

## On-boarding Fertilizer Services onto SWCS

### Document Checklist – For Services under Fertilizer

DCL for Retailer/Wholeseller (New License/Renewal/Amendment)

S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Document Check Point
1.	UK-DCL-383	Form – Prescribed format	Yes	Self	Source Certificate (Form O)	Yes	Validity of Certificate of Source
2.	UK-DCL-385	State Government-Certificate	Yes	Agriculture Department	No Objection Certificate from Directorate (For wholesale of fertilizer)	Yes	Review NOC. Is it for the specified purpose?
3.	UK-DCL-9	Company Incorporation Document/ Disclosure Document/ Financial Document/ Proof of ownership	Yes	MoA / AoA / MoU	Memorandum of Association	Yes	Name of Company
4.	UK-DCL-131	Identity proof	Yes	Income Tax Department	PAN Card - Authorized Signatory	No	Name of Applicant
5.	UK-DCL-1	Address Proof/ Identity Proof	Yes	Unique Identification Authority of India	Aadhar Card	No	Review Address

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S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Document Check Point
6.	UK-DCL-54	Drawing / Maps	Yes	Self	Retail Shop Layout/ Warehouse Layout	Yes	Layout and building plan.
7.	UK-DCL-34	Affidavit - Without Prescribed format	Yes	Self	Affidavit on Rs. 10 stamp paper	Yes	Affidavit
8.	UK-DCL-129	Identity proof	Yes	Income Tax Department	PAN/ GST Firm / Organization	Yes	Organization PAN
9.	UK-DCL-12/ UK-DCL-13	Address Proof/ Disclosure Document/ Proof of Ownership/ Property Document	Yes	Self/ Department of Stamps & Registration	Rent Agreement/ Sale Deed	Yes	Rental Agreement
10.	UK-DCL-18	Photo	Yes	Self	Applicant photographs (Two)	Yes	Applicant Photo
11.	UK-DCL-333	Qualification Documents	Yes	Self	Following educational qualifications for caring on the business of selling fertilizers is prescribed	Prescribed qualification is required only for retail dealers and is not applicable to Wholeseller dealers	Educational Qualification

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S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Document Check Point
					a. BSc in Agriculture from recognized university or institute OR b. BSc in Chemistry from recognized university or institute OR c. Diploma in Agriculture Science from recognized university or institute OR d. 15 days certificate course on Integrated Nutrient Management for fertilizer dealers from State Agricultural Universities or Krishi Vigyan Kendra		

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### a) DCL for (License Renewal)

S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Check points
1	UK-DCL-34	Affidavit in prescribed format	Yes	Self	Affidavit for Renewal	Yes	Affidavit for Renewal

### C) DCL for Retailer/Wholeseller (License Amendment)

S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Check points
1	UK-DCL-34	Affidavit in prescribed format	Yes	Self	Affidavit for transfer ownership/ Adding product category	Yes	Affidavit for transfer ownership/Adding product category
2	UK-DCL-12/UK-DCL-13	Address Proof	Yes	Self/Department of Stamps & Registration	Rent Agreement/ Sale Deed	Yes	Address Proof for Amendment