

## National Fertilizer Secretariat

### Issuance of Licences to Manufacture (Organic/Inorganic) Fertilizer

#### (New/ Renew)

Supportive documents to be submitted	Yes	No	Page No
1. Request letter			
2. Duly filled application			
3. Business registration			
4. Names and addresses of the board of directors			
5. Memorandum of article			
6. Profile of the institution			
7. Location ,address and capacity of the warehouse (conform the owner ship or possession though a legal document)			
8. Location, address and capacity of the manufacture site			
9. Manufacture procedure			
10. Environmental Protection Licence			
11. List of authorized agents			
12. Details of infrastructure facilities (fill the format attached to the application)			
13. *Approval of Regional Agriculture Research and Development center/ Makadura , Gonawila. or *Approval for the relevant crop research institute ( if specific) *Analytical report ( checked for heavy metals)			
14. Performance of previous year ( for renew licence only)			
15. Licence from Geological Survey and Mines Bureau (if input materials are mind product)/for inorganic			

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

**Application for Licence to Manufacture 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 manufactured 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 produced 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