

National Fertilizer Secretariat

Issuance of Licences for Importation and Formulation of Fertilizer

(New/ Renew)

Supportive documents to be submitted	Yes	No	Page No
1. Request letter			
2. Duly filled application			
3. Manufactures' certificate (for import only)			
4. Approval of the relevant crop research institute (except for straight fertilizer)			
5. Business registration			
6. Names and addresses of the board of directors			
7. Memorandum of article			
8. Profile of the institution			
9. Location ,address and capacity of the warehouse (conform the owner ship or possession though a legal document)			
10. Location, address and capacity of the formulation site (for formulation licence)			
11. Formulation procedure (for Formulation licence only)			
12. Environmental Protection Licence (for formulation licence only)			
13. List of authorized agents			
14. Details of infrastructure facilities (fill the format attached to the application)			
15. Performance of previous year (for renewal licence only)			
16. Analytical reports of fertilizer imported Previous year (for renewal licence only)			

- ***All copies of certificates should be certified as " true copy".***

Application for Licence to Formulate Fertilizer

1. Name of the Institution:

(Please attach a copy of Business Registration Certificate)

1.1 Address of the Institution:

District	Town	Street/ Road	Name of the Building	Number of the Building

1.2 Telephone and Other Contacts:

Telephone No	Fax Number	e-mail Address	Web site

2. Is it a Company, Joint Venture or Individual Business:

(If it is a Company or Joint Venture, please attach separate sheet to describe names and addresses of the Board of Directors or Governing Board Members.)

3. Name of the Chief Executive Officer:

3.1 Telephone and other Contacts:

Office	Mobile	Fax	Home	e-mail

4. Tax file numbers

Income Tax	VAT	BTT	Other

5. Number of Authorized Agents been appointed by the Institution:

(Please attach separate sheet to describe names and Addresses of the Authorized Agents)

6. Types of the Fertilizer to be Formulated under this Licence:

(In Addition to the table below, please attach separate sheets to describe more details if any.)

Commercial Name	Chemical Name	Main Ingredient/ s	Percentage%	Quantity to be formulated per Month (mt)

7. Raw Materials and Availability:

(In addition to the table, please attach separate sheets to describe more details if any.)

Raw Material	Major Ingredient/ s	Supply Sources