

## On-boarding Fertilizer Services onto SWCS

### Document Checklist – For Services under Fertilizer

#### DCL for Authorization Letter of C&F (New License)

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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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-384	Report (DPR, Technical, Financial)	Yes	Agriculture Department (Recognized by Govt of India)	Test Report of Products from Notified Laboratory	Yes	Valid DPR

a) DCL for Authorization Letter of C&F (Renewal)

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1	UK-DCL-34	Affidavit in prescribed format	Yes	Self	Affidavit for Renewal	Yes	Affidavit for Renewal
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### b) DCL for Authorization Letter of C&F (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

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