



For Official Use Only

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Ministry of Agriculture, Livestock, Lands and Irrigation

Application for the Registration of Importers of Agricultural Food Commodities for Processing and Trading Purpose

1. General Information

Name of the Importer/ Company		
Business Registration Number		
TIN		
VAT		
Date of Incorporation		
Address of Registered Office		
Telephone		Email
Contact Person		
Name		
Designation		
Mobile No		
e-mail		

2. Import Details

Item	HS Code	Annual Quantity Proposed for Import (MT)	Countries of Origin	Purpose		
				Processing	Trading	Other
Maize						
Red Cowpea						
White Cowpea						
Green Gram						
Black Gram						
Sesame						
Finger Millet						
Groundnut						
Soybean						

3. Processing Industry Information

Name of Processing Facility:

.....

Location/ Address of Facility:

.....

Ownership of Facility:

Own

Leased

Type of Processing Activities (Eg. milling, oil extraction, flour production, etc.)

.....

Installed processing Capacity (MT per day/month)

.....

Current Utilization (%)

.....

4. Trading Industry Information

Name of Trading Facility:

.....

Location/ Address of Facility:

.....

Ownership of Facility:

Own

Leased

Distribution Channel

.....

5. Other

Please Specify

.....

6. Supporting Documents (to be attached)

6.1 Company/ Business Registration

- ❖ Certificate of incorporation (if a company)
- ❖ Business Registration Certificate (if sole proprietorship/ partnership)

6.2 Tax and Financial Compliance

- ❖ Tax Identification Number (TIN) or VAT Registration Certificate)
- ❖ Latest audited financial statement or bank reference letter

6.3 Import- specific Approvals

- ❖ Importer Registration Certificate (from Department of Import & Export Control, if applicable)
- ❖ Past records of imports/exports (if already engaged in trade) –Past 5 years
(No of years: from.....to

6.4 other Legal/ Administrative Documents

- ❖ NIC/ Passport copies of proprietor/ partners / Directors
- ❖ Board Resolution nominating authorized signatory (for companies)
- ❖ Proof of address (utility bill/ lease agreement of business premises)

7. Declaration by the Applicant

I hereby declare that the above information is true and correct to the best of my knowledge, and I agree to abide by the rules, regulations, and guidelines issued by the Ministry of Agriculture, Livestock, Lands and irrigation regarding the importation and processing of the above commodities.

Signature of Applicant:.....

Name:.....

Designation:.....

Date:.....

(Official Stamps/Seal)

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Date of Receipt:.....

Registration Number:.....

Remarks:.....

Approved by:.....

(Name & Designation)

.....
Signature

.....
Date