

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".*