

FORMAT FOR APPLICATION FOR REGISTRATION FOR PURCHASE OF DAMAGED WHEAT

(Omit the clause/ para/ point which are not applicable on the applicant)

To

Director, Food, Civil Supplies
and Consumer Affairs, Punjab.

Subject: Application for Registration of parties for purchase of damaged wheat stocks.

Respected Sir,

I hereby submit my application for registration with Department of Food, Civil Supplies and Consumer Affairs, Punjab for purchase of damaged wheat from State Procurement Agencies of Punjab in the name and style of _____ and declare as follows:

1. That I am submitting the application for registration for _____ (Feed I, Feed II, Feed III, Industrial Use, Manure Use) category of damaged wheat as a sole proprietor/ partnership firm/ Managing Director/ Director of the Private Ltd. Company/ Secretary of Society (Tick whichever is applicable). The attested copies of partnership deed/ Memorandum of Association (MOA)/ Articles of Association (AOA) are enclosed herewith.
2. That my permanent address is _____
Telephone No. _____.
3. That my address for correspondence is _____.
4. It is also submitted (mention whichever is applicable)
 - A. That I am a direct consumer of damaged wheat and my requirement and average consumption per day is _____. The certificate from District Veterinary Officer/ Revenue Officer is enclosed.
Or
 - B. That I manufacture feed/ starch in my factory premises, the capacity of which is _____ MT per day. The certificate from District Veterinary Officer/ Revenue Officer is enclosed.
 - i. That I/ my firm is registered with State Dairy Development Corporation as manufacturer of _____. The Registration Certificate bearing no. _____ dated _____ valid from _____ to _____ is enclosed.
 - ii. That I/ my firm is registered with as MSME/ small scale industry with Industry Department. The registration Certificate dated _____ is enclosed.
Or
 - C. That I manufacture Manure in my factory premises, the capacity of which is _____ MT per day. The certificate from the State government authorities is enclosed.
 - i. That I/ my firm is registered with as MSME/ small scale industry with Industry Department. The registration Certificate dated _____ is enclosed.
5. I have attached demand draft of Rs. _____ (Rs. 1000 for registration for each category) in favour of Director, Food Civil Supplies and Consumer Affairs, Punjab payable at Chandigarh.
6. That I hereby submit the details of the damaged wheat lifted from various State Procurement agencies of Punjab by my/ our firm during last year. The details of sale of such damaged is also attached herewith.
7. That my firm has GST registration no. _____ (copy enclosed).
8. That I am an income tax payee. The PAN no. _____ (copy enclosed).
9. That I am paying electricity bill relating to my unit/ factory to the State Electricity Board. A copy of the latest bill paid with receipt is enclosed.
10. That I shall abide by the terms and conditions relating to sale of damaged wheat and will not misuse it.
11. That I am also submitting the required affidavit duly attested from Executive Magistrate/ Notary (as per format) in this regard and also all the relevant documents mentioned in the affidavit along with my application.

Thanking you.

Name of the Applicant
Signature with Stamp

Affidavit

I _____ S/o _____ resident of _____
_____ District _____ State _____, do solemnly affirm and
declare as under:

1. That I am submitting an application for registration/ renewal of registration with Department of Food, Civil Supplies and Consumer Affairs, Punjab for purchase of damaged wheat from State Procurement Agencies of Punjab in the name and style of _____.
2. That I am submitting the application for renewal of registration for _____ category of damaged wheat as a sole proprietor/ partnership firm/ Managing Director/ Director of the Private Ltd. Company/ Secretary of Society (Tick whichever is applicable). The attested copies of partnership deed/ Memorandum of Association (MOA)/ Articles of Association (AOA)/ Constitution of Society is/ are enclosed herewith.
3. That my permanent address is _____.
4. That my address for correspondence is _____.
5. It is also submitted that
 - A. That I am a direct consumer of damaged wheat and my requirement and average consumption per day is _____. The certificate from District Veterinary Officer/ Revenue Officer is enclosed.
Or
 - B. That I manufacture feed/ starch in my factory premises, the capacity of which is _____ MT per day. The certificate from District Veterinary Officer/ Revenue Officer is enclosed.
 - i. That I/ my firm is registered with State Dairy Development Corporation as manufacturer of _____. The Registration Certificate bearing no. _____ dated _____ valid from _____ to _____ is enclosed.
 - ii. That I/ my firm is registered with as MSME/ small scale industry with Industry Department. The registration Certificate dated _____ is enclosed.**Or**
 - C. That I manufacture Manure in my factory premises, the capacity of which is _____ MT per day. The certificate from the State government authorities is enclosed.
 - i. That I/ my firm is registered with as MSME/ small scale industry with Industry Department. The registration Certificate dated _____ is enclosed.
6. That I own/ leased a land/ plot/ building described hereunder:
Area _____, Plot No. _____ Khasra/ Khewat/ Khatauni no. _____ situated at Village/ town _____ and bounded as follows:
North: _____
South: _____
East: _____
West: _____
7. That the attested true copy of sale deed/ title deed/ rent deed/ lease deed of the property described in para 7 above is attached herewith.
8. That the property described in Para 7 above is free from all sorts of encumbrance (Attached a non-encumbrance certificate if the property is owned by the applicant) and the said property has not been mortgaged with any authority institution/ person. There is no residential building on the factory land. In case, any loan has been obtained from a bank, the details thereof with a soundness certificate of the bank is to be attached.
9. That the valuation certificate of the property is enclosed herewith (applicable for owned property).
10. That the latest layout plan of land and manufacturing unit, duly verified by architect, is enclosed.
11. That I hereby submit the details of the damaged wheat lifted from various State Procurement agencies of Punjab by my/ our firm during last year. The details of sale of such damaged is also attached herewith.
12. That I am maintaining and operating saving/ current bank account no. _____ in _____ (name of Bank) at _____ branch. The account statement issued by the bank is attached herewith.
13. That my firm has GST registration no. _____ (copy enclosed).
14. That I am an income tax payee. The PAN no. _____ (copy enclosed).

15. That I am paying electricity bill relating to my unit/ factory to the State Electricity Board. A copy of the latest bill paid with receipt is enclosed.
16. That I shall abide by the terms and conditions relating to sale of damaged wheat and will not misuse it.
17. That I undertake it very categorically and unequivocally that I shall not dispose off any/ all properties referred to herein above during the registration period until all the claims of the State Food and Supplies Department are fully and finally settles/ realized.

Place: _____

Date: _____

Deponent

Verification:

I hereby affirm and solemnly declare that the statement given herein above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

**CHECKLIST OF THE DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR RENEWAL OF
REGISTRATION FOR PURCHASE OF DAMAGED WHEAT**

1. The attested copies of partnership deed/ Memorandum of Association (MOA)/ Articles of Association (AOA) in case of a company/ Constitution of Society (whichever is applicable).
2. Demand Draft of **Rs. 1000/- for registration of each category applied**, in favour of Director, Food Civil Supplies and Consumer Affairs, Punjab payable at Chandigarh.
3. Copy of certificate from District Veterinary Officer/ Revenue Officer in case of **direct consumer/ manufacturer of feed/ starch**.
4. Copy of certificate from the State government authorities, in case of **manufacturer of manure**.
5. Copy of Registration Certificate with State Dairy Development Corporation, if applicable.
6. Copy of registration of the unit as MSME/ small scale industry, if applicable.
7. Copy of sale deed/ title deed/ rent deed/ lease deed of the property
8. Copy of the Certificate of non-encumbrance, if the property is owned by the applicant
9. Copy of Valuation certificate of the property.
10. Latest layout plan of land and manufacturing unit, duly verified by architect.
11. Affidavit regarding non usage of damaged food grains for human consumption.
12. Affidavit regarding non-blacklisting of firm by any Govt or Semi Govt. Institution.
13. Details of loan/ CC limit obtained from bank with a soundness certificate from the bank, in case any loan has been obtained from bank.
14. Account statement issued by the bank.
15. Copy of GST registration number.
16. Copy of PAN Card.
17. Copy of the latest electricity bill along with receipt.