ANNEXURE-VI
[*See* rule 4]

Government of Pakistan
Ministry of National Food Security and Research
Federal Seed Certification and Registration Department

FORM/DOCUMENTS TO BE SUBMITTED FOR PERMISSION TO DO SEED BUSINESS

S. #	Particulars	Documents of proof to be submitted
1.	Name of the applicant : Mr. /Mrs: ……. S/o/D/o/W/o:---------- Applying as CEO/Managing Director etc: …….. ……	Paste Passport size photo of the applicant
2.	CNIC No. of the applicant as CEO/Managing Director:	Submit an attested and legible copy of CNIC of applicant as CEO/Managing Director with valid time period .
3.	Please specify the type of company a) Partnership b) Individual company c) Private Ltd. Company d) Public Ltd. Company	No requirement of partnership deed in case of individual company as per requirmetns of SECP
4.	PARTNERS: Name (1)	
5.	CNIC No. of Partner (1)	Submit an attested and legible copy of CNIC of Partner with valid time period .
6.	Name (2)	

7.	CNIC No. of Partner (2) ☐☐☐☐☐☐☐☐☐☐☐☐☐	Submit an attested and legible copy of CNIC of Partner with valid time period .
8.	Company name and brand name	NOC issued by FSC&RD, Islamabad for company name as well as brand name of company
9.	Specimen signatures of the applicant and Partners	Specimen signatures in triplicate are required on stamp paper verified by Legal authority (Notary Public/Oath Commissioner)
10.	National Tax Number (NTN) of applicant and partners	Submit copy of NTN issued by Federal Board of Revenue (FBR) in the name of applicant
11.	Registration of Seed Company with SECP under Companies Ordinance	Submit copies of Certificate of Incorporation, Memorandum of Association and Articles of Association issued by SECP
12.	Registration of brand name with IPO under Trade Mark Registry (Registration of brand name with Intellectual Property Organization, Pakistan (IPO) under Trade Mark Registry is optional but it provides international recognition of brand name and protection against infringement and counterfeit)	The Company has to submit TM-1 and TM-55 documents issued by IPO
13.	Address and Location of head office/sub office(s).	To submit permanent address of head office and Sub office of the company well equipped with basic infrastructure viz. Phone / fax / Mob./e-mail etc.
14.	Crops to be covered for seed production, multiplication and distribution by the company	Indicate names of those crops which are specific to concerned province and the company want to include in its seed production plan.
15.	Basic Seed availability consent letter	Submit copies of consent letters for obtaining Basic Seed of crops (as per submitted work plan) from Public sector seed organizations or the registered Seed Companies with R and D infrastructure.
16.	Estimated capital cost/expenditures/staff to be appointed with qualification and salary/month/year, Five year seed production plan/cost/revenue and profit and loss statement.	- Capital cost on purchase of machinery, processing plant, laboratory equipment, transport, furniture and construction of stores etc. in detail. - Number of employees along with their Designation/post, qualification, monthly and annual salary of each staff should be indicated. - Five year Seed production plan, Phasing of Cost of Production, Phasing of Revenue, Profit and Loss statement.

17.	Recruitment of Agricultural Graduate	The owner of the company has to give an affidavit that he/she will recruit at least one Agri. graduate specific to his company on regular basis after getting permission to do seed business within a period of three years and will provide the details like copy of CNIC, degree, offer letter, acceptance letter and copies of cheques regarding payment of salary to the recruited graduate,
18.	Land Resources	The company to submit copies of land Revenue record if it owns land or In case of registered growers, the owner of the company has to submit an affidavit on stamp paper that he/she will get land on lease/contract with registered growers and will provide the list of growers registered by FSC&RD as per submitted seed production plan.
19.	Seed Store	- The company has to clarify whether it has its own seed store with sufficient storing capacity or it will hire (as per submitted work plan). - In case of its own seed store: details of seed store ownership document, location of store and capacity of store are required to be submitted. - While in case of availing store facility on rent, the company has to submit copy of an agreement (on legal stamp paper along with copies of CNIC of Party1 and Party 2). For availing seed store facility, the tenure of the agreement should not be less than a period of three (03) years. At the time of renewal, the company should have its own seed store.
20.	Seed Processing facilities (Seed Processing plant/Cotton Ginning factory)	- In case of own processing facilities; It should be a registered seed processing/ginning plant, the owner of the company has to submit details like location of the processing plant, its capacity, make, model and calibration certificate from a qualified engineer; Or

		- In case of availing service on rent; the company has to submit an affidavit on legal stamp paper that it will enter into an agreement for not less than a period of three years with a service provider having registered seed processing/ginning plant. - At the time of Renewal the company should have its own Seed Processing Plant/unit.
21.	Detailed bank statement with sufficient closing balance for implementation of the proposed seed production plan.	- The company to submit bank certificate for holding account by the owner along with details of bank statement of at least six months with sufficient closing balance for implementation of its seed business plan - Signatures of account holder should be verified by the concerned bank.
22.	Marketing Plan	To be submitted along with the application for grant of registration.
23.	Particulars of the fee deposited	Attach proof of payment of fee.
	Declaration: I _____ holder of CNIC No. _____hereby solemnly verify that information given in the application and the annexures and statements accompanying it are correct to the best of my knowledge. Sig**nature of the applicant:_____** Dated:_____/_____/_____, Place:_____	
	VERIFICATION BY REGIONAL DIRECTOR FSC&RD **Recommendations** …… …… …… …… **Signature of the RD, FSC&RD** Date:_____/_____/_____, Place:_____	