



Tele # 051- 9262148

Registered
Most Immediate

F.No.1-77/80/Amendments/2021/1325/28
Government of Pakistan,
Federal Seed Certification & Registration Department,
Mauve Area, G 9/4

Islamabad the, 22nd February, 2022

To,

The Regional Director/Director,
FSC&RD,
Lahore, Peshawar, (Hyderabad/Balochistan) and Gilgit Baltistan.

Subject: **SOPS FOR SUBMISSION OF CASES FOR GRANT OF REGISTRATION OF SEED BUSINESS AS LOCAL SEED PRODUCER, SEED IMPORTER, LOCAL+IMPORTER AND SEED EXPORTER:**

In compliance of Rule 4 (2) of amended Seed (Business Regulation) Rules, 2016 the worthy Director General has nominated In-Charges of all field offices of FSC&RD within your jurisdiction as focal person to comply with following SOPS for scrutiny of application received for grant of registration of seed business (Local Seed Producer/Seed Importer /Local+Importer and Seed Exporter) under sub-rule (1) within thirty working days of its receipt with following documents:

1. DOCUMENTS REQUIRED :

a) Dully filled in application form (Annexure-V) including:-

- (i) Provisionally allotted NOC for company name and brand by FSC&RD for a specific period.
- (ii) Breeder's Consent Form (except where the applicant is seeking registration only for import or export of seed and is not interested in local seed production).
- (iii) Attested legible copies of CNIC of Principal Director, Partner with valid time period.
- (iv) Proof of registration of Brand Name with IPO, Pakistan
- (v) Specimen Signatures of Principal Director and partners on registered stamp paper duly verified by Notary Public
- (vi) Proof of registration either as company or firm
- (vii) Bank statements on closing balance of the principle Director and partners for the current and previous year duly verified by the concerned bank
- (viii) Marketing/distribution plan with following details:

Marketing strategy	Name (s)	Location/ Address	Contact info
Own shops/outlets			
Sales team/rep			
Registered Dealers			

(ix) Cost outlay (detail):

(Rs in million)

Sr.	Component	Unit cost	Total Cost
1	Human Resource (No.)		
2	Land Resource (acre)		
3	Equipment (no.) & Machinery (no.)		
4	Other		

(b) **Submission of resource type (with proof) as per Annexure Vi:**

i. Meets up the infrastructure, human resource and other requirements as given in Annexure-VI or furnishes evidence to prove that he/she has at his/her disposal adequate resources to meet the terms and conditions of registration that are set out in Annexure-VI regarding recruitment of personnel, availability of land (verified from land revenue department), seed production/Import Targets (MT), Storage facility, processing unit, laboratory, and technical expertise for respective category of seed business.

ii. An affidavit to be submitted by the company on registered stamp paper (Rs. 100/-) regarding compliance of FSC&RD time to time notified directions for labeling of seed bags or containers, packaging, maintenance and monitoring protocols, tracking system, distribution mechanism or any other aspect that may be relevant for ensuring supply of quality seed to growers.

(c) **Fee deposit receipt of Rs. 50,000/- for Local Seed Producer, Rs. 75,000/- for Seed Importer (Head of Account: C03138) duly verified from Treasury office.**

(d) **An undertaking on registered stamp paper with commitment that, if registered, the seed business company shall submit to the FSC&RD the annual audit report of its accounts within four months after the end of each financial year that it follows under its own procedures**

(e) **Provides information and documents in accordance with Annex-VI.**

2. **SCRUTINY PROCESS BY FSC&RD:**

- I. The application received under sub-rule (1) shall be duly scrutinized within thirty working days of its receipt.
- II. The scrutiny process may involve review and verification of all submitted documents.
- III. Inspection of all facilities that the applicant claims to own or lawfully possess in order to confirm that the applicant meets the terms and conditions of registration, as required by the Act, rules and the notifications issued there under.

3. SUBMISSION OF COMPLETE CASE TO RESPECTIVE REGIONAL DIRECTOR, FSC&RD

If the application is found in order, the designated officer shall submit the application, along with a report based on the scrutiny process, verification of all issued documents/statements from respective authorities and physical inspection of all recruited human resource, land, registered growers, seed store (specification given in annexure-vi) Seed Testing facilities with minimum equipments as given in annexure-vi and processing unit with facilities as mentioned in annexure vi to the concerned Regional Director for endorsement and its further submission to head quarter for further necessary action.

4. SUBMISSION OF CASES BY REGIONAL DIRECTOR TO DIRECTOR GENERAL, FSC&RD:

- i. All Regional Directors of concerned provinces are hereby directed to please critically examine the submitted report and to ensure for authenticity that the provided documents/statements have been verified from respective issuing authorities.
- ii. Furthermore physical inspection has been carried out for all facilities that the applicant claims to have own or lawfully possess (recruitment of personnel, availability of land, Storage facility, processing unit and laboratory facilities with required equipments for respective category of seed business.
- iii. The forwarding officer shall submit/furnish a certificate in the form of a checklist to the effect that forwarded case has been verified and checked in detail and recommended for its onward placement in the meeting of Seed Business Regulation Committee for consideration.

2. In the above regard, it is advised to please circulate the SOPs among your field offices for strict compliance under intimation to this office immediately. Further it is also to inform you that no case shall be entertained if found incomplete in terms of given SOP's.

3. This issues with the approval of Director General, FSC&RD.

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(NAZAR IQBAL)
DIRECTOR (SR)