

REGISTRATION OF MARINE PRODUCTS TRADE PROMOTERS UNDER MPEDA ACT 1972

Introduction:

MPEDA registers seafood pre-processing centres, processing units, live/chilled, dried fish handling centres, exporters, conveyances used for transport of seafood, storage premises etc., as mandated under Chapter II Section 2 (b) of MPEDA Act.

The seafood buyer agent is a key link in the international trade of marine products, acting as an intermediary between the exporter and overseas buyer. Buyer Agents provide vital information to the buyer regarding the raw material availability and ensure the quality of the product by conducting organoleptic/sensory evaluation either in the production line or in cold storage before the export. The buyer agent is also involved in negotiating payment terms and fixing the price for the export products. Buyers rely on the buyer agent to verify and confirm the correctness of the documents as per the importing country's requirement to avoid detention/rejection of the cargo at overseas port. Further buyer agent also acts as a mediator in case of any dispute between the exporter and the buyer arises. These buyer agents take a commission from the exporters and the importers for the services offered.

However, there have been instances in which a handful of buyer agents are getting involved in various trade / quality-related disputes. There are also players who look toward making quick money and leave the scene when rejections/disputes arise.

In the current system of seafood export trade, buyer agents have become an integral link and contribute positively to promote the seafood trade by facilitating linkage that culminates in trade transactions. However, these operators are not accountable to any authority at present and are free to choose the buyer and exporters alike. Hence, in the event of a rejection or trade dispute, while the exporters or buyers suffer, these agents remain unaffected and hold no accountability in proving the quality of the product sent or the sanctity of the trade that has been done.

Considering the experiences that arose in settling trade disputes, it is felt that there is a need to register the buyer agents as “**Marine Products Trade Promoters**” by MPEDA for a smooth seafood export trade and to reduce the trade complaints in the country under the provisions as mentioned in Chapter II Section 9 Sub-section 2 (b) and 2 (k) of MPEDA Act. It is expected that this will help in strengthening the traceability value chain of our products as well.

CHAPTER XIV

GUIDELINES FOR REGISTRATION OF MARINE PRODUCTS TRADE PROMOTERS UNDER MPEDA ACT 1972

14. All registering offices of MPEDA are instructed to register “Marine Products Trade Promoters” against the submission of online application in the prescribed format along with the required documents, and payment of the prescribed registration fee.

14.1 Definition

14.1.1 Marine Products Trade Promoters

An **individual or enterprise** involved in the export trade of marine products to overseas markets by facilitating business linkages between the exporters and overseas buyers, carries out preliminary inspections on behalf of the overseas buyers, and undertakes other related services against a prescribed charge, but neither directly involved in the manufacture of the export product, nor a recipient of the exported cargo or the value realization is termed as a “**Marine Products Trade Promoter**”.

14.2 Products covered

All marine products.

14.3 Registering offices

Under Rule 34(1) Secretary or other authorised officers are empowered to exercise powers of registration. Areas covered under the jurisdiction of various registering offices and their respective codes are placed in Annexure 1. In the case of “Marine Products Trade Promoters”, the concerned field office of MPEDA, where the registered office/residence of the applicant is located, will be the registering authority.

14.4 Application for Registration

Every application of registration of “Marine Products Trade Promoters” shall be submitted to the Secretary, MPEDA or officers of MPEDA authorized by him in **[Form No. XIV (a)]** in the online registration module of MPEDA as per the format given in Annexure- 2, accompanied by mandated supporting documents and registration fee paid online.

Application format is placed as Annexure - 2.

14.5 Procedure for Registration

The procedure for applying for registration as a “Marine Products Trade Promoter” with MPEDA is as follows:

14.5.1 How to Apply

The application should be submitted online in [Form No. XIV (a)] for registration of “Marine Products Trade Promoter”, for which a registration fee, as prescribed by the authority from time to time, is to be paid online.

Application for registration of “Marine Products Trade Promoter” shall be submitted online to the concerned registering office having jurisdiction over the location of the person or enterprise.

The applications for registration shall be accompanied by a Bank Guarantee for an amount of ₹ 2.00 lakh (Rupees Two Lakh), valid for a period of 5 years as per the prescribed format (attached in Annexure - 3) for enforcing accountability and for honouring settlement in the event of quality/trade complaints.

14.5.2 Documents required to be submitted along with the application:

Along with the application, scanned copies of the following documents shall be uploaded onto the online system:

- (a) Proof of address of the enterprise (as image file in .jpeg / .png format)
- (b) Photo ID proof of the applicant (Proprietor / Managing partner) (as image file in .jpeg / .png format)
(Aadhar / PAN / Driving License / Front page of Bank Passbook with photograph)
- (c) Partnership deed in case of a partnership firm or Pvt. Ltd. firm (in pdf format)
- (d) Year of registration of firm
- (e) Scanned copy of Bank Guarantee ₹ 2.00 lakh valid for a period of 5 years in the prescribed format as per Annexure - 3 (in pdf file format). **The original Bank Guarantee shall be submitted by the applicant to the registering office of MPEDA within 15 days of submission of online application, failing which the application will be summarily rejected.**
- (f) Scanned copy of Undertaking in the prescribed format as per Annexure - 4 (in pdf file format)

(g) GST registration copy (optional)

(h) Details of the firms from which the products are being traded or intended to trade with, if any.

14.5.3 Registration fee

The fee prescribed for registration of raw material suppliers is ₹ 5,000/- (Rupees Five Thousand only) per entity, which is to be paid online through a payment gateway.

14.6 Issue of Registration Certificate & Renewal

14.6.1. Issue of Registration Certificate

Once the applicant fulfils the conditions laid down for registration and submits all the required documents, the certificate of registration as per Form XIV (b) will be issued. The format is given in Annexure - 5. Before issuing a certificate of registration as a Marine Products Trade Promoter, the field offices concerned must ensure that the applicant fulfils all the conditions that are laid down. A checklist in this regard is placed as Annexure – 6.

The Secretary or other officer authorized by him may require the applicant to furnish within a specified period such additional information as he may consider necessary for the purpose of registration, and every such applicant shall be bound to furnish such information within the specified period.

The certificate of registration will be issued online provided:

- a. No trade dispute or adverse remarks have come to the notice of the Authority against the applicant.
- b. The applicant is not directly or indirectly a benami concern.
- c. There are no pending complaints against any firm in which the proprietor or any one of the partners/directors is involved.
- d. The proprietor or any one of the partners/directors is not a person convicted by a Court of Law.

The holder of the certificate shall comply with the conditions as laid down in the registration certificate & the covering letter (Annexure - 7).

14.6.2. Procedure for inscribing registration numbers to Marine Products Trade Promoter

The registration number assigned should start with a code denoting the state & office followed by the code of the respective entity, which would be MTP (short code of Marine

Products Trade Promoter) and then followed by a serial number of the entity registered under the category and year of registration.

For example, in the case of a firm approved as a Marine Products Trade Promoter under the MPEDA Regional Division in Mumbai, the registration number will be as per the following format:

MA1/MTP/0001/2023

In which MA1 represents MPEDA Regional Division, Mumbai (as per the office code list placed in Annexure - 1), MTP is the short code for Marine Products Trade Promoter, 0001 represents the serial number of this registered entity, and 2023 represents the year of registration.

14.6.3. Refusal of Application for Registration

The Secretary or other officer may, by order, refuse an application to register a raw material supplier if the applicant:

- a. If the applicant fails to furnish the information asked for or furnishes incorrect information.
- b. The registering office feels that the applicant is a benami concern or it has information that it is so.
- c. If there are any pending trade disputes against the applicant.
- d. If the proprietor or any one of the partners/directors has been convicted by a court of law.
- e. If the applicant had violated the MPEDA Act & Rules.
- f. **Failure to submit original Bank Guarantee within 15 days of submission of online application.**
- g. Any other reason, which the Authority stipulates from time to time.

Provided that a copy of the order, together with the reasons for such refusal, shall be communicated to the applicant as per the format placed in Annexure 8. In such a case, the fees paid by the applicant shall be refunded.

14.6.4. Validity of Registration Certificate

The registration granted by MPEDA to a Marine Products Trade Promoter is valid for a period of three years from the date of issue of the registration certificate unless otherwise specified, or it is cancelled by the authority.

14.6.5. Renewal of Registration Certificate

The Marine Products Trade Promoter shall renew the registration granted well before the expiry date of the registration, by applying in the prescribed online form and by paying a fee of ₹ 1000/- excluding applicable GST.

14.6.6. Penalty for failure to renew registration in time

The Marine Products Trade Promoter should not undertake any business deals or services related to the export of marine products after the expiry of his/ her registration with MPEDA. If the registered Marine Products Trade Promoter fails to renew the registration on time, a late fee as prescribed below shall apply.

- a. Late fee charges of 50% of the renewal fee over and above the renewal fee for applications received after 30 days of the expiry date but within 90 days.
- b. Late fee charges of 100% of renewal fee over and above renewal fee for applications received after 90 days and above of expiry date.
- c. Applicable GST rate will be charged over and above the late fee charges in each case.

14.7. Endorsements on registration certificate

The registered Marine Products Trade Promoter shall endorse the changes in the name of the firm, address of the entity, changes in the constitution, partners / Directors/ownership etc., by applying online. The owner must apply for online endorsement of such changes within 30 days along with the prescribed fee of ₹ 1000/- excluding applicable GST.

Endorsement shall be effected in case of:

- a. Change of name of the firm
- b. Change in the ownership/ partners
- c. Change in the constitution of the firm

14.8 Code of Conduct

The registered Marine Products Trade Promoter should abide by the Code of Conduct stipulated by MPEDA.

- a. Abstain from promoting negative publicity against the Indian seafood sector
- b. Provide MPEDA with information regarding market overview of major markets on a monthly basis.
- c. Should help the exporters in meeting the product requirements of the buyer and the quality requirements of the importing nations.
- d. Should attend the hearings conducted by MPEDA in connection with trade/quality-related complaints.

- e. The details of the Marine Products Trade Promoter should appear on the documents related to the shipments mediated by the registered Marine Products Trade Promoter.
- f. The Marine Products Trade Promoter should submit a report of the trade conducted on a quarterly basis with details of the number of consignments, value, quantity, markets covered, and major products covered as per the following format.

Sl.no.	No. of consignments transacted	Quantity (MT)	Value (US \$ or as applicable)	Markets covered	Major products transacted

- g. Any other additional requirements / amendments brought by MPEDA from time to time.

14.9 Cancellation of registration

“Where the Secretary or other Officer is satisfied that any person has obtained a certificate of registration by furnishing incorrect information or that he has contravened any of the provisions of this Rule or of the conditions mentioned in the certificate of registration, proven to be violating the Code of conduct, or any person who has been registered as Marine Products Trade Promoter fails during the period of twelve consecutive months to conduct his business in respect of which he is registered, or if the Secretary or other officer is satisfied that such person has become disqualified to continue as Marine Products Trade Promoter, the Secretary or such officer may, after giving the person who holds a certificate a reasonable opportunity of making his objections, by order, cancel the registration and communicate to him a copy of such order” invoking the provisions of Rule 36.

Registration, once granted, may be cancelled on the following grounds also.

1. If the registered Marine Products Trade Promoter fails to renew his registration within six months from the date of expiry of the registration certificate granted
2. in case of any non-compliance or trade/quality regulations and rejections where there is evidence that fixes the responsibility on the registered Marine Products Trade Promoter
3. Violation of the Code of Conduct as specified in 14.9 above.
4. If it has been proved that the Marine Products Trade Promoter firm is a benami concern.

5. If any adverse remarks from Vigilance/CBI etc., have come to the notice of the Authority against the Marine Products Trade Promoter.
6. If there is any pending complaint against any firm in which one of the partners/directors is involved.
7. If the proprietor or any one of the partners/directors has been convicted by a court of law for any kind of malpractices committed in the course of export.
8. If the Marine Products Trade Promoter fails to submit any information as required by the Registering Authority.
9. Any other reason, which the Authority has found fit.

Provided that before cancelling such certificate, the person concerned shall be given an opportunity to make his/her representations.

Provided further that a copy of the order together with the reasons for the cancellation shall be communicated to the person concerned through a show cause notice as prescribed in Annexure 9.

The Marine Products Trade Promoter will be provided 15 days' time to reply to the show cause notice. If the reply is not satisfactory, the registering authority has the power to de-register the Marine Products Trade Promoter as per the provisions of Rule 36 of the MPEDA Act. The format of the Cancellation / De--registration Memo is placed as Annexure 10.

If the registration of Marine Products Trade Promoter is cancelled for malpractices, including failure to cooperate in the settlement of trade and quality complaints, the enterprise is permitted to apply afresh for registration only after a span of 3 years.

If the registration is cancelled for any other reason, they are permitted to apply after a span of 1 year.

14.10 Release/forfeiture of Bank Guarantee

The applications for registration shall be accompanied by a Bank Guarantee for an amount of ₹ 2.00 lakh, valid for a period of 5 years as per the prescribed format.

In case of any non-compliance leading to malpractices, including failure to cooperate in the settlement of trade and quality complaints, the registration granted to the Marine Products Trade Promoter shall be withdrawn & the entire bank guarantee will be forfeited by MPEDA, and the proceeds will be credited to the MPEDA account.

If the registration is cancelled for any other reason, the Bank Guarantee will be released to the Marine Products Trade Promoter only after one year from the date of the deregistration memo issued to the party or one year from the date of the last transaction made by them, whichever is earlier.

14.11 Appeal

As per Rule 37, any person aggrieved by an order of refusal under Rule 34 or an order of cancellation under Rule 36 may, within thirty days from the date of receipt by him of a copy of the order of cancellation, appeal to the Chairman who may either affirm, vary or set aside such order.

The list of de-registered Marine Products Trade Promoters will be published on the website of MPEDA.

14.12 Guidelines to Register Marine Products Trade Promoter

The general guidelines to register the Marine Products Trade Promoters are as follows:

1. The registration of Marine Products Trade Promoter is applicable to all the person(s) or enterprise (s) as defined in 14.1.1 above.
2. All enterprises engaged in facilitating marine product export trade between an exporter and an overseas importer shall mandatorily register with MPEDA as "Marine Products Trade Promoter".
3. Marine Products Trade Promoter, who intends to get registered with MPEDA, shall apply online in the prescribed format and shall pay the fees online as prescribed by MPEDA.
4. The fee for registration is ₹ 5000/-excluding 18% GST.
5. The validity of registration is upto three years from the date of issue of the registration certificate.
6. The applications for registration shall be accompanied by a Bank Guarantee for an amount of ₹ 2.00 lakh, valid for a period of 5 years as per the prescribed format for enforcing accountability and for honouring settlement in the event of trade/quality complaints.
7. Granting of registration is subject to the conditions as prescribed in Chapter VII Section 34 of the MPEDA Act. The registering authority also holds the power to call for additional information required, if any, as per Chapter VII Section 35 of the MPEDA Act.
8. Incomplete applications and applications not accompanied by prescribed documents, fees and Bank Guarantee shall be summarily rejected.
9. A unique registration number shall be given to each registered Marine Products Trade Promoter.

10. The registered Marine Products Trade Promoter shall maintain the following documented / electronic records:
 - a. A register indicating the product, the details of the processing unit, exporter (indicating details such as address, MPEDA registration number, EIA approval number etc.), and importer, details of shipments & packing list of the consignment traded, inspections carried out, port of destination, delivery and import clearance status of the cargo handled.
 - b. Any other document required by the authorities.
11. Registered Marine Products Trade Promoter shall submit a self-certified copy of the registration certificates of the exporter with whom he is dealing business.
12. The Marine Products Trade Promoter shall engage in business only with exporters registered with the Marine Products Export Development Authority.
13. In case of any non-compliance or trade complaints or quality rejections where there is evidence that fixes the involvement of the Marine Products Trade Promoter, he/she shall be subject to investigation and liable for action, including de-registration as per Chapter VII Section 36 of MPEDA Act, if found guilty. The Bank Guarantee furnished will be forfeited in such cases.
14. In case of any non-compliance to the provisions of MPEDA Act or MPEDA registration guidelines or to the Code of Conduct as prescribed in 14.9 above, the registration granted to the Marine Products Trade Promoter shall be withdrawn & the entire bank guarantee will be forfeited by MPEDA.
15. If the registered Marine Products Trade Promoter is found guilty in case of any non-compliance or trade complaints or quality rejections, where the involvement of the registered Marine Products Trade Promoter is proved, the penalties imposed will be partly drawn from the Bank Guarantee furnished by the Marine Products Trade Promoter to MPEDA as fixed by the Competent Authority.
16. The renewal of the Bank Guarantee prior to its expiry is the sole responsibility of the registered Marine Products Trade Promoter, and failure to which will automatically initiate de-registration procedures.
17. In the event of de-registration, the Marine Products Trade Promoter will be extended a provision for appeal to the Chairman within 30 days from the date of issue of the Memo of de-registration as per Chapter VII Section 37 of MPEDA Act.
18. At the time of registration or renewal of the pre-processing, processing establishments, handling centres and exporters, the inspecting authority shall ensure that the entities are having export business deals only with registered Marine Products Trade Promoters.
19. If the registered Marine Products Trade Promoter wishes to surrender the registration granted, he/she/enterprise may request the same to MPEDA in

writing. In such a case, de-registration is effected following the prescribed procedures as in the case of other registered entities.

List of Annexures

Annexure- 1	List of registering offices of MPEDA & Code list
Annexure- 2	Form XIV (a) – format of online application
Annexure- 3	Format of Bank Guarantee
Annexure- 4	Format of Undertaking
Annexure- 5	Format of the Certificate of Registration – Form XIV (b)
Annexure- 6	Check list for verification of online application for registration of Marine Products Trade Promoter
Annexure- 7	Covering letter format
Annexure- 8	Format of letter to refuse application for registration
Annexure- 9	Format of Show Cause notice
Annexure - 10	Format of De-registration Memo

Annexure- 1**List of registering offices of MPEDA & Code list**

For issuing the certificate of registration online, the MPEDA field offices are assigned specific states. The respective offices are also assigned specific codes to facilitate registration number to the entity.

Sl.no.	State	MPEDA Regional / Sub Regional office	Office Code
1	Gujarat	Veraval	GU1
2		Porbandar	GU3
3	Maharashtra	Mumbai	MA1
	Goa	--	--
4	Karnataka	Mangalore	KA1
5	Kerala	Kochi	KL1
6	Tamil Nadu	Chennai	TN1
7		Tuticorin	TN2
8	Andhra Pradesh	Vijayawada	AP2
9		Bhimavaram	AP6
10		Visakhapatnam	AP1
11	Telangana	Hyderabad	TS1
12	Odisha	Bhubaneswar	OD1
13	West Bengal	Kolkatta	WB1
14	Assam	Guwahati	AM1
15	New Delhi	New Delhi	ND1

FORM XIV (a)

APPLICATION PROFORMA

(to be uploaded online)

Name of the person/enterprise		
Nature of entity	Proprietary / Partnership	
Year of Establishment Years of experience in the field of Fish & Fishery product export business		
Complete postal address of the proprietor / Managing partner with pin code (Upload proof of address)	Residence: Office (if available):	
Telephone Number and E-Mail ID		
Aadhar card Number(upload Self-attested copy of Aadhar card)		
Mobile Number (linked to Aadhar)		
Passport photograph of the proprietor / Managing Partner		

<p>ID Proof / ID type / ID number (Pl. upload a self-attested copy of an ID)</p>	<p>Options</p> <ol style="list-style-type: none"> 1. Aadhaar card 2. PAN CARD 3. Driving Licence 4. Passport 5. Bank Passbook 	
<p>Specimen signature/thumb impression</p>		
<p>Products handled</p>	<p>(Multiple options may be given)</p> <ol style="list-style-type: none"> 7. Vannamei shrimp 8. Black Tiger shrimp 9. Indian white shrimp 10. Fish (Specify...) 11. Crabs 12. Wild caught shrimp 13. Squid 14. Cuttlefish 15. Octopus 16. Lobster 17. Crab 18. Fish (Specify...) 19. Other molluscs 20. Others 21. Ornamental fishes 22. Aquatic plants 23. Others (Specify) 	
<p>Name and address of seafood processing unit (s) with which currently transacting business (indicate MPEDA registration no. & EIA approval no)</p>		
<p>Name and address of the importers, if any, currently being dealt with</p>		
<p>Address of the branch office if any</p>		

FORMAT OF BANK GUARANTEE

(To be executed on Rs.500/- stamp paper)

This Deed of Guarantee made on this _____ day of _____ 202____, by the _____ Bank, hereinafter referred to as 'the Bank' in favour of the Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi-36, hereinafter referred to as 'the Authority' which expression shall include its successors.

WHEREAS M/s. _____ hereinafter referred to as the 'Marine Products Trade Promoter' approached the Authority for granting registration certificate as Marine Products Trade Promoter strictly in accordance with the terms and conditions contained in the new guidelines dated 23rd July 2004 and amended new guidelines dated 27th June 2005 as approved by the Authority for this purpose and one of the condition being providing a Bank guarantee of **₹ 2.00 Lakh (Rupees Two lakh only)** to MPEDA valid for a period of **Five years** for enforcing accountability and for honouring the settlement in cases of quality/trade complaints on export of marine products.

AND WHEREAS the Authority had agreed to issue certificate of registration as Marine Products Trade Promoter on providing a Bank guarantee for ₹ 5.00 Lakh for a period of five years in favour of the Authority.

AND WHEREAS the Marine Products Trade Promoter has approached the Bank for furnishing the Bank guarantee on their behalf;

IN consideration of the issue of the certificate of registration as new Marine Products Trade Promoter by the Authority, the Bank hereby unconditionally agrees and undertake to pay the Authority an amount of ₹ 2.00 Lakh (Rupees Five lakh only) for enforcing accountability and for honouring the settlement in cases of quality/trade complaints in

respect of supply and or exports of marine products effected during the said period of five years.

The Bank further agrees that any demand made by the Authority shall be final and binding on the Bank and payment shall be made forthwith on demand to the Authority irrespective of any dispute or disputes raised or to be raised by the Marine Products Trade Promoter on any ground.

This guarantee shall remain in force and effective for a period of 5 (five) years from this _____ day of _____ 202_____ and unless a demand is made on or within 5 years thereof, we, the Bank will stand completely discharged with respect to all our liabilities under this Bond.

NOTWITHSTANDING anything contained above, the liability of the Bank shall be restricted to ₹ 5.00 Lakhs (Rupees Five lakh only).

For the Bank

MANAGER

IN WITNESS THEREOF

Dated this _____ day of _____ 202_____

FORMAT OF UNDERTAKING

(to be executed on stamp paper worth Rs.200/-)

I, Shri/Smt. _____ the owner/proprietor/ partner director of
M/s. _____ (name and address of the firm) hereby undertakes to
transact the export business of marine products with
.....
....., an exporter registered with
MPEDA vide registration number valid upto
.....

I also undertake that I shall maintain all documentary evidence on the transactions of the exports of the marine products effected under the business engagement with them and produce to MPEDA as per the Code of Conduct prescribed and to carry out necessary verification of the transaction in the event of trade or quality complaints & consignment rejections.

I am also aware that if I fail to produce the above documents, the certificate of registration as a Marine Products Trade Promoter held by me / our establishment is liable to cancellation by MPEDA and that I will have no claim to approach the MPEDA to get the validity of my certificate extended.

Place: (Signature)

Date : Name :

Designation

Firm name and address

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ministry of Commerce & Industry, Govt. Of India

See Rule 42 of MPEDA Rules, 1972

FORM XIV(b)

**CERTIFICATE OF REGISTRATION AS MARINE PRODUCTS TRADE
PROMOTER**

1. Number and date of certificate of Registration:
2. Valid up to: (DD/MM/YYYY)
3. Name and address of the person/Company to whom the certificate is granted:
4. Details of Pre- processing / Processing/Handling facility / supplier to which raw material is supplied:-

Regn No.	Name of enterprise	Date from (DD/MM/YYYY)

This certificate is issued subject to the conditions under MPEDA Rules, 1972 in the URL www.mpeda.gov.in/regn/certificate and instructions issued by The Marine Products Export Development Authority from time to time.

Date:

Signature:

(Seal of the Authority)

URL: e-mpeda.nic.in/registration/verification (For online verification of certificate)

**CONDITIONS OF THE CERTIFICATE OF REGISTRATION AS MARINE
PRODUCTS TRADE PROMOTER**

1. This certificate of registration is granted subject to the provisions of the Marine Products Export Development Authority Rules, 1972, as amended from time to time.
2. The holder will abide by the Guidelines dated 00/00/20 of Marine Products Export Development Authority for issue of Certificate of Registration as a Marine Products Trade Promoter, as amended from time to time.
3. The Marine Products Trade Promoter shall ensure that the quality of the marine products transacted through his business deals conform to the specifications recognized by the Central Government under section 6 of the Export (Quality Control and Inspection) Act 1963 (21 of 1963) and Rules, regulations and instructions there-under, as amended from time to time.
4. The Marine Products Trade Promoter shall conform to the rules, regulations and instructions issued by the Export Inspection Council of India, Export Inspection Agency and the Authority from time to time in respect of procurement, packing, transportation, sanitary and other hygienic requirements, and all other matters as specified in Chapter XIV of the guidelines of registration.
5. The registered Marine Products Trade Promoter shall transact business only with entities registered with Marine Products Export Development Authority.
6. The certificate is liable to be cancelled for any act of omission or commission by the holder, either in respect or quality issues or for trade related issues, including cheating, whether or not, the complaint can be attributed to the Marine Products Trade Promoter.
7. The registration shall cease to be valid if the holder becomes no longer entitled to such registration under the provisions of the Guidelines dated 00/00/20... of Marine Products Export Development Authority for issuing Certificate of Registration as a Marine Products Trade Promoter, as amended from time to time.
8. The holder of Marine Products Trade Promoter certificate shall adhere to the Code of Conduct prescribed in the registration guidelines and shall furnish to MPEDA the details of transactions and other information on a quarterly basis or as demanded by MPEDA, failing which the certificate of registration issued is liable for cancellation.
9. The Marine Products Trade Promoter shall comply with such other instruction as may, from time to time to issued by the Government of India, the Authority, the Export Inspection Council of India and the Export Inspection Agency.

**CHECK LIST FOR VERIFICATION OF ONLINE APPLICATION FOR REGSITRATION
OF RAW MATERIAL SUPPLIER**

1.	Name and address of the applicant	
2.	Whether the following documents have been submitted : a) photograph of the authorized signatory b) Proof of address c) Bank guarantee d) Undertaking e) Partnership deed in case of a partnership firm or Pvt. Ltd. firm	
3.	Whereabouts of processing units / exporters with whom the applicant undertake / intend to undertake business transactions	

Dealing hand:

Officer in-charge / Registering Authority

(Format of covering letter)

THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY

Ref:

Date:

Regd. A/D

To

Dear Sir/ Madam,

Sub: Registration as a Marine Products Trade Promoter under the MPEDA Rules, 1972- Issue of certificate

With reference to your application for registration as Marine Products Trade Promoter of marine Products we are sending herewith the Certificate No.....dated.....

This certificate of registration as a Marine Products Trade Promoter is issued to you on the conditions specified in the registration guidelines and under the conditions of the certificate of registration.

1. Registered Marine Products Trade Promoter shall furnish to the Authority a quarterly statement as per the following format:

Sl.no.	No. of consignments transacted	Quantity (MT)	Value (US \$ or as applicable)	Markets as covered	Major products transacted

- 2.

1. The Marine Products Trade Promoter registered under MPEDA should comply with the requirements specified in the guidelines under MPEDA Manual of registration procedures.
2. Any change in the constitution of your firm or among partners / proprietors/ Directors or location shall be intimated to the Authority within one month of such change.
3. Any information required from you by the Authority from time to time shall be furnished within the prescribed period.
4. You will have to afford all facilities to the staff of the MPEDA whenever they contact you and shall also furnish whatever data they may require. In addition, you will also have to produce any document or records they may require.
5. Your attention is also drawn to Sections 23 and 24 of the MPEDA Act and amendments of.

Failure to abide by the conditions specified above may result in cancellation of registration.

Please acknowledge by signing and returning to us a duplicate of this letter within 7 days, failing which it will be presumed that you have understood the contents of this letter and agree to comply with the same.

Yours faithfully,

FOR THE MARINE PRODUCTS EXPORT
DEVELOPMENT AUTHORITY

Format of letter to refuse application for registration

Ref: Your application dated... for registration as a Marine Products Trade Promoter

In exercise of powers conferred on me vide Rule 34(1) & (2) of the MPEDA Rules

1972 read with office order part-II No.1840/2005 dated 25.11.2005, I hereby refuse your application for registration as a Marine Products Trade Promoter on the following grounds:

- 1.
- 2.
- 3.

The registration fee will be refunded to you in due course. In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman of this Authority under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Deputy Director/ Assistant Director

Name of MPEDA Field Office

Format of Show Cause notice

Ref.:

Date:

Sub.: Registration of Marine Products Trade Promoter under MPEDA Rules 1972

In exercise of the powers vested in me Vide office orderdatedread with Rule 36 of the MPEDA Rules, I hereby call upon you to Show Cause why the certificate of registration granted to your establishment as a Marine Products Trade Promoter should not be cancelled for reasons given below;

- 1
- 2.
- 3.

Your reply should reach the undersigned within 15 days from the date of receipt of this letter failing which it will be presumed that you have no explanation to offer and we will proceed with the deregistration without further reference to you.

Yours faithfully,

DEPUTY DIRECTOR / ASST. DIRECTOR

FORMAT OF CANCELLATION/ DE- REGISTRATION MEMO

Ref:

Date:

Registered A/D

MEMO

**Sub: Registration as an Marine Products Trade Promoter under MPEDA rules
1972-reg.**

Please refer to the Show Cause Notice No.dated
.....acknowledged by you ondirecting you to show cause
why your certificate of registration as a Marine Products Trade Promoter should not be
cancelled for the following reasons:-

*1.

*2.

** You failed to reply to the show cause notice which was to reach the undersigned by
.....

Your reply datedto the Show Cause Notice is not satisfactory because
..... (explain why the registering authority rejects the explanation).

Therefore in exercise of the powers conferred on me vide Rule 43 of the MPEDA Rules,
read with Office Order Part-II No. 1840/ 2005 dated 25.11.2005, I hereby cancel the
Registration Certificate No.....dated.....issued to you.

In case you are aggrieved by this order of cancellation, you may prefer an appeal to the Chairman within 30 days of the date of receipt of this order vide Rule 44 of the MPEDA Rules.

DEPUTY DIRECTOR

* (New reasons should not be added in the cancellation memo. The reason should be as stated in the show cause notice).

** Strike off whichever is not applicable.