir katha Portal , please click here for next step. ( )

The screenshot shows the homepage of the Matir Katha Portal. At the top, the URL 'matirkatha.net' is visible. The header features the logo of the Department of Agriculture, Govt. of West Bengal, and the text 'DEPARTMENT OF AGRICULTURE Govt. of West Bengal'. Below the header is a navigation menu with options: HOME, KRISHI KATHA, ABOUT US, CIRCULARS, PUBLICATION, ACHIEVEMENT, SCHEMES, CONTACT US, and Links. The main content area includes several images of agricultural machinery and a sidebar with news items. A blue banner at the bottom contains the text: 'কৃষি সমস্যা সমাধানের জন্য মাটির কথা টোল ফ্রি নম্বর ১৮০০-১০৩-১১০০ (সোমবার - শনিবার সকাল ৭ টা থেকে সন্ধ্যা ৭ টা)'. Below this banner are four service tiles: 'কৃষি বিভাগীয় কার্যকলাপ' (Agriculture Department Activities), 'কৃষি বিভাগীয় পরিষেবা' (Agriculture Department Services), 'মৃত্তিকা ও জল সংরক্ষণ' (Soil and Water Conservation), 'মাটির স্বাস্থ্য কার্ড' (Soil Health Card), 'কৃষক বন্ধু' (Farmer Friend), and 'অনলাইন লাইসেন্স সিস্টেম' (Online License System).

## First page of online licensing system

Online Licensing  
Online submission of applications

✓ Online Application ✓ Verification ✓ Track your application ✓ Application Status  
✓ Inspection ✓ Approval ✓ Licensing ✓ License Re-new ✓ Amendment

**USER MANUAL**

- Seed
  - Bengali
  - English
- Pesticides
  - Bengali
  - English
- Fertilizer
  - Bengali
  - English

**License Search**

Search License Number..

Search

Search Concern Name..

Search

**Online Payment Gateway**

- ONLINE PAYMENT PROCEDURE
- FERTILIZER SALE STOCK REPORT

Grievance

Notifications & Updates

✓ User manual for applicant for all licensing system

✓ For apply click here

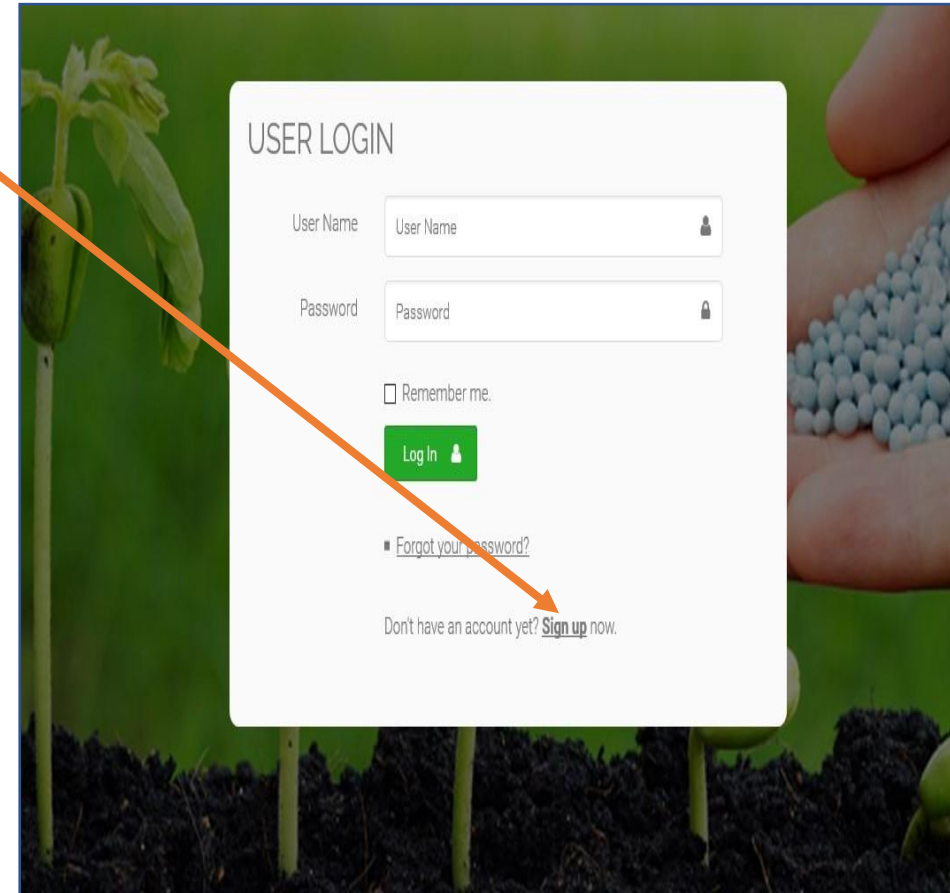
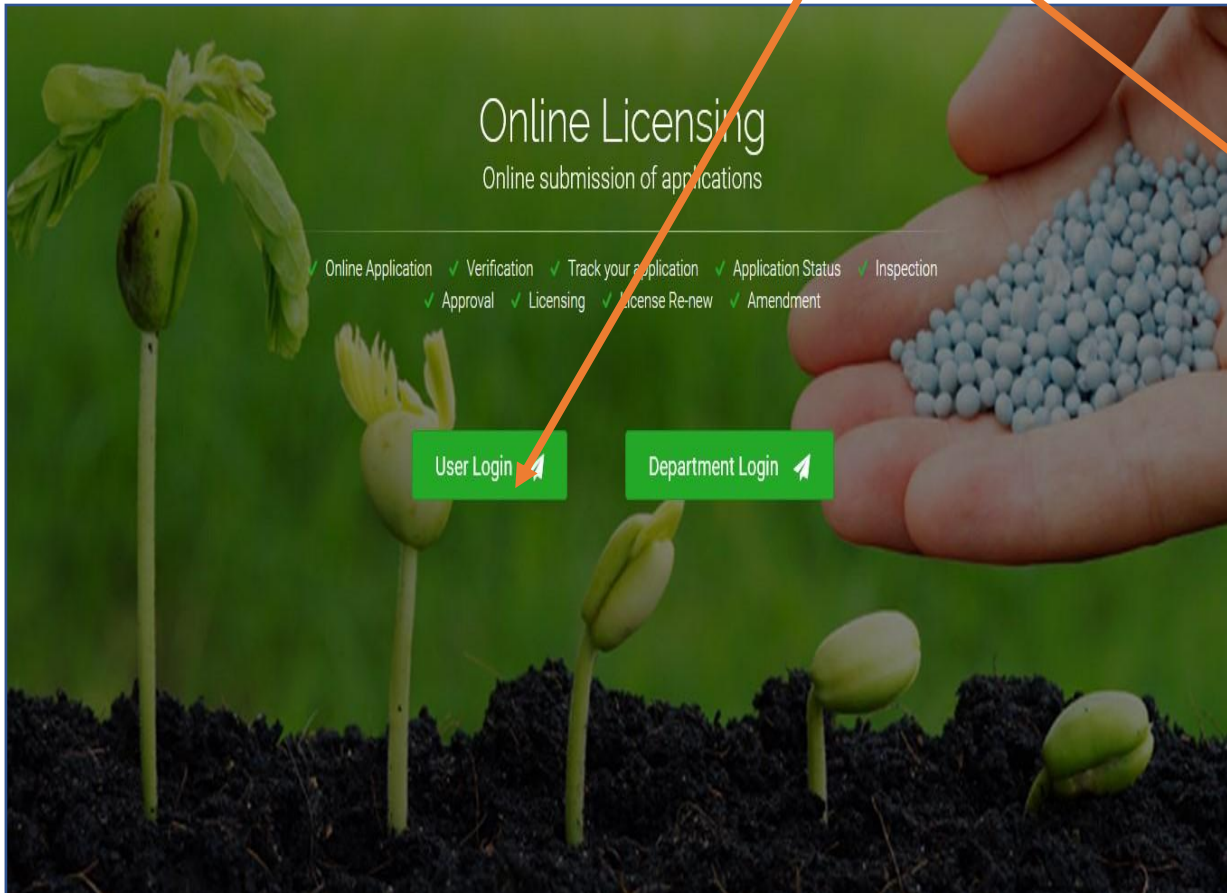
✓ To know an existing license, put the license number & license details will be shown

❑ After clicking “login”, this window will be opened.

❑ Applicant must prepare JPEG / PDF of documents need to be uploaded at the time of application

❑ New Applicant should ( )click here.

❑ After click on “sign up” applicant must filled the desired fill to complete registration



✓ For "sign up" this field must be filled with uploading Photo, PAN Card

Activities Google Chrome Tue 10:46

https://agriinput.matirkatha.net/applicants/sign\_up

REGISTER:

Personal Details:

Email

Use Official E-mail only In Case of Company/Partnership/Co-Operative

Password

Confirm Password

8 characters minimum and should consist at least one Upper case letter one lower case letter one digit and one special character

Full Name

Name of Authorized Person only In Case of Company/Partnership/Co-Operative

Mobile

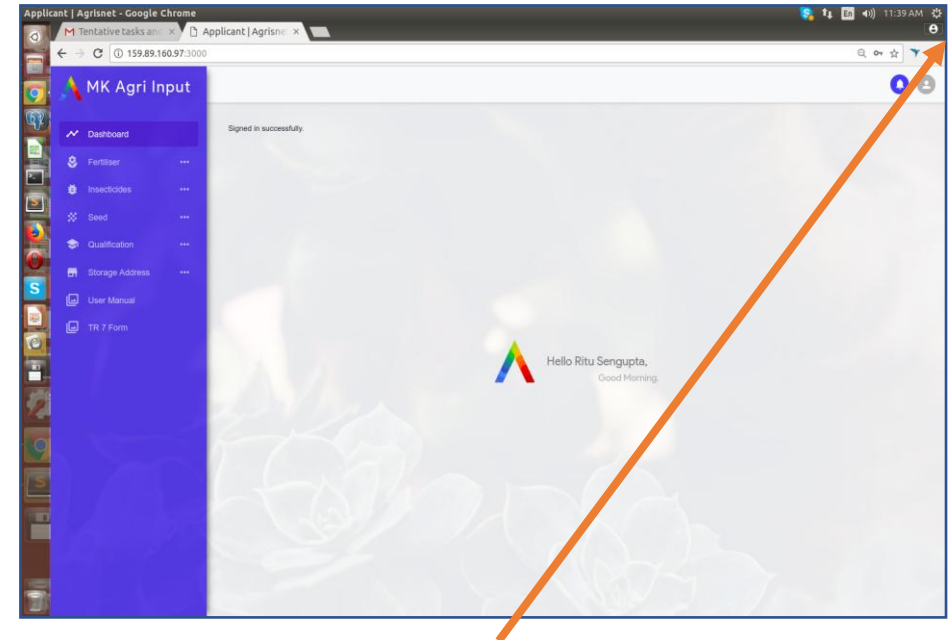
Upload Your Picture  No file chosen (Not Exceed 50kb)

Gender  Male  Female

Date Of Birth

Next

After "Sign up" this window will be shown



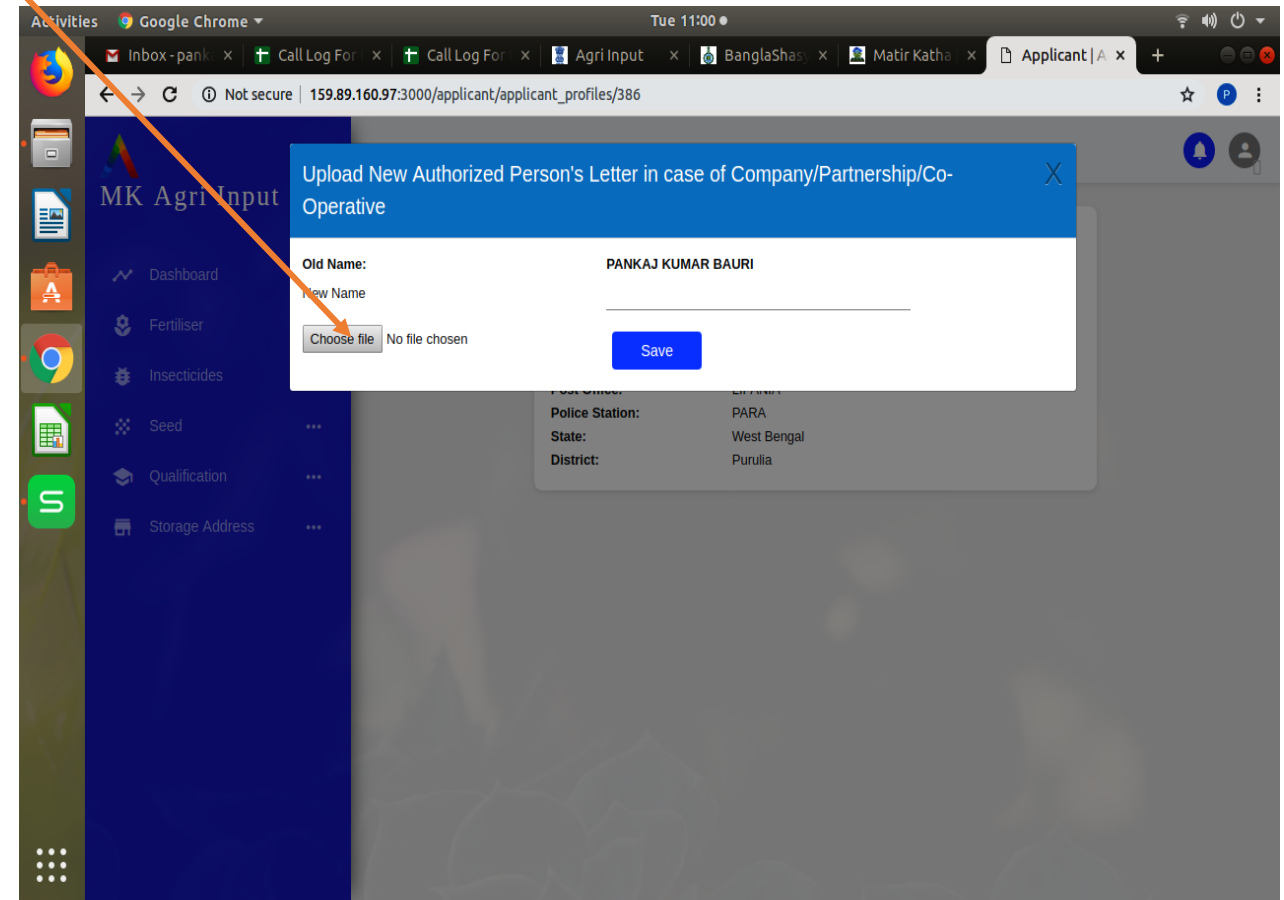
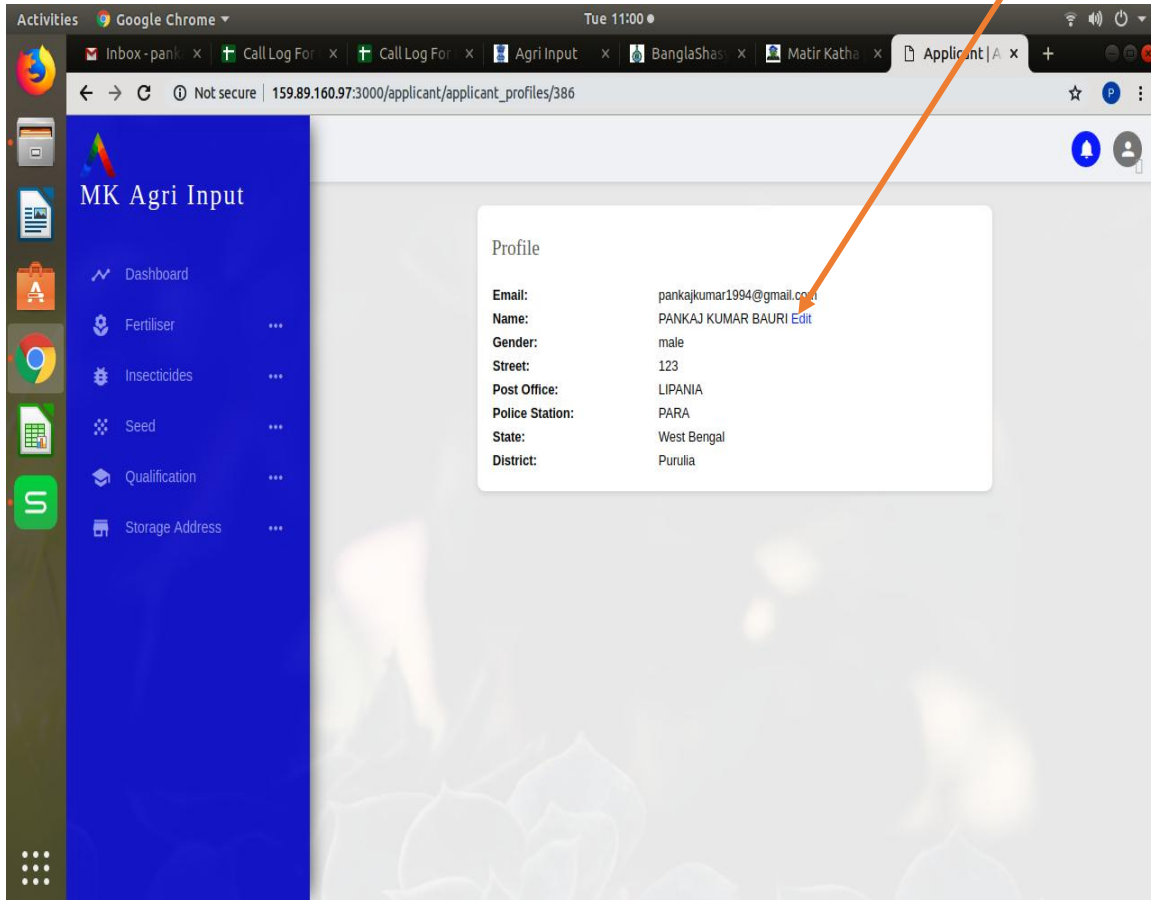
You can change your password just clicking here

- ❑ For the company, co-operative & partnership Firm, required field has been stated under the input field.

✓ After completing registration use your given Email Id & password for login

- Applicant/Organized Person/Company Engagement Person upload photo (Between 50 KB)
- Applicant/Organization /Company upload PAN card (Between 400 KB)

- To change the name of the person employed by the applicant company, go to the profile and click on the “ Edit ” option
- To change the name, click on the “ Choose ” file option and upload the specific document



- ✓ Before start New Application , First Add **“Store Point” & Educational Qualification (Self or Other if required )** From Dash Board
- ✓ Without prior adding of above two Applicant Can't be able to further proceed

## To add Store Point, Click on “ New Store Location”

- ❑ Fill up all the field step by step.
- ❑ One can add multiple store point
- ❑ Advice to name differently of different Store for Identification

**“RED Coloured”** fields are mandatory

**Wholesale/ Manufacturer** are added store point as a district at Kolkata, Wholesale dealer apply for new license at first added store point as a district at Kolkata & another store point added another district next apply for state.  
In case of **wholesale business**, only **Kolkata district** will not be applicable for either New or Digitization license.

The screenshot shows the 'MK Agri Input' web application interface. On the left is a blue sidebar menu with options: Dashboard, Fertiliser, Insecticides, Seed, Qualification, Storage Address, All Store Locations, and New Store Location. The 'New Store Location' option is highlighted. The main content area displays the 'New Store Location' form with the following fields:

- Name of store: Enter Store Name
- Applying for: Select (dropdown menu)
- Owner name: Enter Owner name
- State: Select state (dropdown menu)
- District: Select (dropdown menu)
- Subdivision: Select (dropdown menu)
- Notified area: Select (dropdown menu)
- Address type: Select Address type (dropdown menu)
- Post office: Enter Post office

Red text labels are placed below several fields to indicate they are mandatory: 'Select Applying for', 'Enter Owner name', 'Select state', 'Enter State', 'Select District', 'Enter District', 'Enter Subdivision', 'Enter Notified Area', and 'Select Address Type'.

After adding Store point, applicant must add educational Qualification, Self or other's Qualification (if Applicable) certificate (The first page has full information about the educational qualification)

- Only for **Retail Business : Applicant** Need to add own qualification certificate. Under Agricultural Co-operative Society or State Marketing Federation for Retail Business , **"OTHER"** person can be engaged with desired qualification (Between 1-4, at 1<sup>st</sup> Page qualification)
- In the case of **Wholesale Business** only, these 4 types of educational qualifications are not Compulsory. In this case, you can upload any educational qualification by selecting **"Other"**.

☐ To add Qualification, click on **"Create"** button under Qualification

The screenshot shows the 'MK Agri Input' web application interface. On the left, a blue sidebar contains a navigation menu with the following items: Dashboard, Fertiliser, Insecticides, Seed, Qualification (highlighted), List, Create, Storage Address, User Manual, and Challan Form. An orange arrow points from the text 'click on "Create" button under Qualification' to the 'Create' button in the sidebar. The main content area displays the 'New qualification' form with the following fields and values:

- Applying for: INSECTICIDE
- Certification type: Sell/stock/exhibit for sale/distribution of insecticides
- Resource type: Others
- Upload Consent of Expert(not exceed 200kb): Choose File No file chosen
- Resource name: sudipta roy
- Education: Graduate with degree in Agriculture
- Institute: bckv
- Year of passing: 2000
- Certificate number: asd123
- Upload Certificate(not exceed 200kb): Choose File No file chosen
- Experience(In Month): 70

A blue 'Save' button is located at the bottom of the form.

✓ To apply for a new license click on “NEW APPLICATION“ under Fertilizer

**For Retail License :** It is mandatory to select Jurisdiction Sub Division

**For Wholesale**



**Under Sub Division or District Jurisdiction :**

Single Store Point in a District can be applied either Sub Division or District.

**Under State Jurisdiction :** More than 1 store point under more than 1 district.

**For Manufacturer / Importer :** Jurisdiction Mandatory STATE

The screenshot shows the 'MK Agri Input' dashboard with a sidebar menu containing 'Dashboard', 'Fertiliser', 'All applications', 'New application', 'Digitization of old application', 'Insecticides', 'Seed', 'Qualification', and 'Storage Address'. The 'New application' form is displayed with fields for 'Certification type', 'Jurisdiction', 'State' (set to 'West Bengal'), and 'Application form type'. A 'Next' button is at the bottom. A text box on the right provides 'Guide line for Selecting Jurisdiction' with three bullet points. Orange arrows point from the text boxes to the 'New application' menu item and the 'Jurisdiction' and 'State' dropdowns.

**In Case of manufacturer/ importer jurisdiction always should be state**

**Guide line for Selecting Jurisdiction**

- For Manufacturer, Importer, Wholesaler directly assigned with Manufacturer and Importer and Retailer interested to business in State - Apply DDA(M & F), State, West Bengal [সার উৎপাদনকারী, সার আমদানীকারক এবং যে সমস্ত সার বিক্রয়কারী সংস্থা সরাসরি উৎপাদনকারী ও আমদানীকারকের সাথে চুক্তিবদ্ধ এবং সমগ্র রাজ্যে স্যারের পাইকারী বিক্রোতা হতে ইচ্ছুক - রাজ্য - ডি.ডি.এ (এম এফ), পশ্চিমবঙ্গ]
- For Wholesale Business in District - Apply DDA(Admin), District. [সমগ্র জেলার মধ্যে স্যারের পাইকারী বিক্রোতা হতে চাইলে - জেলা - ডি.ডি.এ (অ্যাডমিন), সংশ্লিষ্ট জেলা]
- For Wholesale or Retail Dealer in a Subdivision - Apply Asstt.DA(Admin), Sub division. [সমগ্র মহকুমার জন্য স্যারের পাইকারী বা খুচরো বিক্রোতা হতে চাইলে - মহকুমা - অ্যাসিস্ট্যান্ট ডি এ (অ্যাডমিন), সংশ্লিষ্ট মহকুমা]

What type of License to be needed

Under which Jurisdiction

- After clicking next on previous slide Form "A1" will opened

Put all relevant Information here

Select pre loaded Store point

Filled up " O Form " Details with upload the same

**Concern name:** You will need to enter the NAME to be printed on license

- ❖ First of all "O" form can be written in "Issued by".
- ❖ Then by clicking on the validity and number of form "O", click on select fertilizer.
- ❖ Every fertilizer must enter his brand name.
- ❖ If a retailer receives the "O Form" from Wholesaler, then the number of brand name for a fertilizer should be written after comma.

(d) whether food articles are also stored  
in any of the above premises:  Yes  No

7. Is there any license issued in the name of the applicant by any other state in the area of their jurisdiction:

Yes  No

#### Declaration

I/we declare that the information given above is correct and true to my/our knowledge and belief, and nothing therein is false or withheld. I clearly understand that if any information is found to be wrong, false or fake or if any information is found to be withheld or any condition of the license is violated, the license issued to me is liable to be cancelled.

I also declare that I shall not take possession of any stock without satisfying myself with the quality thereof.

I undertake that we shall forthwith inform any change in the responsible technical person (in case of applications for commercial pest control operations) to the licensing officer.

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.

I shall show the following documents in original & submit the photocopy of the same along with Application form (II) at the time of inspection.

Certificate Holder Name :

#### For Pesticide License (If applicable)

1. Consent of expert with self-attested copy of certificate (Eligible qualifications given in user manual)
2. Photocopy of current Trade License
3. Photocopy of current Tax Receipt (from: BL&LRD) with NOC / Current rent Receipt with Agreement Deed along with photocopy of Porcha/deed as a proof of ownership/possession.
4. Principal Certificate in original
5. Receipt of requisite fees in TR Form-2 (in Original)
6. Sales return (Applicable for renewal)
7. Full particulars of license(s), if issued in the name of the applicant by any other state in area of their jurisdiction.

#### For Commercial Pest Control (If applicable)

1. Photocopy of current Trade License
2. Principal Certificate in Original
3. Photocopy of current Tax Receipt (from: BL&LRD) with NOC / Current rent Receipt with Agreement Deed along with photocopy of Porcha/deed as a proof of ownership/possession.
4. Consent of expert with self-attested copy of certificate
5. Receipt of requisite fees in TR Form-7 (in Original)
6. Cash Memo / credit memo for purchasing of protective clothing
7. Cash Memo / credit memo for purchasing of respiratory devices

Put click on check Box

After all relevant filed filled up Click on “ Save and Proceed to Upload Documents”

Save and Proceed to Upload Documents

Upload Documents

\*All file size must be less than 200 KB Except Agreement Deed(<2 MB)

Current Trade License

Choose File No file chosen This field is required.

Property document

Owner

**In case own property**

Photocopy of Porcha/deed as a proof of ownership/possession (Relevant pages having 1. Name of the parties concerned, 2. Validity of agreement, 3. Schedule of property)

Choose File No file chosen This field is required.

Current Tax Receipt (from: BL&LRO/ Corporation/ Municipality)

Choose File No file chosen

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

Choose File No file chosen

Self undertaking stating that store location is not situated in residential area and no food items are stored in same location

Choose File No file chosen

Cash Memo/ credit memo for purchasing of protective clothing

Choose File No file chosen

Cash Memo/ credit memo for purchasing of respiratory devices

Choose File No file chosen

Save and Proceed to Payment

## DOCUMENTS UPLOADED

All relevant documents must be uploaded here

( A list of required documents is already provided )

Qualification Certificate, Other's NOC Certificate (If Applicable), PAN, Photo already uploaded . Trade license, Tax receipt and other relevant documents need to be uploaded either in JPEG or PDF format.

### ▪ RED Coloured fields are Mandatory

- Trade License Mandatory
- Porcha / Deed Mandatory
- Ownership Documents Mandatory
- Tax receipt

### 3 types of Ownership

- a) Self
- b) Other than owner ( Within family)
- c) Rented / Leased.

- Documents required may vary depending on the type of ownership or company / importer / marketing society.

After uploading all relevant documents  
click " **SAVE & PROCEED for PAYMENT** "

**MK Agri Input**

Dashboard

Fertiliser ...

Insecticides ...

Seed ...

Qualification ...

Storage Address ...

User Manual

Challan Form

### Add payment details for application number : 1533361166

Challan number  
123456

Bank Name  
SBI

Challan Date  
02-08-2018

Amount  
7500

Challan Image  
Choose File TRFA Advertisement.jpg

Save and Submit

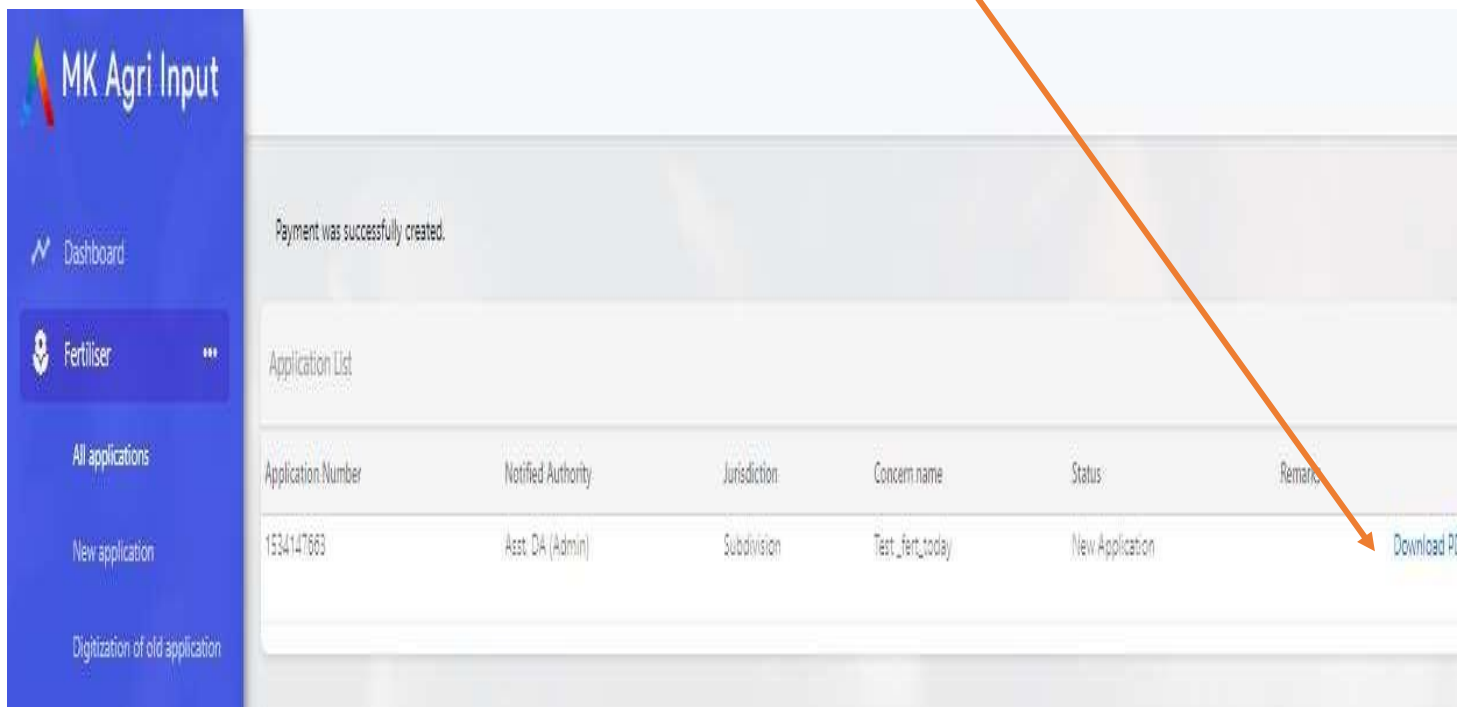
## Documents For Challan

- ✓ Challan Number
- ✓ Name of Bank
- ✓ Date of Challan
- ✓ Amount
- ✓ JPEG or PDF copy of Challan for uploading

- ✓ After filling all relevant filed click **“Save & Submit”** for final completion .

- ❑ Your online licensing application has successfully submitted.
- ❑ SMS of successful application submission ID on applicant’s registered Mobile number

After submitting click on “ **DOWNLOAD PDF**” from Dashboard



- For further assistance applicant can kept a Hard copy of this PDF.
- Store Verification & Sale point Verification date will be informed through SMS or over Phone.
- Produce all relevant uploaded document's Original copy at the time of Verification to the Govt Officials.
- After verification applicant can see the presence status of the application from his own Dashboard

Copy of submitted form “**A1**”

Proprietorship

FORM 'A1'

MEMORANDUM OF INTIMATION  
[See Clause 8(2)]

1. Details of application:
  - (a) Name of the applicant Sudipta Roy , Proprietor
  - (b) Name of the concern Test\_fert\_today
  - (c) Postal address with telephone number 73, P.O - domjur, P.S - domjur, PIN - 743215
  - (d) Mobile number 7278852824
2. Place of business (Please give full address):
  - (i) For Sale
 

Village :	test
Dag no :	123
Khatian no :	123
Road :	test-
Mouza :	Adhna
Block :	GAJOL
Subdivision :	Malda Sadar
District :	Malda
State :	West Bengal
  - (ii) For Storage Details attached on Annexure - A
3. Whether the application is for : LOA for Wholesale Dealer for Subdivision

# Digitization

Its an online registration of Old License. Presently Individual / Company / Firm who hold running valid license requested to upload their valid documents for new license holding the old license details through “Digitization”.

**All the upload documents are as new licenses**

**You need to select the jurisdiction in the jurisdiction Section of your current license, during the digitization.**

## Main difference between “ New Application” and “ Old license online Digitization”

1. No need to purchase **Challan**
2. **No further verification** of “Store” or “Sell” Point
3. Documents submitted at the time of getting running license need to be re-uploaded.
4. License Authority will provide New License Certificate along with old License number to the applicant
5. You already have store points and educational qualifications **(if needed the licenses that were issued before 29/07/2018 no need to submit educational qualifications for enrolling online)** Have to submit Like new application (See page 6)
6. Once digitization done, renewal or amendment can be done through online also.

## DIGITIZATION PROCESS

- Same as new application , first go to “Matirkatha.net” > online licensing > Registration (see page 2-5 of New Application)
- Then clicking on the following page will open the registration page on the right side.

MK Agri Input

Dashboard

Fertiliser

All applications

New application

Digitization of old application

Insecticides

Seed

Qualification

Storage Address

User Manual

Challan Form

### Existing License Details

License number	123456
Date of issue	06/08/2018
Valid upto	31/08/2018
mFMS ID	dfgrd4
License Image(not exceed 400kb)	Choose File 1.jpg
Certification type	LOA for Wholesale Dealer
Jurisdiction	Subdivision
State	West Bengal
District	Malda
Subdivision	Malda Sadar

Save

### Filled up the following Field

- Put old license number
- Input old license issued date
- Date of Validity is not a mandatory field
- Upload old license JPEG or PDF copy
- Click **“SAVE BUTTON”** after putting all relevant field

## DIGITIZATION PROCESS

1. After clicking save button Form “A1” will be opened
2. Same as New Application, filled up all relevant field (see page 7-10 of New Application)
3. All rules & regulation is same as new license application
4. Upload all relevant documents
5. After uploading documents click on submit button (see page 11 of New Application)
6. Your application successfully submitted. No need to submit Challan.

- After submitting application process is completed & SMS will be sent to applicant’s registered mobile number.
- For further assistance please kept a hard copy of the form.
- The new license certificate will be issued by calling you when the document has completed the document verification.
- It will contain both your old number and the new online license number of the new system

# Amendment

\*\*Any changes that need to be made while the license is valid can be done through Amendment.

## **Required information:**

1. License must be kept under online previously for amendment.
2. Same user ID must be used for amendment from which the previous license has been issued either digitization or new license.
3. Applicant can be able 5 types of changes through amendment.
4. Click on the amendment to enter the system generated valid license number
5. Amendments can be made as often as necessary throughout the validity period of the license. **(Challan is applicable)**

## **Required Documents::**

1. Single Ownership or Partnership Ownership: Judicial Magistrate's Evidence will take place where the name of the ownership or partner name and the name of the store / firm will be recorded. Identity will be written in the store / firm's assets and liabilities.
2. For the company: Incorporation Certificate (CIN) New or Old, relevant documents, issued by the relevant authorities, must have the email ID and phone number of the National Company Law Tribunal (NCLT) or the transferred and transferable company and the transferred and transferable companies and directors of the board of directors and the transfer company.
3. Partner change: Must have documents of registered partners from DSR/ADSR, Where all the names of the partners are registered and with the officially approved Photo ID number (Voter / PAN / Aadhaar), if any addition / addition or addition is to be omitted or excluded.

## New amendment application

License number

Amendment field

- Concern Name
- Sale Location Change
- Store Location Add/Delete
- O-Form Add/Delete
- Style(Capacity) Name Change
- Modification of Partner
- Modification of Manager
- Addition / Deletion of Board Member
- Modification of Authorised Signatory

Next

### What can be changed::

- a. Change the name of the person or organization
- b. Capacity change
- c. Store Point Add / Delete
- d. Valid "and" form add / delete
- e. Change in sell location
- f. Modification of Partner
- g. Modification of Manager
- h. Addition / Deletion of Board Member
- i. Modification of Authorised Signatory

1. First log in with your ID and click on the Fertilizers Amendment.
2. Then this window will open before you.
3. You can basically change these 9 types.
4. One or all 5 changes can be done together at once.

← → ↻ ⓘ Not secure | 159.89.160.97:3000/applicant/application\_new\_amendment

**MK Agri Input**

Dashboard

**Fertiliser** ...

All applications

New application

Digitization of old application

Renew

Amendment

### New amendment application

License number

Amendment field

- Concern Name
- Sale Location Change
- Store Location Add/Delete
- O-Form Add/Delete
- Style(Capacity) Name Change

- First you must give a system generated license number.
- If you want an applicant then you can select all the above.
- Or you can select one or both as per the requirement.

- Dashboard
- Fertiliser
- Insecticides
- Seed
- Qualification
- Storage Address

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

Designation of Notified Authority: DDA (M&F)  
Place: West Bengal  
State of: West bengal

3. **Capacity of Applicant:**

Proprietor  Farmer  Director  Manager  Authorised signatory

(b) Name of the concern: iuyiuuyi

6. **Place of business : (Please give full address):**

(i) For sale:

State: West Bengal

District: Howrah

Sub Division: Howrah Sadar

Address Type: Rural

Block: BALLY

Mouza: Uttar Baxarah

Village: iuiull

Dag no: 8o7gf

You can work only on those places that you want to change

# MK Agri Input

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...
- Qualification ...
- Storage Address ...

## Upload Documents

**\*All file size must be less than 400 KB Except Agreement Deed(<2 MB)**

Concern Name supporting document1

Choose file No file chosen

Concern Name supporting document2

Choose file No file chosen

Concern Name supporting document3

Choose file No file chosen

Concern Name supporting document4

Choose file No file chosen

Concern Name supporting document5

Choose file No file chosen

Sale Location Change supporting document1

Choose file No file chosen

Sale Location Change supporting document2

Choose file No file chosen

Sale Location Change supporting document3

Choose file No file chosen

Sale Location Change supporting document4

Choose file No file chosen

Sale Location Change supporting document5

### "O" form add or delete:

- ✓ All "O" forms of your current license will be displayed on your page.
- ✓ To add a new "O" form, first click on the add "O" form" and fill up the step-by-step information and upload a copy of the new "o" form.
- ✓ If you want to delete an old "O" form, first select it and click on the **(X)** mark next to it.

**For each change, you can upload up to 5 documents of each.**

**You can upload 1 copy of valid documents if required.**



# MK Agri Input

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...
- Qualification ...
- Storage Address ...

Add payment details for application number :  
1560238190

Form A1 was successfully created.

Challan number

Bank Name

Challan Date

Amount

Challan Image

Choose file No file chosen

Save and Submit

Upload the following documents :-

- Challan Number
- Name of Bank
- Date of Challan
- Amount
- jpeg or pdf copy of Challan

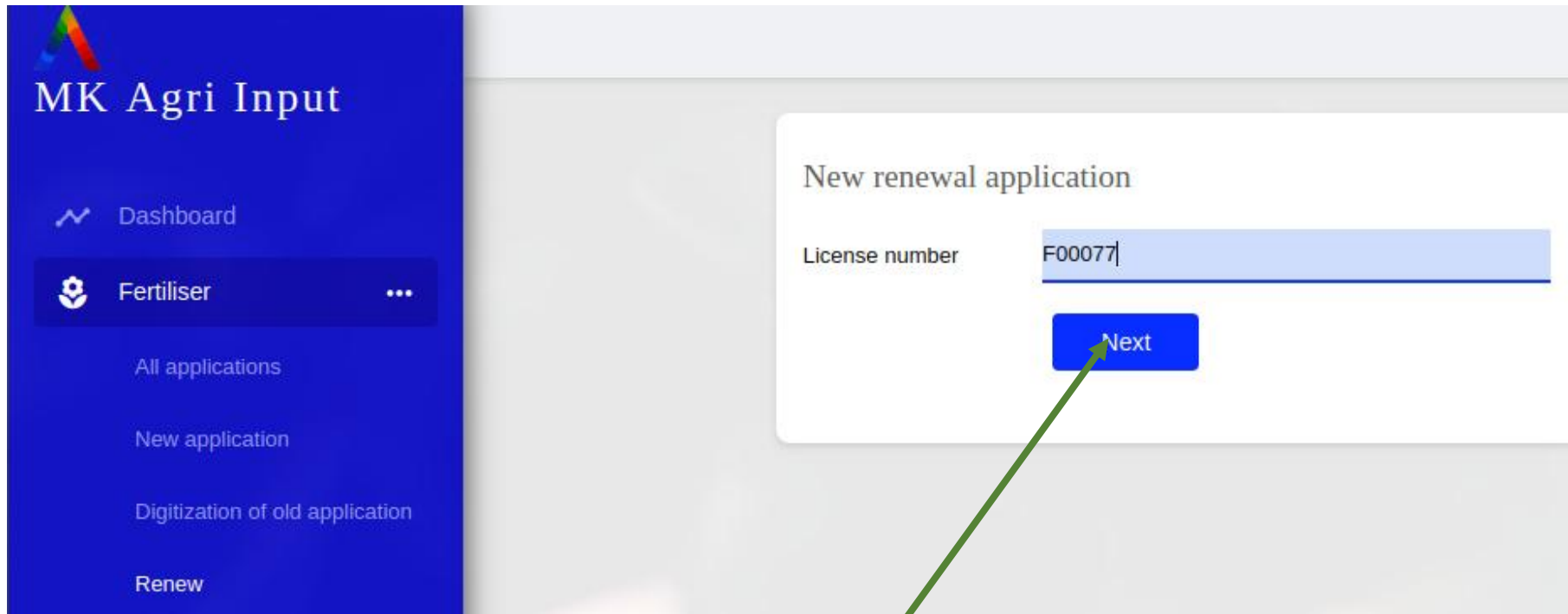
Click “ **Save & Submit**” for final completion

Your application is now successfully completed.  
Click to Download the pdf.  
The successfully application no. Will be sent in applicant's successfully mobile through sms.

# Renewal

## Features:

1. Like new application
2. The license that will to be renewed must be available in online system.
3. The applicant must apply from the his / her previous license ID.
4. Some information will remain uninterrupted in the renewal.
5. Unchanged fields - **names of individuals / organizations / companies, capabilities of individuals / organizations / companies, applicant type and sale points.**
6. Add or delete new store points.
7. The previous "O" forms are there. Only upload photos of valid "O".
8. The new "O" form can be uploaded subject to the requirement.
9. You will see the old "O" form on your screen as per the license. If that "O" form applies at renewal, upload it with current validation information. Click to select the fertilizer with the selected brand name.
10. Upload documents like new / digitization.
11. Application jurisdiction can not be changed.



- ❖ Post login, click on “ **FERTILIZER>RENEW** ”options to avail the dashboard.
- ❖ Enter the system-generated previous license number and click on the next button .

# After clicking next button Form "A1" will be opened

## MK Agri Input

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...
- Qualification ...
- Storage Address ...

**FORM 'A1'**  
MEMORANDUM OF INTIMATION  
*[See Clause 8(2)]*

1. **Details of the Notified Authority to whom application is submitted.**  
Designation of Notified Authority: DDA (M&F)  
Place: West Bengal  
State of: West Bengal

2. **What type of concern:**  
 Proprietorship

3. **Capacity of Applicant:**  
 Proprietor

4. **Details of the applicant:**  
(a) Name of the applicant: Dlfjfkfl  
(b) Name of the concern: iuyiyuyi  
(c) Postal address: 5/6, P.O - hjhjh, P.S - bhkjkjkj, PIN - 711105  
(d) mobile\_no: 9836654656

5. **Qualification of the applicant/ the technical personnel under employment of the applicant:**  
Qualification: Graduate with degree in Chemistry

These fields will remain unchanged (including sales point)

In case of Amendment, if Applicant has added / deleted the Store point, those Store Points will be visible during Renewal and for the Renewal form, click on the check box next to the Store Point.



# MK Agri Input

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...
- Qualification ...
- Storage Address ...

## Upload Documents

**\*All file size must be less than 400 KB Except Agreement Deed(<2 MB)**

Current Trade License

Choose file 225.png

Aadhar Card (Mandatory for Fertilizer Retail Dealers).

Choose file No file chosen

**Property document**

Owner ▼

### **In case own property**

Photocopy of Porcha/deed as a proof of ownership/possession (Relevant pages having 1. Name of the parties concerned, 2. Validity, 3. Schedule of property(Owner's)

Choose file 225.png

Current Tax Receipt (from: BL&LRO/ Corporation/ Municipality)

Choose file No file chosen

**Uploading documents is like new or digitization.**

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...
- Qualification ...
- Storage Address ...

Add payment details for application number :  
1560248977

Form A1 was successfully created.

Challan number

dsfdf454

Bank Name

sbi

Challan Date

7/6/2019

Amount

150

Challan Image

Choose file 225.png

Save and Submit

You have to submit previously cut challan.

- ✓ After complete application, kindly download the pdf from the dashboard.  
During issual of License,you have to show it to the Notified Authority of Agriculture Department  
After submitting application process is completed & SMS will be sent to applicant's registered mobile number.

# THANK YOU

Online Licensing Developed & delivered by



And

