



Seed Licensing System Online

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 (1-12)
- ❖ Digitalization: Page (13-15)
- ❖ Amendment : Page (16-21)
- ❖ Renewal : Page (22-26)

❑ Essential Documents needed for uploading

1. PAN Card
2. Passport Photo
3. Trade License
4. Tax Receipt
5. Porcha / Deed
6. Agreement Deed (If Applicable)
7. Partnership Deed (In case of partnership farm)
8. **Receipt of Challan (Challan must be made before online application. Received challan is not refundable)**

**** Mark fields are Mandatory**

Own qualification certificate must for retail fertilizer business. Any Agri co-operative marketing society & state marketing federation (1-4 qualification) any candidates can apply.

Documents required for Owner & Manufacturer or Importer please see next page details

Useful size for documents uploads:

- Photo : Between 50 KB
- All Documents :Between 400 KB
- Only Porcha/Land Deed : Between 2 MB

Mainly used *JPG & PDF format for upload documents

Amount to be paid through Challan

✓ License Type : Dealer

✓ New License: 1,000 INR

✓ Renewal : 500 INR

✓ Amendment : 500 INR

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
5. For sale/Store point:-
 - (a) Copy of Tax receipt (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- 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.
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
5. For sale/Store point:-
 - (a) Copy of Tax receipt (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- 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
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.
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
- 5.** For sale/Store point:-
 - (i) Copy of 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 Parcha/Land Deed- 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.
- 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
Please complete your Application	DDA (Admin)	District	MAA MANASA	New	New		Download PDF
1561205642	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 USE 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: pankajku1984@gmail.com
 (d) Mobile No: 801887549

2. The application is for: Sale/stock 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 notified insecticides for which approval
 (f) Name of the responsible technical person
 (g) Quantity of notified insecticides in possession as on date of application
 (h) Production and respective quantity of such insecticides (if applicable)
 (i) Name of any equipment, vehicles and all other material to be used in carrying out the business

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.	Date of Issue	Principal Certificate Valid up to	All Insecticides to be applied for (CPC only)	Principal Certificate Status
12345	12 OF 2019	01-01-2019	31-12-2020		<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Edit Documents

All file size must be less than 40 KB except Agreement Docx (<1 MB)

Current Bank License

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

Property document
 Current:

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)

Current Tax Receipt from BIL & BVI Corporation (Main page)

FSC Certificate (In case of companies)

List of brand of insecticides along with small IDs (In case of Companies)

Advertisement 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 stock location is not situated in residential area and no food items are stored in same location

Cash Memo/ order/invoice for purchasing of protective clothing (Apron)

Cash Memo/ order/invoice for purchasing of respiratory device (Mask)

*******Warning ::** If an applicant logs out 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 open 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 to all applications of fertilizers, pesticides and seeds for new applications, amendments, renewals and duplicates.

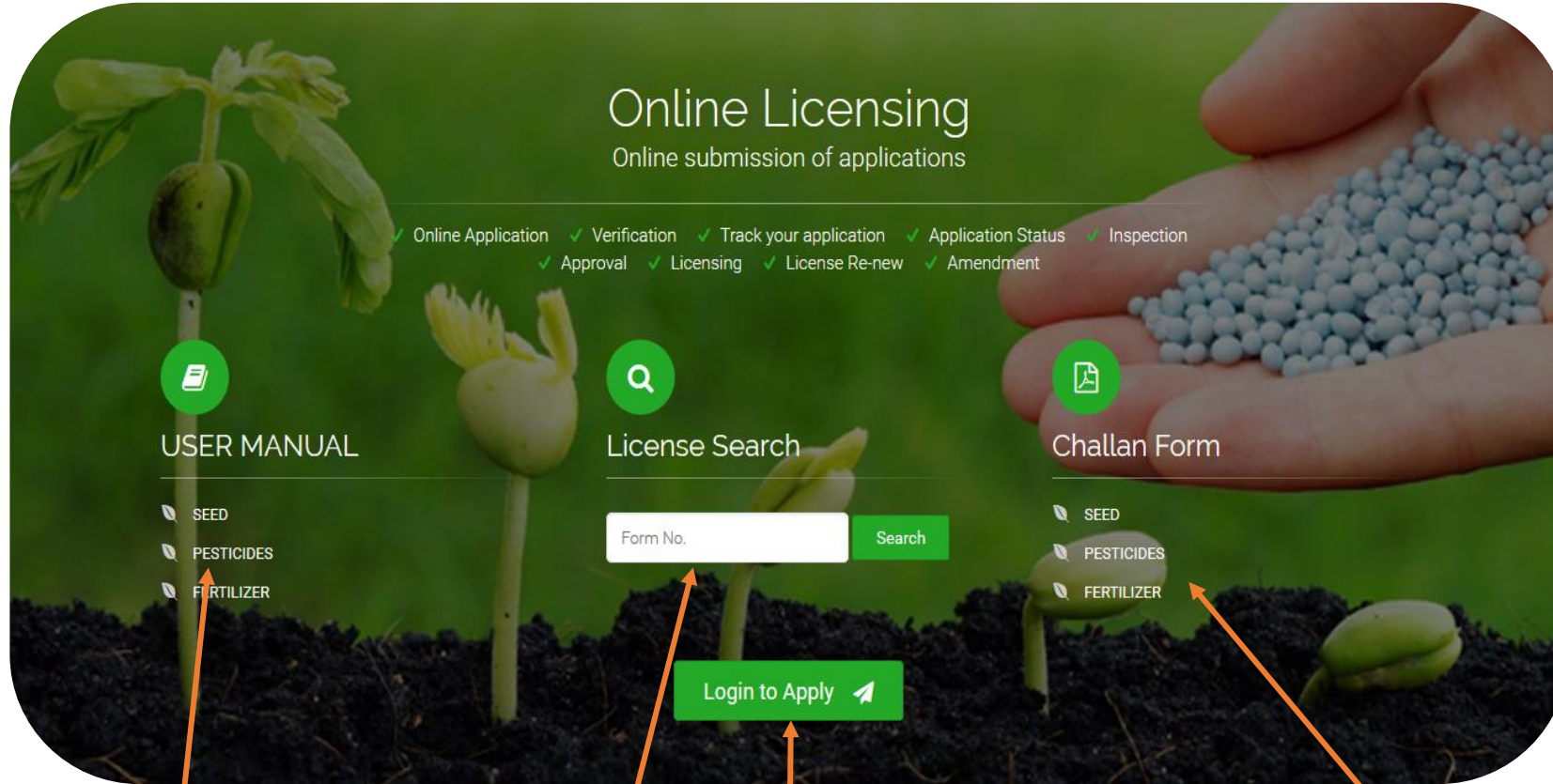
❑ How to apply for New License

❑ First click on www.matirkatha.gov.in browser .

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

The screenshot shows the Matirkatha Portal website. The header includes the logo of the Department of Agriculture, Govt. of West Bengal, and the text "DEPARTMENT OF AGRICULTURE Govt. of West Bengal". The navigation menu includes: HOME, KRISHI KATHA, ABOUT US, CIRCULARS, PUBLICATION, ACHIEVEMENT, SCHEMES, CONTACT US, and Links. The main content area features a grid of images related to agriculture, including a person operating a tractor, a tractor with a plow, and a tractor with a harrow. Below the images, there is a blue banner with text in Bengali: "কৃষি সমস্যা সমাধানের জন্য মাটির কথা টোল ফ্রি নম্বর ১৮০০-১০৩-১১০০ (সোমবার - শনিবার সকাল ৭ টা থেকে সন্ধ্যা ৭ টা)". Below the banner, there are two main sections: "কৃষি বিভাগীয় কার্যকলাপ" (Agriculture Department Activities) and "কৃষি বিভাগীয় পরিষেবা" (Agriculture Department Services). The "কৃষি বিভাগীয় কার্যকলাপ" section includes "মৃত্তিকা ও জল সংরক্ষণ" (Soil and Water Conservation). The "কৃষি বিভাগীয় পরিষেবা" section includes "মাটির স্বাস্থ্য কার্ড" (Soil Health Card), "কৃষক বন্ধু" (Farmer Friend), and "অনলাইন লাইসেন্স সিস্টেম" (Online License System). An orange arrow points from the text "please click here for next step. ()" to the "অনলাইন লাইসেন্স সিস্টেম" button.

First page of online licensing system



✓ User manual for applicant for all licensing system

✓ For apply click here

✓ Challan Form "TR 7" can be downloaded

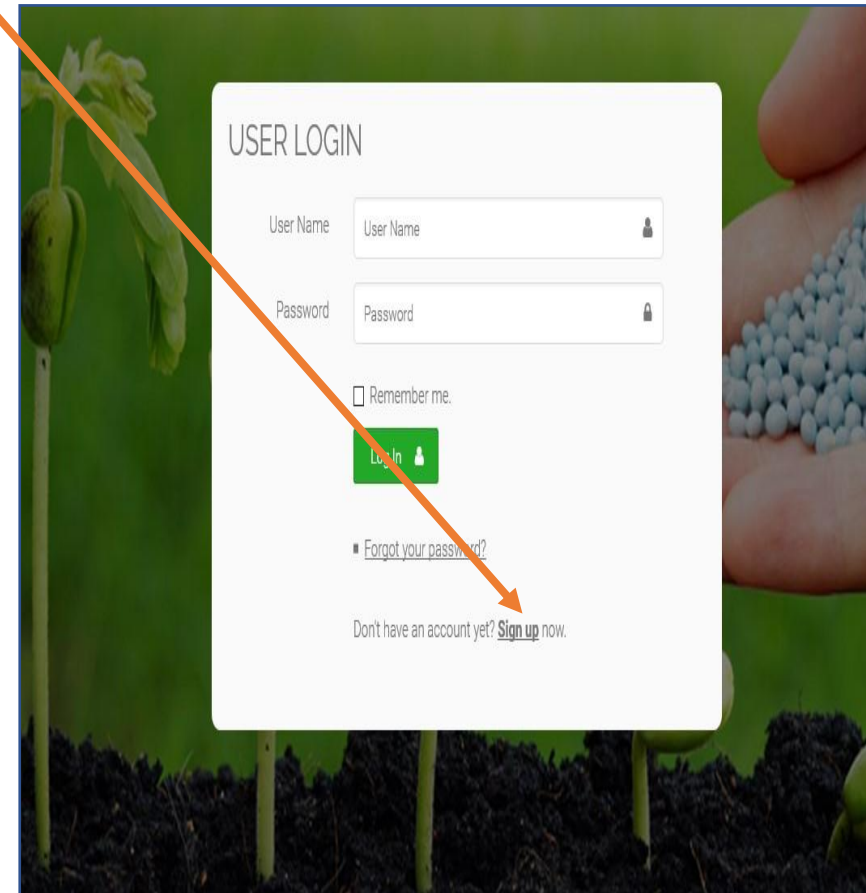
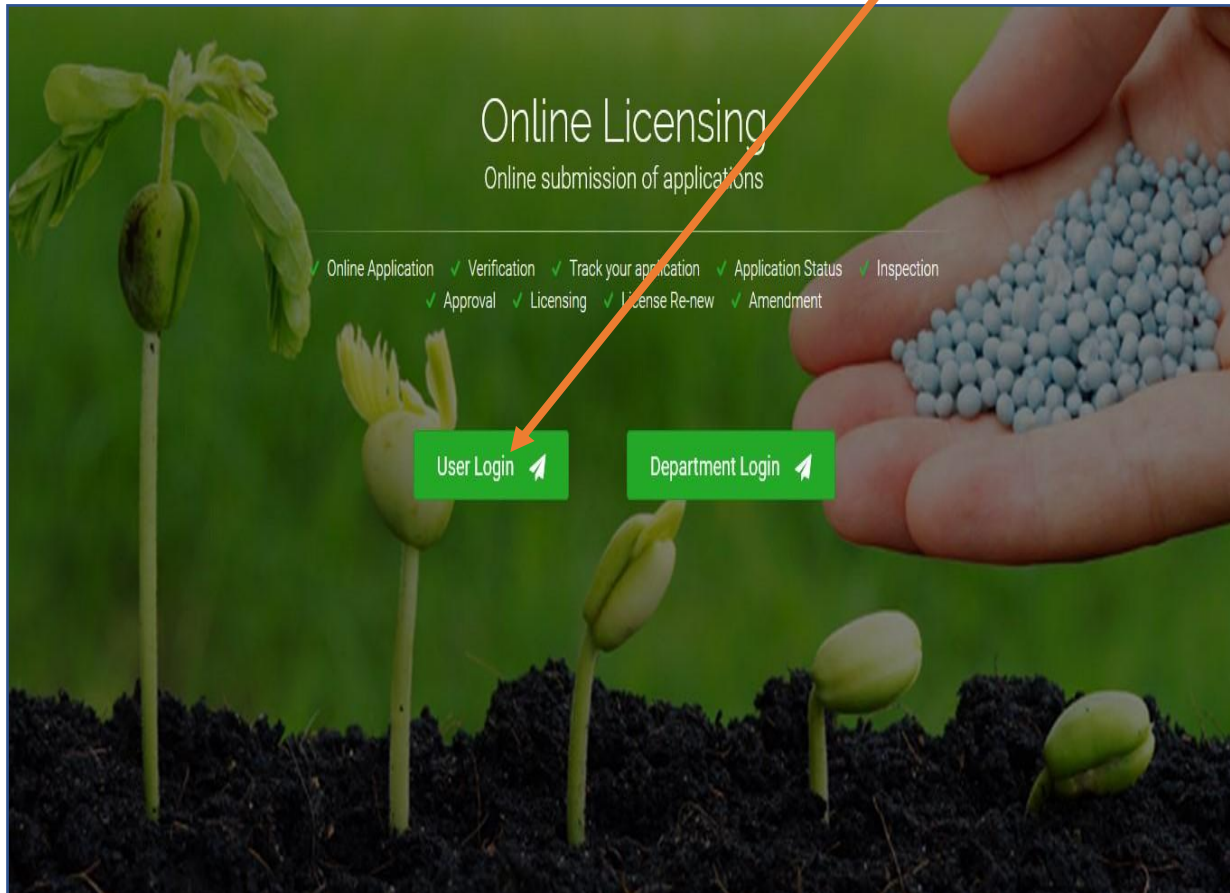
✓ To know an existing license, put the license number & license details will be shown

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

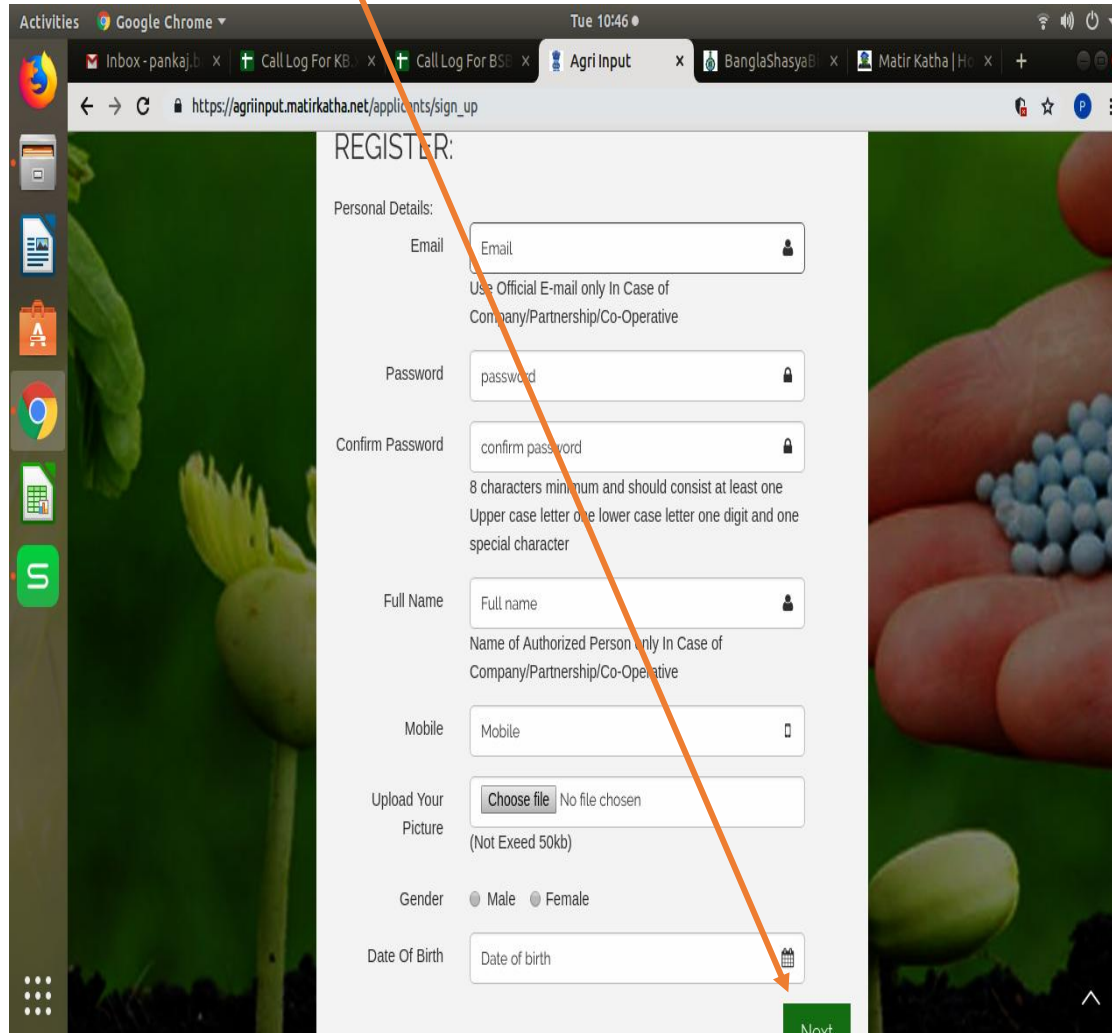
❑ Applicant must prepare JPEG / PDF of documents need to be uploaded at the time of application

❑ 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 & Aadhar card (If applicable)

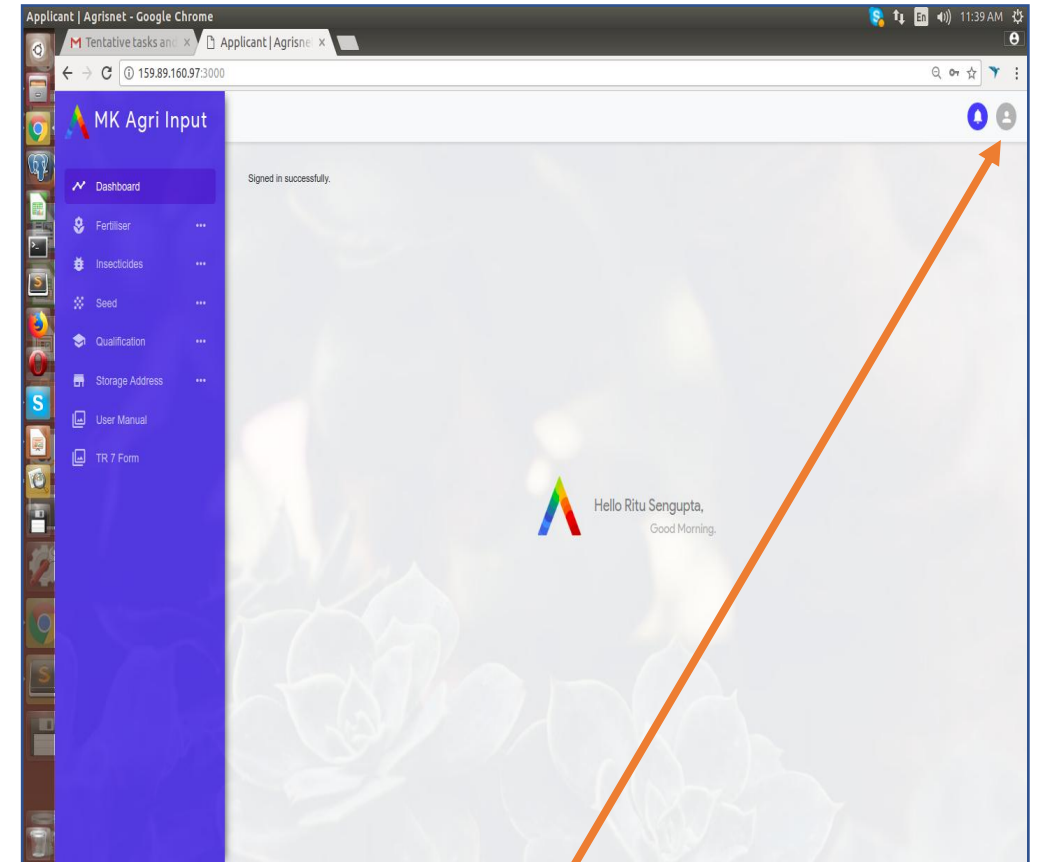


The screenshot shows a web browser window with the URL https://agriinput.matirkatha.net/applicants/sign_up. The page is titled "REGISTER:" and contains a registration form with the following fields:

- Personal Details:**
 - Email: [Email] (with a user icon)
 - Use Official E-mail only In Case of Company/Partnership/Co-Operative
 - Password: [password] (with a lock icon)
 - Confirm Password: [confirm password] (with a lock icon)
 - 8 characters minimum and should consist at least one Upper case letter one lower case letter one digit and one special character
 - Full Name: [Full name] (with a user icon)
 - Name of Authorized Person only In Case of Company/Partnership/Co-Operative
 - Mobile: [Mobile] (with a mobile phone icon)
 - Upload Your Picture: [Choose file] No file chosen (with a file upload icon)
 - (Not Exceed 50kb)
 - Gender: Male Female
 - Date Of Birth: [Date of birth] (with a calendar icon)

A green "Next" button is located at the bottom right of the form. An orange arrow points from the text above to the "Date Of Birth" field.

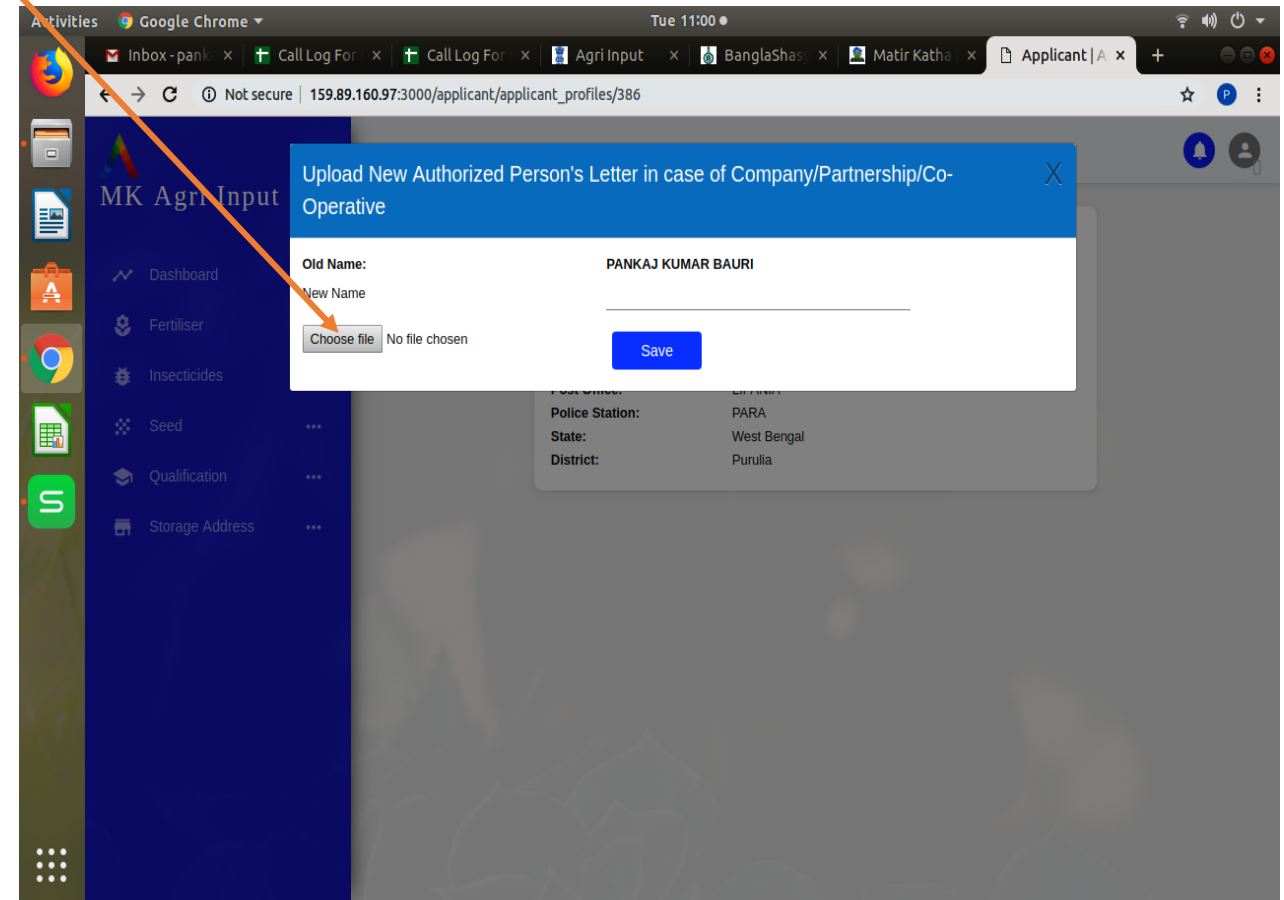
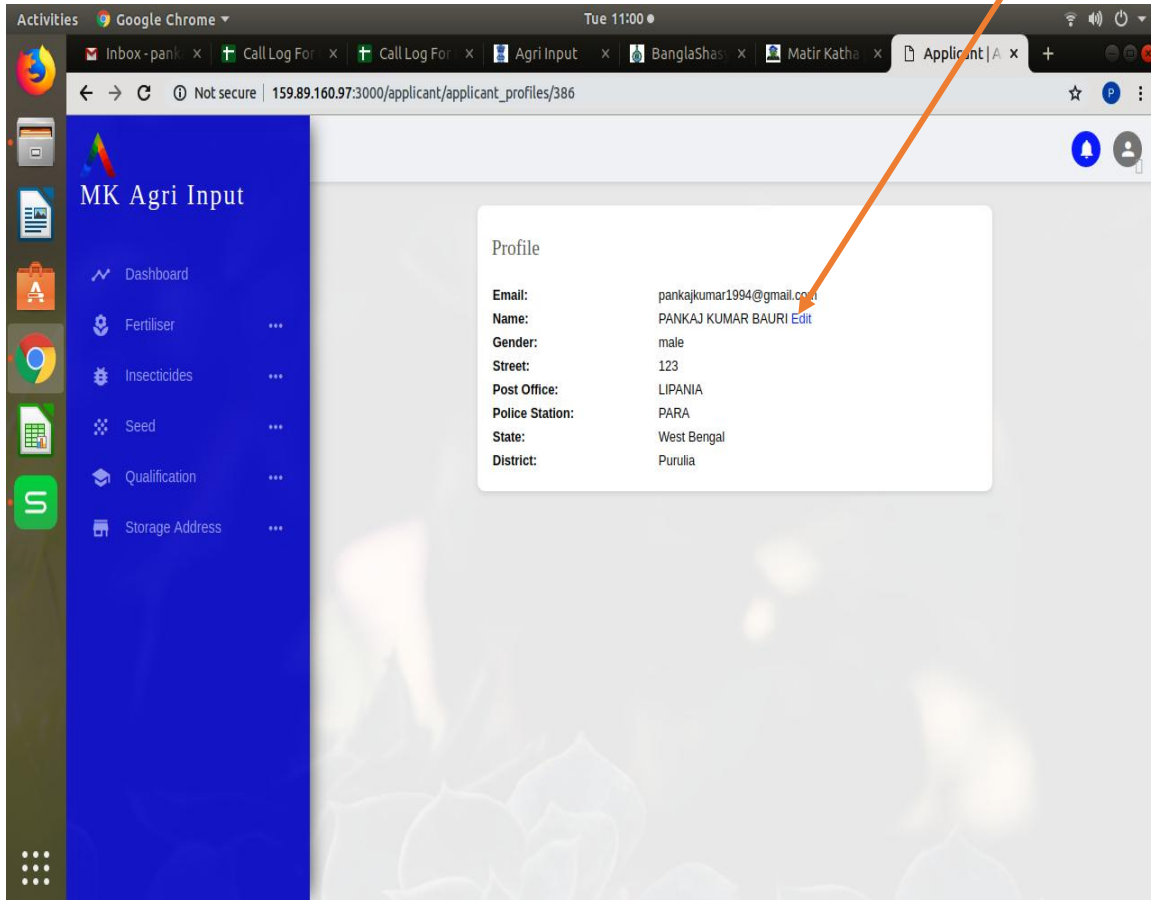
After "Sign up" this window will be shown



You can change your password just clicking here

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

- 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” From Dash Board

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

MK Agri Input

Dashboard

Fertiliser ***

Insecticides ***

Seed ***

Qualification ***

Storage Address ***

All Store Locations

New Store Location

User Manual

Challan Form

Name of store: DAKSHINESWAR

Applying for: SEED

Owner name: SUDIPTA ROY

State: West Bengal

Is the store situated in Notified Area(Kolkata & Bidhannagar)? Yes No

District: Malda

Subdivision: Malda Sadar

Address type: Rural

Block: GAJOL

Mouza: Adhna

Village: sdfs

Dag no: 123

Khetian no: 1234

Road: abcd123

Post office: gajol

Police station: gajol

Pincode: 712345

Postal address: gajol

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

The screenshot shows the MK Agri Input web application interface. On the left is a blue sidebar menu with the following items: Dashboard, Fertiliser, Insecticides, Seed (highlighted), All applications, New application (with an orange arrow pointing to it), Digitization of old application, Qualification, and Storage Address. The main content area is titled "New Seed Application" and contains several dropdown menus: Certification type (set to Dealer License), Jurisdiction (set to District), State (set to West Bengal), District (set to Malda), and Application form type (set to New). A blue "Next" button is located at the bottom of the form. An orange arrow points from the "New application" menu item to the "Certification type" dropdown, and another orange arrow points from the "Jurisdiction" dropdown to the "West Bengal" state selection.

Identify what type of Certification of License

Select the “Jurisdiction” under which license is applicable

▪ Advice to fill Form “A” with all relevant documents

Please select the pre added store point from drop down

Select Seed

- Select All
- Paddy
- Wheat
- Maize
- Jowar
- Bazra
- Ragi
- Gram
- Blackgram
- Arhar
- Green Gram
- Lathyrus
- Pea
- Lentil

Select "Individual Seeds" or Select all, then save

Please select
"Check Box"

MK Agri Input Form A

Dashboard
Fertiliser ...
Insecticides ...
Seed ...
Qualification ...
Storage Address ...
User Manual
Challan Form

Khatian no 1234

Road asdf

(i) For Storage: DAKSHINESWAR

2. What type of concern:
 Proprietary firm Partnership firm Limited company Hindu undivided family concern

3. In what capacity the application is being made:
 Proprietor Partner Manager Karta

4. Was the applicant ever convicted under the Essential Commodities Act, 1955 (10 of 1955), or any order issued thereunder during the last three years preceding the date of application? If so, give details
 Yes No

(a) Description

5. Details of Seeds to be sold : [Select seed](#)
Paddy Wheat Maize Jowar Bazra Ragi Gram Blackgram Arhar Green Gram Lathyrus Pea Lentil Soybean Sesamum
Sunflower Safflower Groundnut Toria Rai Yellow Sarson Castor Linseed Jute Cotton Mesta Sunhemp Tomato
Brinjal Chilli Cansicum Cabbage Cauliflower Broccoli Khol Khol Bottlegourd Bitter Gourd Ridge Gourd Snake

DECLARATION:
 (a) 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. (b) I/we have carefully read the terms and conditions of the licence given in Form 'B' appended to the Seeds (Control) Order, 1983, and agree to abide by them.

I shall submit the following documents along with this Application Form (Form A)

1. Photocopy of Current Trade License
2. Photocopy of current Tax Receipt (from: BL&LRO) along with photocopy of Porcha/deed as a proof of ownership/possession. (If the premises is rented, then agreement deed for at least 3 years on Non Judicial stamp paper & current rent Receipt)
3. Sales return in Form D (Applicable only for Renewal of license)
4. Receipt of requisite fees in TR Form-7 (in Original)

[Proceed To Upload Documents](#)

After filling all field click "**Proceed to upload Documents**" for uploading all relevant documents

Upload Documents

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

Current Trade License
 No file chosen

Property document

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)
 No file chosen

Current Tax Receipt (from: BL&LRO/ Corporation/ Municipality)
 No file chosen

Partnership deed (In case of Partnership firm)
 No file chosen

CIN Certificate (In case of companies)
 No file chosen

List of board of directors along with email IDs (In case of Companies)
 No file chosen

Documents Upload

All relevant documents should be uploaded here
(A list of required documents is already provided)

PAN, Photo already uploaded at the time of registration. In this page other relevant documents like “Trade License”, “Tax Receipt”, “Rent Receipt” and many more must be uploaded either in jpeg or pdf Format with specified size

▪ **RED COLOURED fields are mandatory**

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

3 types of Ownership

- a) Self
 - b) Other than owner (Within family)
 - c) Rented / Leased
- Documents can be changed depending upon ownership

After uploading all relevant documents click **“ SAVE & PROCEED to 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

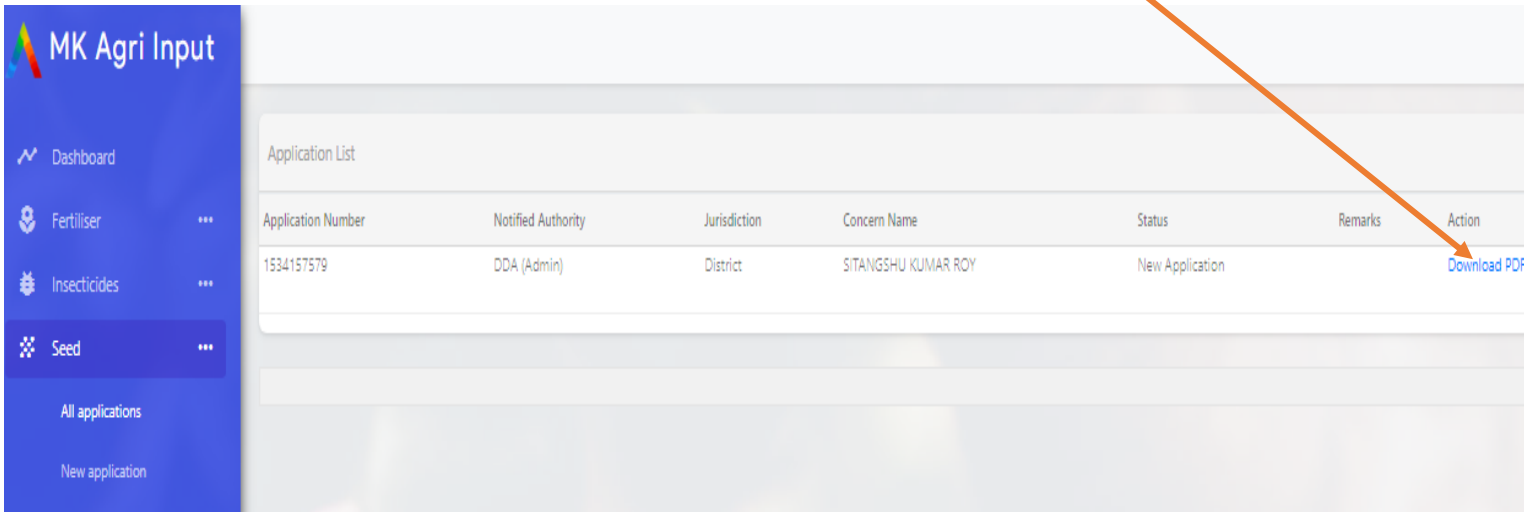
Documents For Challan

- ✓ 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 been successfully submitted.
- ❑ SMS of successful application submission ID on applicant’s registered Mobile number

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



Copy of submitted form “A”

FORM 'A'
(See clause 4)

FORM OF APPLICATION TO OBTAIN DEALER'S LICENCE

To,
The Registering Authority,
DDA (Admin) Malda

1.(a) Full name and address of the applicant:
Name and postal address: **Sudipta Roy**

(b) Place of business(Please give exact address)

(a) For Sale

Village :	sasdfesg
Dag no :	1234
Khatian no :	1234
Road :	asdf
Mouza :	Adhna
Block :	GAJOL
Subdivision :	Malda Sadar
District :	Malda
State :	West Bengal

(b) For Storage :

Village :	sdfsd
Dag no :	123
Khatian no :	1234
Road :	abcd123
Mouza :	Adhna
Block :	GAJOL
Subdivision :	Malda Sadar
District :	Malda

- For further assistance applicant can kept a Hard copy of this PDF.
- SMS form Dept of Agriculture for Store Verification & Sale point Verification.
- 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

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 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) **Before digitization application, applicant must add “Store Point” same as new one.** (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.gov.in” > online licensing > Registration (see page 2-5 of New Application)
- After logging with Email Id & password , applicant must click here to enrol for **Digitization**.

MK Agri Input

- Dashboard
- Fertiliser
- Insecticides
- Seed
- All applications
- New application
- Digitization of old application
- Qualification
- Storage Address
- User Manual
- Challan Form

Existing License Details

Payment was successfully created.

License number	123456
Date of issue	01/08/2016
Valid upto	31/08/2019
License Image(not exceed 400kb)	Choose File 1 .jpg
Certification type	Dealer License
Jurisdiction	District
State	West Bengal
District	Malda

Next

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 “**NEXT BUTTON**” after putting all relevant field

DIGITIZATION PROCESS

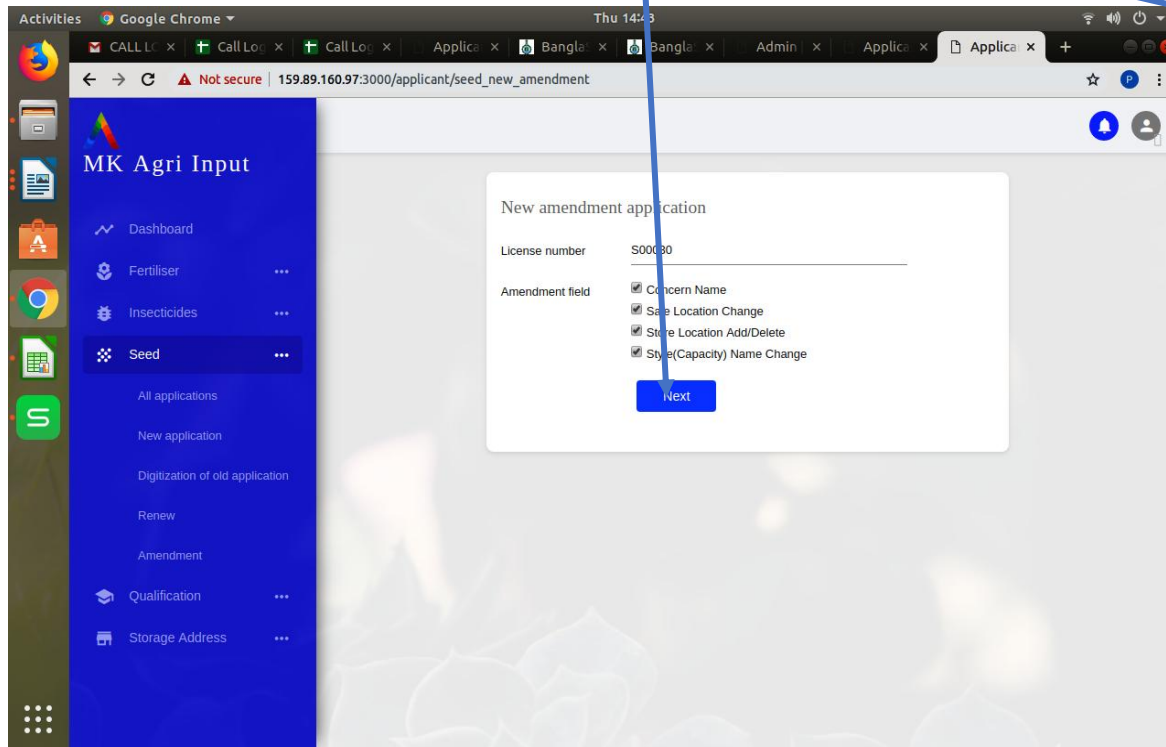
1. After clicking next button Form “A” will be opened
2. Same as New Application, filled up all relevant field (see page 7-10 of New Application)
3. Upload all relevant documents
4. After uploading documents click on submit button (see page 10 of New Application)
5. No need to submit Challan.
6. After submitting application process is completed & SMS will be sent to applicant’s registered mobile number.
7. For further assistance please kept a hard copy of the form.
8. After Agriculture Department Notified Authority verification new license will be issued with old license number.

Amendment

Features :

1. Like new application .
2. The license that will be amendment must already be in online system.
3. The applicant must apply from the previous license ID.
4. Concern name can be changed.
5. Sell location can be changed.
6. Store location can be added/ deleted.
7. Style (capacity) name can be changed.
8. Upload documents like new / digitization.
9. Application jurisdiction can not be changed.

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



What can be changed :

- Change the name of the person or organization .
- Change capacity .
- Store point add / delete .
- Change sell location .

- ❖ First you have to 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.

Activities Google Chrome Thu 14:48

CALL Log x Call Log x Call Log x Applica x Bangla x Bangla x Admin x Applica x Applica x

Not secure 159.89.160.97:3000/applicant/renew_seed?&existing_license_id=314&license_number=S00030

Form A

MK Agri Input

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

FORM 'A'
(See clause 4)
FORM OF APPLICATION TO OBTAIN DEALER'S LICENCE

To,
The Registering Authority,
Designation of Notified Authority: DDA (Admin)
Place: Bankura
State of: West bengal

1. Full name and address of the applicant:

(a) Name and postal address:

Name of the applicant: Pankaj kumar bauri
Applicant E-mail: pankajkumar1994@gmail.com
Applicant Mobile No: 8016837349
Postal address with telephone number: 123, P.O - LIPANIA, P.S - PARA, PIN - 723126

(b) Place of business : (Please give exact address):

(i) For sale:

State: West Bengal
District: Bankura
Sub Division: Bankura Sadar
Name of the concern: test
Address Type: Rural

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

Activities Google Chrome Mon 11:31

Inbox x Call L x Call L x Agri I x Applic x Bang x Bang x Farm x গোড়া x কৃষি ক x +

Not secure 159.89.160.97:3000/applicant/seed_amendment_document?d=Zm9ybV9pZD0yMDEmZm9ybV90eXBIPUZvcmlB

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
 indian-indepe...-jai-hind.jpg

Concern Name supporting document2
 No file chosen

Concern Name supporting document3
 No file chosen

Concern Name supporting document4
 No file chosen

Concern Name supporting document5
 No file chosen

Sale Location Change supporting document1
 indian-indepe...-jai-hind.jpg

Sale Location Change supporting document2
 No file chosen

Sale Location Change supporting document3
 No file chosen

Sale Location Change supporting document4
 No file chosen

Sale Location Change supporting document5
 No file chosen

Store Location Add/Delete supporting document1
 indian-indepe...-jai-hind.jpg

Store Location Add/Delete supporting document2
 No file chosen

Store Location Add/Delete supporting document3
 No file chosen

Store Location Add/Delete supporting document4
 No file chosen

For each change, you can upload upto 5 documents of each.

You can upload 1 copy of right documents if required.

Activities Google Chrome Thu 14:49

CALL LOG x Call Log x Call Log x Applica x Bangla x Bangla x Admin x Applica x Applica x

Not secure | 159.89.160.97:3000/applicant/payments/new?d=Zm9ybV9pZD0xOTQmZm9ybV90eXBIPUZvcmlB

MK Agri Input

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

Add payment details for application number : 156283674315148

Form A was successfully created.

Challan number
84576

Bank Name
SBI

Challan Date
27/5/2019

Amount
1500

Challan Image
Choose file indian-indepe...-jai-hind.jpg

Save and Submit

Fill the challan information provided to the bank and upload the challan.

- Your application is complete.
- You have to download the pdf.
- Your application number on mobile will be SMS

Renewal

Features:

1. Like new application
2. The license that will be renewed must already be in online system.
3. The applicant must apply from the 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 sell points.
6. Upload documents like new / digitization.
7. Application jurisdiction can not be changed.

Activities Google Chrome Fri 16:59

Reff f x Call L x Call L x Agri I x Micro x Micro x Bangl x Farm x Applic x कृषि क x +

Not secure | 159.89.160.97:3000/applicant/seed_new_renewal

MK Agri Input

- Dashboard
- Fertiliser ...
- Insecticides ...
- Seed ...**
- All applications
- New application
- Digitization of old application
- Renew**
- Amendment
- Qualification ...
- Storage Address ...

New renewal

License number

Next

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

Activities Google Chrome Thu 14:48

CALL LOG x Call Log x Call Log x Applica x Bangla x Bangla x Admin x Applica x Applica x

Not secure | 159.89.160.97:3000/applicant/renew_seed?&existing_license_id=314&license_number=S00030

MK Agri Input

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

Form A

FORM 'A'
(See clause 4)

FORM OF APPLICATION TO OBTAIN DEALER'S LICENCE

To,
The Registering Authority,
Designation of Notified Authority: DDA (Admin)

Place: Bankura
State of: West bengal

1. Full name and address of the applicant:

(a) Name and postal address:

Name of the applicant: Pankaj kumar bauri
Applicant E-mail: pankajkumar1994@gmail.com
Applicant Mobile No: 8016837349
Postal address with telephone number: 123, P.O - LIPANIA, P.S - PARA, PIN - 723126

(b) Place of business : (Please give exact address):

(i) For sale:

State: West Bengal
District: Bankura
Sub Division: Bankura Sadar
Name of the concern: test
Address Type: Rural

Select store point, it's not changeable. Next "Select Seed" option click & select all seed then click save button

Activities Google Chrome Thu 14:49

CALL LOG x Call Log x Call Log x Applica x Bangla x Bangla x Admin x Applica x Applica x

Not secure | 159.89.160.97:3000/applicant/seed_documents/new?d=Zm9ybV9pZD0xOTQmZm9ybV90eXBIPUZvcmlB

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
 No file chosen

Current Tax Receipt (from: BL&LRO/ Corporation/ Municipality)
 No file chosen

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)
 No file chosen

If the premises is rented, then agreement deed for at least 3 years on Non Judicial stamp paper & current rent Receipt)
 No file chosen

Copy of Memorandum of Association and Copy of Memorandum of Articles of the concerned Company(In case of Company)
 No file chosen

Copy of Power of Attorney-Wherever Applicable (For Company)
 No file chosen

You can upload documents in accordance with each change

Activities Google Chrome Thu 14:49

CALLLO x Call Log x Call Log x Applica x Bangla x Bangla x Admin x Applica x Applica x

Not secure | 159.89.160.97:3000/applicant/payments/new?d=Zm9ybV9pZD0xOTQmZm9ybV90eXBIPUZvcmlB

MK Agri Input

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

Add payment details for application number :
156283674315148

Form A was successfully created.

Challan number
84576

Bank Name
SBI

Challan Date
27/5/2019

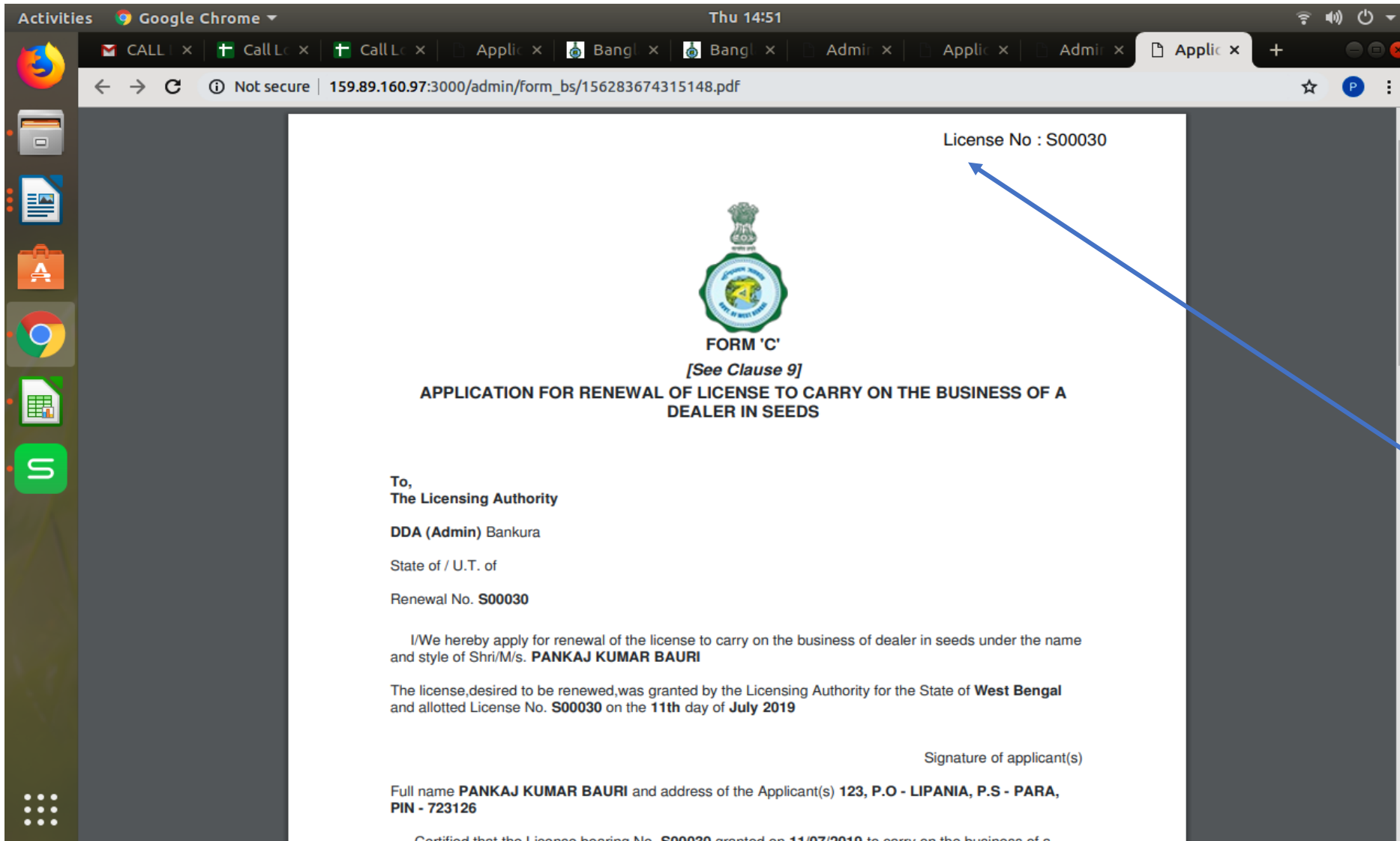
Amount
1500

Challan Image
Choose file indian-indepe...-jai-hind.jpg

Save and Submit

You have to submit previously cut challan.

- ✓ After complete application, kindly download the PDF from the dashboard.
- ✓ During issue 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.



You can download the system generated PDF format if the entire process is complete

❖ If the Authorized Person Application approved, you can download the Generated PDF form and give it to the applicant.

THANK YOU

Online Licensing Developed & delivered by



And

