Manual of Registration Procedures under MPEDA Act & Rules 1972

March 2007

(All amendments as on 31.3.2007 have been included)

FOREWORD

After the introduction of the new guidelines for registration of exporters and the online system of processing application, it was felt that a user-friendly manual for use by the field offices was necessary. Accordingly, the manual has been prepared. All attempts have been made to include amendments made after the issue of the revised guidelines dated 23.7.2004.

I wish to record my appreciation of those involved in the preparation of the manual especially Shri Lawrence Paul A. Mathai, Ex-Assistant Director, MPEDA who rendered invaluable assistance in preparing this document, Shri S. Sasidharan Pillai, Deputy Director (Admn), who took the initiation to prepare this document and Smt. Aysha Ayyappan, Assistant, who put in a lot of hard work to get the manual in this form.

All field offices may feel free to put forth any suggestion for improvement.



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CHAPTER - I

REGISTRATION AS AN EXPORTER

1. PROVISIONS OF MPEDA ACT & RULES 1972

1.1. SECTION 9 (1): "It shall be the duty of the Authority to promote, by such measures as it thinks fit, the development under the control of the Central Government of the marine products industry with special reference to exports.

1.2. 9(2) (h) registering of exporters of marine products on payment of such fees as may be prescribed".

1.3. REGISTRATION OF EXPORTERS

Rule 40 (1) "No person shall, after the expiration of two months from the date of coming into force of this rule, export any marine products unless he has been registered as an exporter with the Authority. The applicant will be allowed to export during the period of one month pending issue of the Certificate of Registration.

Provided that this rule shall not apply to the export of marine products:

a) by or on behalf of the Central Government or the Authority or any person authorized by the Central Government or the Authority to export marine products.

b) by means of gift parcel or sending of samples;

c) as personal effects of passengers;

d) for any non-commercial purposes ; and

e) for any exhibition abroad.

Rule 40 (2) "In case of items referred to in clauses (b) to (e) of the proviso to sub-rule (1), a maximum limit in terms of value shall be fixed by the Authority from time to time, depending on the nature of the product, quantum to be exported, volume of samples to be exhibited / distributed". The revised maximum limit in terms of value are:-

(a)	by means of gift parcel or sending of samples	-	Rs. 10,000/-
(b)	as personal effects of passengers	-	Rs. 5,000/-
(c)	for any non-commercial purposes	-	Rs. 25,000/-
(d)	for any exhibition/fairs abroad	-	Rs.1,00,000/-

2. REGISTERING OFFICES

Under Rule 41(1) and 42(1), Secretary or other authorized officers are empowered to exercise powers of registration. Office Order Part-II No.1840/2005 dated 25th November 2005 indicating the areas of jurisdiction and the officers to whom the powers are delegated is at **Annexure-1 (page-100)**.

2.1. APPLICATION FOR REGISTRATION

(1) **Rule 41 (1)** "Every application for registration as an exporter of marine products shall be made to the Secretary or other officer authorized by him in Form IX (**Annexure-2, Page 102**) obtainable from the offices of the Authority on payment of Rs.200/- (**Annexure-3, Page 104**)

in cash or by MO / DD / PO drawn in favour of the Authority for each application and shall be accompanied by the list of enclosures indicated in the application (Form IX). The application must be sealed with the office stamp of the issuing office in all copies.

(2) Every application for registration as an exporter shall also be accompanied by a fee of Rs.5,000/- (**Annexure-3, Page-104**).

(3) Other formalities to be complied with in respect of merchant / manufacturer exporters are furnished separately.

(4) The applicant shall also be bound to furnish such additional information in respect of his application as the Secretary or other officer may require".

3. PROCEDURE FOR REGISTRATION OF EXPORTER

3.1. HOW TO APPLY

Application in triplicate will have to be submitted to the concerned registering office under whose jurisdiction Registered or Head Office of the applicant is located. The application shall be submitted with an application fee of Rs.5000/- along with the following documents : -

(1) Passport size photograph of the applicant

(2) Proof of address (PAN Card / Voters ID Card / Passport)

(3) Copy of written agreement for utilization of surplus capacity of Processing Plant and Handling Facility.

(4) Original of the joint undertaking **(Annexure-4, Page-107)** by the owner of Processing Plant and Handling Facility.

(5) Original Registration Certificate of Processing Plant Handling Facility for endorsement.

(6) Original Registration Certificate of Storage premises for endorsement

(7) Fee for endorsement (Cash or Demand Draft favouring MPEDA)

(8) Certificate from Scheduled Bank showing financial soundness

(9) Copy of the Certificate of Importer Exporter Code (IEC) issued by DGFT

(10) Approval letter issued by DGFT in case of Route-through Merchant Exporter

(11) Registration fee of Rs.5,000/- (Cash or Demand Draft favouring MPEDA)

(12) Copy of the purchase order

PS – Certificates at 5 & 6 above shall be collected back from MPEDA after endorsement.

3.2. NATURE OF THE ORGANISATION

(1) Whether it is a body corporate, or partnership firm or proprietary concern.

(2) Capital employed.

(3) Turnover expected in the next 3 years.

(4) Copies of Balance Sheet for last two years.

(5) Connection with any other seafood processing units by any of its Directors / Partners or Proprietor. (should be clearly indicated).

(6) Whether a Manufacturer exporter / Merchant exporter / Route-through merchant exporter / Ornamental fish exporter.

(7) Is there any foreign holding? Give details.

(8) If consortium, give names and registration numbers of participant exporters.

(9) If the applicant is manufacturer exporter, registration number of processing plant.

(10) EIA Code number of the plant

(11) SSI Registration number, if any, of the plant.

(12) Items processed.

(13) Has the applicant a sales agent or overseas representative or an overseas office.

(14) Does the exporter represent any overseas importer? If so, names & addresses of importers and length of time for which he had so represented.

(15) Whether the exporter applied for MPEDA Registration on earlier occasion / has his Registration subjected to cancellation or has he been debarred from export by C C I & E ? If so, please give details.

(16) Brand name (s) of products to be exported.

3.3. SIGNING OF THE APPLICATION

(1) If the applicant is a sole Proprietary concern, the proprietor or his agent will have to sign the application. In case of agent, an authorization in favour of the agent signed by the proprietor (power of attorney) should be attached.

(2) If the applicant is a partnership firm any one of the partners, or an agent of the firm can sign the application. In case of the agent an authorization in favour of the agent, (power of attorney) signed by one of the partners will have to be produced.

(3) In case of a body corporate any of the directors or attorney of the body corporate shall sign the application. The power of attorney must be produced along with the certificate of incorporation.

(4) The verification portion of the application also to be signed by the same person who has signed the application since what is meant by verification here is only a declaration. The test is that the person who signs has the power to bind the company or firm. This has to be decided by registering authority on the facts of each case. If an employee signs, then obviously it will be necessary for him to have an authority for registration from the owner, partner or director. Signature of owner, partner or director is acceptable.

3.4. PROCESSING OF APPLICATION

If the application with supporting documents and brand name of the product is submitted, certificate of registration as an exporter of marine products can be granted to the applicant according to provisions of the revised guidelines dated 23/07/2004 and as amended on 27.6.2005, to all the categories of exporters as specified.

Field offices concerned, on receipt of applications along with all its enclosures for registration as an exporter as per revised guidelines, may process the same and complete the checklist **(page-14-20)** appended herewith for each category of exporters. In respect of new merchant exporters, field offices may on completing the check list provided for, furnish the details online and recommend the case to HO for consideration by the competent authority. While submitting the application online or otherwise, it is expected that all the information given online are true and correct and the officer recommending the registration shall be responsible for any omission or commission. In respect of other categories of exporters, field offices may on completing the checklist, process the same online for issue of registration certificates online.

3.5. SALIENT FEATURES OF THE REVISED GUIDELINES

In this manual the following entities are defined as:

Owner	Mean owner of a Processing Plant or handling facility of live, dried and chilled marine products and or Fishing Vessel
Lessee	Mean a person taking an entire processing plant/ handling facility on lease and becomes "owner" when he gets the MPEDA registration of the processing plant/handling facility transferred in his name.
Processing Plant	mean a freezing, canning or freeze drying plant duly approved by the EIA and having certificate of registration of Processing Plant issued by the MPEDA and having an approved Storage Premises.
Handling Facility	Mean a live fish handling facility or a dried fish handling facility or a chilled fish handling facility approved with a separate certificate of registration issued by MPEDA.
Dried Marine Products	Mean dried marine products for human consumption. Other items like seashells, crab shells, shark bone, cuttle fish bone and similar ones will be included under the category of "others" and the products allowed to be exported shall be mentioned in brackets.
Factory vessel (FVPS)Fishing VesselsFreezer Vessels	Mean fishing vessels having facilities for processing, freezing, chilling and storing marine productsMean vessels engaged in fishing activities where fishery products are stored in optimal conditions for further processing, freezing and packing on land.Mean vessels where fishery products are frozen and stored for further processing and packing on land.
Manufacturer Exporter	Mean an exporter who owns an approved Processing Plant, Fishing Vessel (FVPS) or handling facility.
Merchant Exporter	is an exporter who does not own or operate a processing plant or handling facility but utilizes the surplus capacity of a processing plant or handling facility and whose name has been endorsed on the certificate of registration of processing plant or handling facility.
Route through Merchant Exporter	is an Export House, Trading House, Star Trading House or Super Star Trading House approved by the Director General of Foreign Trade.
Ornamental Fish Exporter	is an exporter of ornamental fish but not an exporter of live marine products for human consumption.
Endorsement	to write one's name and number or delete one's name and number or any other amendment effected in the certificate of registration issued by the MPEDA.

I. OWNER

An exporter who owns a Processing Plant/Handling Facility shall abide by the following conditions of the guidelines:-

(1) Owners shall export the production from his Processing Plant or Handling Facility only:

(a) in his name

(b) in the name of any Manufacturer Exporter

(c) in the name of a Merchant Exporter who is authorized to utilize his surplus processing capacity

(d) in the name of an Export House, a Trading House, Star Trading House or Super Star Trading House.

(2) Owner shall **NOT** export production from his Processing Plant or Handling Facility in the name of Merchant Exporters who are not authorized to utilise his surplus capacity.

(3) Owner of a Processing Plant viz Freezing, Canning or Freeze Drying Plant shall not export his production through holders of export registration certificate issued for exporting Live, Dried or Chilled marine products or Ornamental Fish.

(4) If the Owner of the Processing Plant or live, chilled marine products or dried fish handling facility does not want to process or handle and export marine products from his plant or facility he will be allowed to take a merchant or manufacturer exporter in his slot in his plant or handling facility.

(5) An owner is required to execute a fresh processing agreement with an existing merchant exporter valid for two years when the current agreement up to one year expires and for three years when the two-year agreement expires.

(6) An owner shall enter into a three year agreement with a new Merchant Exporter who obtained exporter registration after 2nd June 2005. If the three-year agreement is terminated prematurely, only one more chance will be given to the Merchant Exporter to enter into an agreement with another processor.

(7) The owner of the Processing Plant or Handling Facility and the merchant exporter(s) utilizing the processing plant or handling facility shall submit a Joint Undertaking to the MPEDA to ensure that the Merchant or Manufacturer Exporter and the owner shall be jointly and severally responsible for the goods processed, packed and stored in their premises. Separate undertakings shall be submitted in respect of each exporter; specimen of Joint Undertaking is given in (**Annexure-4 Page-107).**

(8) The Owner of the Processing Plant or Handling facility shall get the name and number of the Merchant or Manufacturer exporter utilising the surplus capacity endorsed on the Certificate of registration of Processing Plant, Handling facility and Storage Premise.

(9) The Owner of Processing Plant or Handling Facility shall get the name and number of the Merchant or Manufacturer Exporter deleted from the certificate of registration of processing plant or handling facility and storage premise when the exporter ceases to operate from the Processing Plant or Handling Facility. Concurrence of the exporter utilising the surplus capacity is not required for the deletion of name of the exporter.

(10) The owner of the Processing Plant or Handling Facility can take another exporter if the exporter utilising the surplus capacity ceases to utilise the same before the expiry of one year or only one change in a year. But a new merchant exporter (who obtained export registration after 2.6.2005) should enter into processing agreement for a minimum period of three years. When this three year agreement is terminated prematurely only one more chance will be given to the exporter to enter into another agreement i.e., if the exporter fails to complete the period of second agreement he shall not be granted permission to enter into another agreement and his exporter registration certificate shall be cancelled after 12 months.

(11) The exporter certificate issued to an owner of the plant or handling facility shall be cancelled when he sells or leases out the plant or facility.

II. MANUFACTURER EXPORTER

Manufacturer exporter shall take care of the following: -

A Manufacturer Exporter is an exporter who is an owner of an approved Processing Plant or Handling Facility or an exporter who has taken a processing plant or handling facility on lease and utilises the processing or handling facility for export production.

For utilising the surplus capacity of a processing plant or handling facility:

1. A manufacturer exporter shall enter into a regular written agreement with the owner valid for one year, Conditions to be necessarily included in the agreement are given in **Annexure-5 (Page-109).**
2. Joint Undertaking : The manufacturer exporter who utilises surplus capacity of a processing plant or handling facility will have to execute a joint undertaking with the owner of the plant or handling facility in stamp paper worth Rs.50/- to the effect that they will be fully responsible for the marine products processed, packed and stored in their premises. Format of Joint Undertaking is given in **Annexure-4 (Page-107).**
3. Endorsement :
   (a) The name and number of the manufacturer exporter utilising surplus capacity of another plant need not be endorsed on the certificate of registration as an exporter issued to the latter.
   (b) The name and number of the manufacturer exporter utilizing the surplus capacity of processing plant(s)/storage premises or handling facility(ies) shall be endorsed on the certificates of registration of processing plant(s) or handling facility(ies) and storage premises so utilised.
   (c) The names and numbers of merchant exporters utilising the surplus capacity of the processing plant or handling facility shall be endorsed on the certificate of registration of processing plant / handling facility and storage premises so utilised.
4. When a Manufacturer Exporter ceases to utilize surplus capacity of a processing plant or handling facility:
   (a) The name and number of the exporter shall be deleted from the certificate of registration of processing plant /handling facility and storage premises by the owner.
   (b) Concurrence of the exporter is not necessary for the deletion of his name from the registration certificates.
5. When a manufacturer exporter surrenders his processing entitlement in his own plant, the exporter registration certificate issued to him as manufacturer exporter shall be cancelled.

III. MERCHANT EXPORTER

Merchant Exporters shall fulfill the following conditions highlighted in the guidelines for obtaining exporter registration:

1. The certificate of registration as an exporter issued to a merchant exporter shall indicate the name and number of the processing plant/handling facility and the storage premises the production from which alone the holder is allowed to export.
2. The name and number of the merchant exporter utilising the surplus capacity of processing plant or handling facility shall be endorsed on the certificates of registration of processing plant/handling facility and storage premises.
3. In freezing plants where specific approval is given by MPEDA and EIA to pack chilled marine products two additional merchant exporters of chilled fish alone will be permitted till **30.9.2007** in addition to the manufacturer/merchant exporters utilizing the surplus freezing capacity.
4. Merchant exporters shall enter into a regular written agreement with the owner of the plant or handling facility as indicated below:

(a) Existing merchant exporters are those who hold exporter registration issued by MPEDA in accordance with guidelines dated 23.7.2004, such exporters of frozen marine products would be required to extend the period of agreements to 2 years when the current agreements expire. After the expiry of 2 year agreement the validity of agreements shall be 3 years.

(b) For new merchant exporters who applied for registration after 02.06.2005, the period of validity of agreement shall be minimum three years. If the 3-year agreement is prematurely terminated, the exporter will be given only one more chance to enter into another agreement. If he fails to complete the period of agreement his exporter registration shall be terminated after the expiry of 12 months. Conditions to be included in the written agreement are given in **Annexure–5 (Page-109)**.

(c) When merchant exporters, on expiry of their processing agreement wishes to renew/enter into another processing agreement as stated in (a) above, such requests being normal, may be decided by the head of the field offices themselves, verifying whether there is surplus capacity etc and endorse the processing agreements without referring to HO. However, for endorsing such agreements, a fee of Rs.15,000/- (Rupees fifteen thousand only) need to be collected fo[illegible]

(d) The registration as an exporter issued to the merchant exporter will be valid for 12 months from the date of deletion of his name from the certificate of registration of processing plant or handling facility and storage premises.

(e) The exporter certificate will continue to be valid if he enters into agreement with another owner before the expiry of 12 months if the exporter certificate is not cancelled before that for any other reason.

(f) If the merchant exporter whose agreement has ceased to exist does not enter into an agreement before the expiry of 12 months or does not enter into an agreement with another processor, he shall export only those marine products already processed, packed and stored in the approved processing plant and shall not export marine products processed in any other processing plants. The 12 months period is given to enable the exporter to claim benefits due to him for his previous exports.

8. The new merchant exporters of frozen marine products should submit a Bank Guarantee of Rs.15 Lakh for a period of five (5) years as at **Annexure-6 (Page-110)** to MPEDA for enforcing accountability and for honouring the settlement in cases of quality complaints and trade disputes. The field officers concerned should invariably cross check with the concerned bank the genuiness of the bank guarantee and also certify that the Bank Guarantee has been verified with the bank, while recommending the case to Head Office. This bank guarantee shall be renewed after the expiry of 5 years regularly.

9. Merchant exporters will have to indicate the name and number of the processing plant or handling facility and its EIA approval number in the invoice for export of every consignment.

10. **Joint Undertaking**: The merchant exporter who is utilising the surplus capacity will have to execute a joint undertaking with the owner of the processing plant or handling facility in stamp paper worth Rs.50/-, that they will be fully responsible for the marine products processed, packed and stored in their premises. Format of Joint undertaking is given in **Annexure-4 (Page-107)**.

11. The validity period of the certificate of registration as an exporter issued to the exporters of marine products (both manufacturer and merchant exporters) will be three (3) years. Before the expiry of the validity period the exporter concerned should approach MPEDA for renewal/ revalidation of certificate of registration. A fee of Rs.1000/- will be charged as endorsement fee for revalidating the certificate of registration.

However, certificate issued indicating validity at present (merchant exporters of live and chilled marine products) up to **30.9.2007**, merchant exporters of dried marine products up to **30.9.2007** and merchant exporters of products categorized under others (no handling centre is insisted) upto **30.9.2008** shall remain valid as above for the time being.

IV. ROUTE THROUGH MERCHANT EXPORTER

Regional/Sub-Regional Offices may after duly filling the check lists for verification of application for registration as a Route Through Merchant Exporter issue certificate online to those who holds a certificate of approval issued by the Director General of Foreign Trade indicating that the firm is having the status of either an Export House, or a Trading House, or a Star Trading House or a Super Star Trading House. Separate endorsement regarding utilization of surplus capacity of processing plants etc need not be required as Route Through Merchant Exporters are to export marine products of either manufacturer exporters or merchant exporters.

V. ORNAMENTAL FISH EXPORTER

Field Offices may issue online certificate of registration as an Ornamental Fish Exporter on getting the application duly filled in and completing the check list devised.

VI. FUNCTIONS OF MPEDA IN THE REGISTRATION OF EXPORTERS AS PER THE REVISED GUIDELINES DT. 23/07/2004 AND AMENDMENTS THEREAFTER

1. CATEGORY OF EXPORTERS :

There shall be only four categories of Exporters as follows:

a) Manufacturer Exporter

b) Merchant Exporter

c) Route-through Merchant Exporter

d) Ornamental Fish Exporter

The category of exporter shall be clearly indicated in the certificate of Registration as an Exporter by tick marking and striking out others. (Please check the online certificate generated)

2. NAME OF PRODUCTS IN THE CERTIFICATE

The type of products shall be mentioned in the certificate of registration which the holder is allowed to export viz:

a) Frozen Marine Products

b) Canned Marine Products

c) Freeze Dried Marine Products

d) Live Marine Products (other than ornamental fish)

e) Dried Marine Products

f) Chilled Marine Products

g) Ornamental Fish

h) Others (specify)

3. MORE THAN ONE ITEM IN THE SAME CERTIFICATE

More than one product can be permitted in the same certificate for export provided approved facilities as required are present. Hence separate certificates need not be issued for different items.

4. SURPLUS CAPACITY UTILISATION OF PROCESSING PLANT

The number of exporters processing in the same plant including the owner of the plant shall be as follows:

Capacity of the Processing Plant approved by EIA for Freezing, Canning and Freeze Drying	No. of exporters including owner (if an exporter) permitted to process in the Plant
a) 5 TPD and below	(1) Only one exporter to process
b) 10 TPD and below	(1)+1 Two exporters to process
c) Above 10 TPD	(1)+2 Three exporters to process

5. SURPLUS CAPACITY UTILIZATION OF HANDLING CENTRES

(a) Owners of live fish, dry fish or chilled fish handling facility shall be permitted to take upto two additional exporters apart from the owner to utilize their handling facility irrespective of their processing capacity. The owners of the handling facilities can surrender their export certificate and processing eligibility and take one more exporter in their unit.

(b) Owners of processing plants who are specifically approved by MPEDA & EIA to pack chilled marine products may be permitted to take two additional merchant exporters of chilled items only upto **30/09/2007.**

6. ELIGIBILITY OF OWNER CAN BE TRANSFERRED

In case an owner does not wish to process/handle and export from his processing plant or handling facility he may be allowed to take an exporter in his place. But the owner should surrender the certificate of registration as an exporter for cancellation unless he owns or operates (on lease) another plant or handling facility.

7. PROCESSING AGREEMENT WITH ONLY ONE OWNER

No merchant exporter shall be allowed to enter into agreement for utilizing surplus capacity with the owners of more than one processing plant or handling facility. An application for entering into processing agreements with more than one plant or handling facility shall be forwarded to HO for further consideration. HO may permit a merchant exporter to enter into a maximum of four processing agreements for utilizing surplus capacity.

8. REGISTRATION OF NEW MERCHANT EXPORTER

Regional & Sub Regional Offices shall not register new Merchant Exporters and the application and supporting documents complete in all respects shall be forwarded to Head Office **on line** for further action.

9. TRANSFER OF OWNERSHIP

In the case of sale or lease of a processing plant or handling facility, the certificate of registration as an exporter issued to the owner shall be cancelled.

In the case of sale or lease of a processing plant or handling facility, the merchant exporter(s) processing in that plant will have to enter into a processing agreement afresh with the new owner and shall submit a joint undertaking in the same format for the remaining period of the agreement as was done earlier. Field offices must ensure that the merchant exporters operating from the said plant submits revised processing agreement and joint undertaking within a period of 30 days from the date of sale /lease.

10.A. ENDORSEMENTS

(i) All registration certificates as an exporter issued under rule 40 to Merchant exporters shall indicate the name and registration number of the processing plant or handling facility the production from which alone the holder is allowed to export.

(ii) The exporter registration certificate of a manufacturer exporter who proposes to utilize the surplus capacity of another processing plant or handling facility need not be endorsed with the name of that processing plant or handling facility.

(iii) The owner of a processing plant or handling facility should get the name and number of the merchant or manufacturer exporter utilizing the surplus capacity endorsed on the certificates of registration of processing plant/handling facility and storage premises.

(iv) The name and number of the merchant or manufacturer exporter who ceases to operate from a processing plant or handling facility shall be deleted from the certificates of registration of the processing plant and the storage premises by the owner of the plant. Concurrence of the exporter is not necessary for deletion of the name. In such a case the exporter registration of the merchant exporter will be valid only for a period of 12 months from the date of deletion of the endorsement unless he enters into an agreement with another owner. He shall export only marine products processed in the plant or handling facility with which he had entered into a processing agreement.

(v) When a processing plant or handling facility is transferred in the name of another person by sale or lease the exporter certificate issued to the owner (seller) shall be cancelled unless he owns or operates another plant or handling facility.

B. **ENDORSEMENTS IN BRIEF**

(i) Name and number of all merchant exporters shall be endorsed in the processing plant, storage premises and handling center certificates hereafter.

(ii) Names and numbers of merchant or manufacturer exporter shall be deleted from the processing plant & storage premises/handling center certificates when they cease to operate from a processing plant/handling centre.

(iii) In the case of change of ownership, name and number of new owner shall be endorsed in the processing plant & storage premises /handling center certificates.

(iv) Owner of a processing plant or handling center shall get the name and number of the manufacturer exporter utilising his surplus capacity endorsed on the processing plant & storage premises/handling center certificates.

(v) No endorsement is required on the exporter registration certificate of a manufacturer exporter when he utilises surplus capacity of another processing plant.

(vi) Any addition or deletion of names and numbers effected in the certificates of registration of processing plant / handling facility, storage premises and exporter in pursuance of the revised guidelines shall be considered as an endorsement. Fee as indicated has to be collected without fail.

C. **ISSUANCE OF EXPORTER REGISTRATION CERTIFICATES IN PECULIAR CIRCUMSTANCES**

(a) **When a manufacturer exporter wants to change as a merchant exporter**

When a manufacturer exporter surrenders his processing entitlement in his own plant and utilizes surplus capacity of another processing plant he shall become a merchant exporter. The exporter registration certificate issued to him as manufacturer exporter shall be cancelled and a new certificate as a merchant exporter shall be issued if he fulfills all the requirements as per guidelines dated 23.7.2004 & 27.6.2005 and amended thereafter.

Similar procedure shall be followed when a Merchant exporter becomes a manufacturer exporter by purchase / lease of a processing plant. Bank guarantee furnished, if any, shall be released.

(b) **A current manufacturer exporter to be registered as a Route Through Merchant Exporter also**

In this case the manufacturer exporter shall surrender the exporter registration certificate issued to him. HO may authorize to re-issue the exporter registration certificate bearing the same registration number, tick marking "Manufacturer Exporter" and "Route through Merchant Exporter".

(c) **Addition of new item for export in the exporter registration certificate**

An exporter who is eligible to export an item not mentioned in the exporter certificate shall surrender the certificate issued to him in case he wants to add a new item. HO may authorize to re-issue the exporter registration certificate bearing the same registration number tick marking the new items permitted to export indicating also the date from which the exporter is permitted to export the item or items newly added.

Relevant application and supporting documents and fee for endorsement shall be collected as stipulated.

11. A list of merchant and manufacturer exporters shall be furnished to the Customs and the local Custom House Clearing Agent's Association.

12. The Merchant and Manufacturer Exporter shall indicate the name and EIA approval number and MPEDA Registration number of the Processing Plant / Handling facility in all the invoices of their export.

"Processed / handled at .....

(Name of Processing Plant/handling facility) bearing EIA Approval No.....and

MPEDA Registration No......"

The CHCAA will be requested to cross check this number with that furnished by MPEDA. MPEDA shall check these particulars in the invoices they collect from Custom House. Violation, if any, should immediately be reported to HO.

13. **WRITTEN AGREEMENT & PREMATURE TERMINATION OF AGREEMENT**

For utilizing surplus capacity of a processing plant the exporter should enter into a regular written agreement valid for one year in the case of manufacturer exporters and three years in the case of merchant exporters as indicated below incorporating the conditions given in **Annexure-5 (Page-109).**

(a) **Manufacturer Exporter**: If the manufacturer exporter utilizing surplus capacity of another processing plant or handling facility ceases to utilize such capacity before the expiry of one year the owner can take another manufacturer exporter for the remaining part of the year. In case he (second exporter) leaves before the completion of that year no other exporter shall be taken for the remaining part of that year. There shall be only one change in any year from the date of execution of the agreement.

(b) **Existing Merchant Exporters**: Those who hold exporter registration in accordance with New Guidelines dated 23.7.2004, shall extend the period of processing agreements to 2 years when their current agreements expire and at the expiry of the 2 year agreements the fresh agreement shall be for 3 years.

(c) **New Merchant Exporters**: (Those who applied for registration after 2.6.2005) Processing agreements for utilization of surplus capacity shall be valid for a minimum period of 3 years. If the three year agreement is terminated prematurely, the merchant exporter shall be given only one more chance to enter into agreement with an owner of the plant. If that agreement is also terminated prematurely that Merchant Exporter shall not be considered again for registration as an exporter of marine products.

14. **JOINT DECLARATION/UNDERTAKING**

A Joint undertaking has to be obtained from the owner of the processing plant/handling facility and the Merchant or Manufacturer Exporter utilizing the surplus capacity of the plant or handling facility in the format given in **Annexure-4 (Page-107)**. Separate undertakings have to be submitted in respect of each exporter who enters into agreement to utilize the surplus capacity of a plant or facility.

15. **ITEMS UNDER "OTHERS"**

Items like sea shells, crab shells, shark bone, cuttle fish bone and similar ones, not requiring any processing facility and not meant for human consumption are grouped under the category of 'Others', waiving the condition to own or operate an approved handling center for getting registered as an exporter of these items under MPEDA. These category of exporters will be included under the category of 'Others', with the product allowed to be exported mentioned specifically in brackets. However, sea shells of prohibited category will not be allowed to export. **(Annexure-7, Page-111).**

16. **VALIDITY OF CERTIFICATES**

The validity of certificate of registration as a merchant exporter of live/chilled/dried marine products was extended for a period of one more year (ie. up to 31.7.2005) to enable the exporters of live/chilled/dried items to either own or operate a handling facility as per the guidelines dated 23.7.2004,

which came into force on 1.8.2004. The validity was further extended up to 31.3.2006 taking into account the difficulties faced by the exporters of such products in setting up handling facilities within the limited time. Since no noticeable progress had been made in this regard, the validity of the registration certificate of genuine exporters who are serious in the field and who give an undertaking to MPEDA in a stamp paper worth Rs.50/- before 31st March 2006 in the format given below to the effect that they will either own or operate a handling center latest by 30th September 2006 will only be renewed beyond 1st April 2006. The undertaking is to be submitted to the concerned Regional/Sub-Regional Office of MPEDA, who were authorized to revalidate the certificate of registration as a merchant exporter of live/chilled/dried marine products up to 30.9.2006 on receipt of the undertaking. The validity of the certificate was further extended till **30.9.2007** in respect of those exporting live, chilled and dried marine products. Those exporters of items grouped under others not meant for human consumption and need not have handling centers were extended till **30.9.2008**.

UNDERTAKING

(to be executed on stamp paper worth Rs.50/-)

I, Shri/Smt. .....the owner/proprietor/ director of M/s. .....(name and address of the firm) holder of Certificate of Registration as an Exporter No. .....dated .....whose validity expires on 31.03.2006 undertake to utilize surplus capacity of an approved handling center or construct a handling center for handling live/chilled/dried marine products for the purpose of export and get the same registered with MPEDA by 30th September 2006. I also undertake that I shall produce documentary evidence (joint undertaking and processing agreement) for utilizing the surplus capacity of an approved handling center or the Registration Certificate of an approved handling center owned by me to enable MPEDA to revalidate the certificate of registration as an exporter held by me beyond 30th September 2006.

I am also aware that if I fail to produce the above documents on or before 30th September 2006 the certificate of registration as an exporter of live/chilled/dried marine products held by me will not be renewed by MPEDA and that I will have no claim to approach the MPEDA to get the validity of my certificate extended beyond 30th September 2006.

Place: (Smt/Shri .....)

Date : Firm name and address

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17. MULTIPLE PROCESSING BY NEW MERCHANT EXPORTERS

As per the extant guidelines, ordinarily no merchant exporter will be allowed to enter into an agreement with more than one processing plant. However, agreements with more than one processing plant (limited to four) can be allowed if the need for the same is established on the basis of the previous exports as well as processing requirements, which will be decided by HO. However, in respect of new merchant exporters registered on furnishing bank guarantee of Rs.15.00 lakh valid for 5 years, depending upon the record of exports as well as processing requirements, more than one processing agreement can be allowed provided the said merchant exporter gives an additional bank guarantee of Rs.10.00 lakh for a period of 5 years in the format provided for at **Annexure-8 (Page-113).**

(1) CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION AS A MERCHANT EXPORTER OF FROZEN/CANNED/AFD MARINE PRODUCTS

1.	Name and address of the Firm	
2.	Category of exporter applied for	
3.	Whether the particulars furnished under serial Nos. (a) to (J) have been verified and found in order	Yes / No
4.	Items of marine products which the applicant proposes to export	
5.	(a) Whether the applicant is a registered Exporter ★ If Yes (b) Whether the applicant was ever deregistered as an exporter of marine products. If 'Yes' Year ..... reasons	Yes / No Yes / No
6.	Name of Processing Plant/Handling FacilityWhether (i) Copy of Agreement attached ● (ii) Original undertaking by owner of Processing Plant/Handling Facility attached (a) Approved Processing capacity of the Plant or Handling Facility (b) Number of exporters currently processing in the above plant (verify with office records also) ★★ (c) (i) Registration number of processing plant/handling facility (ii) Whether copy of registration certificate enclosed (iii) Whether the certificate is valid . Indicate date or expiry of validity (d) Whether fee for endorsement on the certificates is remitted (e) Whether copy of EIA approval of Processing Plant is attached.	 Yes / No Yes / No ..... TPD Yes / No ..... Yes / No Yes / No
7.	Information furnished has been verified and found correct	Found correct / Not correct
8.	Applicant is a member of	
9.	Applicant is a Route through Merchant Exporter or not If yes Whether DGFT's approval is furnished	Yes / No (If yes use separate check list) Yes / No
10.	IE code of the applicant Whether copy of IE code certificate enclosed	..... Yes / No
11.	Details of payment of fee for Registration as an exporter and two endorsements, Regn. Fee - Rs.5000/- Endorsement fees - Rs.10000/-	 } Rt. } No.....dt.....

12.	Whether Bank Guarantee of Rs.15 lakhs for a period of five years has been submitted ***(For merchant exporters of frozen marine products only*** Whether confirmation received from the bank regarding the genuiness of the bank guarantee	Name of Bank..... Date of Issue ..... Period of validity..... Yes / No
	Name and designation of Officer verifying	
	Place: Date:	

Recommended to HO to grant registration as an Exporter.

Signature of DD/AD with date

All copies of documents collected are attached.

* ***If the applicant is a registered manufacturer exporter of chilled, dried or live fish wishing to export frozen canned or freeze dried marine products, he shall be treated as a new merchant exporter for purposes of granting registration as an exporter of frozen, canned or freeze dried marine products.***

• ***If the merchant exporter has prematurely terminated an earlier agreement, he should be given only one more chance to enter into agreement.***

** ***If the owner is surrendering his processing entitlement to the merchant exporter, ensure that exporter registration certificate of the owner is cancelled.***

(2) CHECK LIST FOR VERIFICATION OF APPLICATION OF A NEW MERCHANT EXPORTER OF CHILLED/LIVE/DRIED FISH

1.	Name and address of the applicant	
2.	Whether the following documents have been submitted :	
	a) Application in duplicate	Yes / No
	b) Photograph of the authorized signatory	Yes / No
	c) Joint undertaking in Stamp paper worth Rs.50/- (in original)	Yes / No
	d) Processing agreement with three conditions stipulated	Yes / No
	e) Proof of address	Yes / No
	f) IE Code	Yes / No
	g) Bank certificate	Yes / No
	h) Copy of purchase order	Yes / No
	i) Copy of certificate of processing plant/ handling facility	Yes / No
	If answer is "YES" to all the above, confirm whether documents are in order	All the documents are in order / not in order
3.	a) Whether copy of EIA / MPEDA approval for handling chilled marine products is attached	Yes / No
	b) Indicate whether chilled marine products are proposed to be processed :	In a Processing Plant / in a Handing center
4.	a) Number of chilled fish exporters permitted to process in a plant or handling facility	Two (other than owner)
	b) Number of chilled fish exporters currently processing other than the owner in : -	Processing Plant..... Handing facility .....
5.	Whether a chilled store is available in the plant or handling facility	
6.	Whether Rs.5,000/- has been remitted towards registration fee	Yes Receipt No..... No.....dt.....
7.	Whether endorsement fee has been remitted as required. Rs.5000/-	Yes Receipt No..... No.....dt.....
8.	Name and designation of Officer verifying	
	Place: Date :	

Recommended to HO to grant registration as an Exporter.

Signature of DD/AD with date

All copies of documents collected are attached.

(3) CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION AS A ROUTE THROUGH MERCHANT EXPORTER

1.	Name and address of the firm	:	
2.	Approval of Director General of Foreign Trade (copy attached)	:	
3.	Whether all particulars against items a) to j) have been furnished	:	Yes / No
4.	Quantity and value of marine products exported during the last 3 years	:	
5.	Name of bankers	:	
6.	Whether member of Chamber of Commerce, SEAI, FIEO. Give details	:	
7.	I E Code No. (Copy attached)	:	
8.	Details of payment of registration fee	:	Rs.5000/- Rt. No..... Dt.....

Recommended to give Certificate of Registration as a Route through merchant exporter

Name & Designation of Verifying officer

Signature with Date

Counter Signature of DD / AD

(4) CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION AS AN ORNAMENTAL FISH EXPORTER

1.	Name and address of the firm	:	
2.	Category of exporter	:	
3.	Whether all particulars against items a) to j) have been furnished	:	Yes / No
4.	Whether applicant is a registered exporter of marine products	:	Yes / No
	If yes Quantity & value of exports during the last 3 years	:	.....
		:	.....
		:	.....
5.	Name of bankers		
6.	Whether member of Chamber of Commerce, SEAI, FIEO. Give details	:	
7.	I E Code No. (Copy attached)	:	
8.	Details of payment of registration fee	:	Rs.5000/-
			Rt. No.....
			Dt.....

Recommended to give Certificate of Registration as an Ornamental Fish exporter

Name & Designation of Verifying officer

Signature with Date

Counter Signature of DD / AD

CHECK LIST FOR VERIFICATION OF APPLICATION RECEIVED FROM A MERCHANT EXPORTER WHO HAS "CEASED" TO UTILISE PROCESSING CAPACITY OF A PLANT BEFORE THE EXPIRY OF THE AGREEMENT

1.	Name and address of the applicant	
2.	Name and address of the owner of the Processing Plant / handling facility whose surplus capacity the applicant was utilizing after obtaining exporter registration	
3.	Reasons for terminating the agreement (examine whether any trade dispute or quality problem was present - add separate report, if necessary)	
4.	Whether the following documents have been submitted : a) Joint undertaking in stamp paper worth Rs.50/- (in original) b) Processing agreement with the three conditions stipulated. c) Validity of the Processing agreement d) Whether copies of certificates attached : I) Processing plant II) Storage premises III) Exporter registration	 Yes / No Yes / No .....Years ....
5.	Whether EIA / MPEDA approval of the plant / handling facility attached	
6.	Whether owner of the plant has surplus capacity to accommodate this exporter. Attach EIA approval	
7.	Endorsement fee has been collected as follows : On the plant certificate : Rs.5,000/- On the storage certificate : Rs.5,000/- Deletion of name of the first processing plant from the exporter certificate : Rs.5,000/-	
8.	Name and designation of Officer verifying	
	Place: Date :	

Recommended to HO for utilizing surplus capacity of a second processing plant as the applicant has terminated processing agreement only once before the scheduled date of expiry of the agreement.

Signature of DD/AD with date

All copies of documents collected are attached.

CHECK LIST FOR VERIFICATION OF AN APPLICATION RECEIVED FROM A MANUFACTURER EXPORTER TO UTILISE SURPLUS CAPACITY OF A PROCESSING PLANT / HANDLING FACILITY

1.	Name and address of the applicant	
2.	Name and address of the owner of the plant / handling facility	
3.	Whether the following documents are submitted :	
	a) Processing agreement with three conditions stipulated	Yes / No
	b) Validity of processing agreement	.....Years
	c) Joint undertaking in paper worth Rs.50/- (in original)	Yes / No
	d) Whether copies of following certificates are attached :	
	I) Processing plant	.....
	II) Storage premises	.....
	III) Exporter registration of the applicant	.....
4.	Whether owner of the plant has surplus capacity to accommodate this exporter. Attach "EIA approval of the plant	
5.	Endorsement fee has been remitted as follows :	
6.	Endorsement on the Plant certificate of owner ---------- Storage certificate of owner	
7.	Name and designation of Officer verifying	
	Place: Date :	

Recommended to HO to utilize surplus capacity

Signature of DD/AD with date

All copies of documents collected are attached.

17. REFUSAL OF APPLICATION (RULE 42)

1. If the Proprietor or any of the Partners / Directors has been convicted by a court of Law
2. If there is any pending trade dispute against the applicant.
3. If there is any pending complaint against any firm in which the Proprietor or any one of the Partners / Directors is involved.
4. If Registering Office feels it is a benami concern or it has information that it is so.
5. If the applicant's registration certificate has been cancelled earlier. (Specify time limit of three years/one year/six months – see topic under cancellation of registration).
6. If the applicant had violated MPEDA Act/Rules.
7. If the applicant failed to submit any information as required by the Registering Office.
8. Any other reason, which the Authority has stipulated.

Regional / Sub Regional Offices and Trade Promotion Office, New Delhi may refund the registration fee mistakenly remitted in excess by entrepreneurs.

In case the application has to be refused, it shall be done as per the format prescribed below, indicating the reasons in writing.

FORM OF REFUSAL

Ref : Your application dated: ..... for registration as an Exporter

...

In exercise of powers conferred on me vide Rule 42 (1) & (2) of the MPEDA Rules 1972 read with Office Order Part-II No.1840/2005 dated 25.11.2005, I hereby refuse / return your application dated ..... for registration as an exporter on the following grounds:

1.

2.

3.

** You, are requested to resubmit the application after rectifying the deficiencies to this office. The application fee will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 44 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Yours faithfully

DEPUTY DIRECTOR

** ***Strike out whichever is not applicable***

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18. ISSUE OF CERTIFICATE OF REGISTRATION

Rule 42(3) "Where the application for registration is not refused, the Secretary or other authorized officer shall grant the applicant a certificate of registration in form X which shall be subject to such conditions as are mentioned in the Certificate thereof."

Once the applicant fulfills the conditions laid down for registration and submits all the required documents, the certificate of registration will be issued. Before issuing certificate of registration as an exporter, the head of office of the field offices concerned must ensure that the applicant fulfill all the conditions that are laid down in the revised guidelines dated 23rd July 2004. As we are registering exporters online, the processing of applications and certificates are to be issued online. However, Regional/Sub Regional Offices shall not register new merchant exporters of frozen, live, chilled and dried marine products, instead the application with supporting documents complete in all respect shall be received and on scrutiny forward the details online to HO for further action. On getting the approval online from HO (duly approved by the competent authority), the certificate of registration will be issued, that too on line, provided:

(1) No trade dispute or adverse remarks have come to the notice of the Authority against the exporter.

(2) The exporter is not directly or indirectly a benami concern.

(3) There are no pending complaint against any firm in which the Proprietor or any one of the Partners/ Directors is involved.

(4) The proprietor or any one of the Partners / Directors is not a person convicted by a Court of Law.

On fulfillment of the conditions mentioned above, the Certificate of Registration (**Form-X, Annexure-9, Page-114**), will be issued under Rule 42 (3) of the MPEDA Rules 1972, after obtaining clearance from other registering offices regarding the name and style of the applicant and brand name.

The holder of the Certificate shall comply with the conditions as laid down in the Registration Certificate (Form-X) as well as in the covering letter (**Annexure-10, page-116**).

For issuing the certificate of registration as an exporter on line, MPEDA adopted the following distinct numbers for each offices:

1.	**Kerala**	-	KL1	-	**RO Kochi**
		-	KL2	-	**SRO Kollam**
2.	**Karnataka**	-	KA1	-	**SRO Mangalore**
3.	**Maharashtra**	-	MA1	-	**RO Mumbai**
4.	**Goa**	-	GO1	-	**SRO Goa**
5.	**Gujarat**	-	GU1	-	**RO Veraval**
6.	**New Delhi**	-	ND1	-	**TPO, New Delhi**
7.	**Assam**	-	AM1	-	**SRO Guwahati**
8.	**West Bengal**	-	WB1	-	**RO Kolkata**
9.	**Orissa**	-	OR1	-	**SRO Bhubaneswar**
10.	**Andhra Pradesh**	-	AP1	-	**RO Vizag**
11.	**Tamil Nadu**	-	TN1	-	**RO Chennai**
		-	TN2	-	**SRO Tuticorin**

Category of exporters are also identified by letters:

1.	**Manufacturer Exporter**	-	MT
2.	**Merchant Exporter**	-	ME
3.	**Route Through Mer. Exporter**	-	RX
4.	**Ornamental Fish Exporter**	-	OF

19. VALIDITY OF THE CERTIFICATE

The certificate of registration issued to an exporter will be valid for a period of 3 years unless otherwise specified. Before expiry of validity, the exporter concerned, with a formal application and endorsement fee of Rs.1000/-, approach MPEDA for renewal/revalidation of certificate of registration.

20. CHANGE IN CONSTITUTION

Change in constitution is effected whenever the basic structure of the firm/company undergoes a change, say when a proprietary firm changes into a Partnership or a Private Ltd Company changes into a Public Ltd. Company and vice versa. In such cases a firm which may retain its old name and style, become in effect a new firm, because the basic structure of the firm undergoes a major change. Whenever the exporter approaches the concerned field offices for endorsements, the following points are to be noted:-

(a) The date of establishment of the old firm may be considered for all practical purposes.

(b) No new certificate will be issued in this connection, changes will be endorsed in their old certificate. But when two or more sister concerns join together to form a new company the old certificates will be cancelled and a new certificate be issued, after collecting a fee of Rs.5000/- alongwith other documents.

(c) Registering Offices should obtain a letter from the party showing the date of establishment of the old firm, the exact date of the reconstitution and the change of the firm.

(d) Whenever there occurs a change in constitution, the exporter should produce certified copies of relevant documents in support of such change.

(e) Whenever a change occurs in the list of partners / directors or whenever the name of the firm is changed or if there is a change in the address as given in the certificate, the exporter shall intimate such changes to the Registering Authority within one month from such change along with documentary evidence of the change. The firm may sent a simple letter and the changes can be endorsed on the certificate itself. A fee of Rs.1,000/- will be levied. **(Annexure-3, Page-104)**

The Registering Office may condone the delay on intimation of change in constitution if they are convinced that the delay was not intentional.

21. ISSUE OF DUPLICATE CERTIFICATE

If the certificate is lost, the holder will apply for a duplicate certificate to the Registering Office concerned explaining the circumstances under which the certificate was lost and also advertise in a local newspaper, the fact that the registration certificate has been lost and that anyone finding the same should return it to the MPEDA. If no response is received within 15 days, a duplicate can be issued in the certificate form which will not be numbered. A fee of Rs.5,000/- may be levied.

The duplicate may be superscribed as "Issued in lieu of Certificate No..... date ..... reported lost and irrecoverable"

The extra forms of registration certificate without number will be kept only by HO and RO / SRO may send a request to HO indicating the specific name and particulars of the party. The HO will then arrange to issue the extra form directly to RO / SRO concerned.

In the case of mutilated certificate, duplicate can be issued only on surrendering the original certificate and the same procedure can be followed as in the case of certificate reported lost. In this case, no advertisement need be issued. A fee of Rs.1000/- may be levied.

22. Where no space is available in the certificate of registration for endorsements, additional sheets prescribed by HO can be used.

23. CANCELLATION OF REGISTRATION

(Rule 43) "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, or any person who has been registered as an exporter fails during the period of twelve consecutive months to export any of the marine products 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 an exporter, 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".

(a) Merchant Exporter

If registration is cancelled for malpractices, the same exporter should not be given fresh registration for a period of 3 years. If the registration is cancelled for any other reason, fresh registration should not be granted for a period of one year.

(b) Manufacturer Exporter

If registration is cancelled for mal-practices or for any other reason, fresh registration should not be restored to a manufacturer exporter who owns and operates a processing plant or handling facility earlier than 6 months from the date of cancellation. The applicant will have to approach MPEDA afresh for registration. Such registration even if it is restored will be valid initially for a period of 6 months during which period the performance of the said exporter will be closely monitored and recommendations forwarded to HO by the field offices concerned to restore the registration as a manufacturer exporter on a permanent basis.

Registration once granted may be cancelled on the following grounds also:

1. If it has been found that the registration was obtained by submitting forged documents / false information.
2. If it has been proved that the exporter is a binami concern.
3. If any adverse remarks from Vigilance / CBI etc. have come to the notice of the Authority against the exporter.
4. If the exporter fails to settle trade disputes as per the directives of the Registering Authority.
5. If there is any pending complaint against any firm in which one of the partners / directors is involved.
6. 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.
7. If the exporter fails to submit any information as required by the Registering Authority.
8. Any other reason, which the Authority has found fit.

Registered AD

FORM OF SHOW CAUSE NOTICE

In exercise of the powers vested in me Vide Office Order Part-II No.1840/2005 dated 25.11.2005 read with Rule 43 of the MPEDA Rules, I hereby call upon you to show cause why the Certificate of Registration as an exporter granted to you should not be cancelled for reasons given below : -

1.....

2.....

(well documented reasons should be given)

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 action without further reference to you. *(If ultimately a decision is reached to de-register you under the provisions of the MPEDA Rules, it will automatically entail de-registration under Registered Exporters' Policy also)

Yours faithfully

(DEPUTY DIRECTOR)

**** This need be included only where the exporter is also registered under REP.***

FORM OF CANCELLATION / DE-REGISTRATION

Ref: Date:

Regd. A/D

M E M O

Sub: Registration as an Exporter under MPEDA Rules 1972

Please refer to the Show Cause Notice No..... dated ..... acknowledged by you on ..... directing you to show cause why your certificate of registration as an exporter 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 dated ..... to 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. The original Certificate of Registration issued should be returned to this office for cancellation immediately.

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 not applicable**

To

.....

Copy to:

1. The Desk Officer EP(MP), Ministry of Commerce & Industry, Government of India, Udyog Bhavan, New Delhi.
2. The Director General of Foreign Trade, New Delhi.
3. The Joint Director General of Foreign Trade
4. The Deputy Director General of Foreign Trade
5. The Commissioner of Customs
6. The Deputy Commissioner of Customs
7. The Assistant Commissioner of Customs
8. The Joint Commissioner of Customs

   } Need to be addressed to all concerned in their respective region
9. The Commissioner of Fisheries
10. Export Inspection Agency
11. Reserve Bank of India, Exchange Control Dept.
12. Customs Agents Association
13. All ROs of MPEDA
14. MPEDA (Regn Section), HO, Kochi
15. Party file
16. De-registration file
17. REP file

24. APPEAL AGAINST CANCELLATION OF CERTIFICATE (RULE 44)

"Any person aggrieved by an order of refusal under Rule 42 or an order of cancellation, under Rule 43 may within thirty days from the date of receipt by him of the copy of the order, appeal to the Chairman who may either affirm, amend or set aside such order"

1. Appeal against cancellation of certificate issued must reach the Chairman, MPEDA within 30 days from the date of receipt of the cancellation order, along with the original certificate of registration, if not returned to the Registering Office.
2. Head Office will intimate RO that appeal has been filed and all references along with para-wise comments must be furnished to Head Office in order to dispose of the appeal.
3. The decision of appeal will be communicated by HO with copy to RO.

25. RESTRICTION/REGULATION OF EXPORTS

Import and Export Policy 2002-07 restricted/prohibited certain items of marine products for exports. (**Annexure-7. page-111**)

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CHAPTER-II - REGISTRATION OF PROCESSING PLANTS

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CHAPTER - II

REGISTRATION OF PROCESSING PLANTS

2. PROVISIONS OF MPEDA ACT & RULES

2.1 Sections 11 (I)

'Every owner of a processing plant for marine products shall before the expiration of one month from the date on which he first became owner of such processing plant, or before the expiration of three months from the date of coming into force of this section, whichever is later, apply to the Authority for registration under this Act of every such processing plant owned by him.

Provided that the Authority may, for sufficient reason, extend the time limit for registration by such period as it thinks fit'.

2.2 DEFINITIONS :

2.2.1. Owner : (Section 3 (j)

"Owner" in relation to any fishing vessel or in relation to any processing plant or storage premises for marine products or in relation to any conveyance used for the transport of marine products, includes

(i) any agent of the owner, and

(ii) a mortgage lessee or other person in actual possession of the fishing vessel, processing plant, storage premises or conveyance ;

2.2.2. Processing (Section 3 (e)

"Processing" in relation to marine products, includes the preservation of such products such as canning, freezing, drying, salting, smoking, peeling or filleting and any other method of processing which the Authority may, by notification in Gazette of India specify in this behalf.

2.2.3. Processing Plant

Processing plant is a building and premises constructed as per the standards laid down by the European Union / MPEDA and approved by the Inter Departmental Panel wherein a freezing unit or any other processing machinery is installed for processing marine products in any form.

2.3.1. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas covering under the jurisdiction of various registering offices are included in **Annexure-1 (Page-100).** For purposes of deciding the jurisdiction of the Registering Office, the location of the head office/registered office of the applicant firm is the deciding factor. However, in the case of processing plants where the registered office of the applicant is located in a place which is different from the actual location of the processing plant, the Registering Office will be the office having jurisdiction over the location of the processing plant.

2.3.2. Application for Registration

Rule 33 (1) "Every application for the registration of a processing plant shall be made to the Secretary or other officer authorized by him in Form II obtainable from the offices of the Authority on payment of Rs. 200/- for each application **(Annexure-3, Page-104).**

2.4. PROCEDURE FOR REGISTRATION OF PROCESSING PLANTS

1. **How to apply :**

   Application should be in Form II (**Annexure-11, Page-118)** for processing plants, which are available from all Regional/Sub-regional offices of the MPEDA on payment of Rs.200/- by DD/ M.O. or cash. The issuing office must ensure that it affixes the seal of the concerned office in all copies.

   Application for registration of Processing Plant will have to be submitted to the registering office having jurisdiction over the location of the plant. Application for noting the lien of financial institutions will be made in Form II (i) **(Annexure-12, Page-119**). A copy of the standards prescribed for processing plant has to be supplied with application.

2. The application form in duplicate duly filled in will have to be submitted to the concerned Registering office along with prescribed fee and enclosures.

3. The documents required along with the applications are :

   (a) Project report

   (b) Plant layout

   (c) Declaration **(Annexure-13, Page-120)**

   (d) Permission from the Local body to run such processing unit.

   (e) Certified copy of Title deed.

   (f) Clearance certificate from Pollution Control Board, other documents, if any, as required by the registering authority.

   (g) Names & addresses of owners/Partners/Directors/ Trustees etc. (documentary evidence in support of ownership).

   (h) List of machinery.

2.5. Signing of the application

1. If the owner of the processing plant is an individual, the owner or an agent authorized by the owner must sign the application. In the case of an agent, a letter of authorization in favour of the agent signed by the owner must be produced.

2. If the owner is a partnership firm, the application must be signed by one of the partners or an agent authorized by the firm. The authorization in favour of the agent must be certified by one of the partners.

3. If the owner is a body corporate, one of the Directors, or the attorney of the body corporate must sign the application. Documentary evidence of the power of attorney must be submitted along with a copy of the certificate of incorporation.

2.6. REGISTRATION FEE

RULE 33 (2): Every application under sub-rule (1) for the registration of a processing plant shall be accompanied by the fees specified in **(Annexure-3, Page-104)**.

2.7. NORMS PRESCRIBED FOR REGISTRATION OF PROCESSING PLANTS

Registration of processing plants will be subject to the following norms : -

1. New units coming up with modern technology (90 mts. Freezer, IQF etc)

2. In case of IQF plants the production capacity shall be subject to the approval of the EIA panel in respect of the daily production capacity.

3. In cases of plants undertaking production of value added items other than IQF a reference shall be made to HO indicating details of the plant. On technical clearance from the Director, registration can be issued.

4. If an old plant is leased out the lessee should upgrade the freezing units and storage facilities before registration is granted.

5. Ice plant forms an integrated part of the processing complex. (desirable)

6. Every processing unit must have a mini laboratory attached to it, before the processing plant is registered.

7. Clearance from the agencies concerned with protection of environment and public health should be obtained before granting of registration.

8. (a) In cases where a processing plant proposes to utilize the mini lab set up in another plant, jointly on consent basis, a bond as given in **(Annexure-14, Page-121)** had to be executed in a stamp paper valued Rs.60/-. In such cases processing plants who share the mini lab. should be in one campus as far as possible.

   (b) Processing plants seeking approval of joint mini laboratory for purpose of registration/ retaining registration situated within a distance of one or two Km may also be considered on merit.

   (c) Such joint mini lab should have adequate infrastructural facilities such as glasswares/ chemicals / furniture etc. to cater to the needs of the processors who have to utilize the mini lab, as assessed by an Expert Panel constituted with one representative each from MPEDA and EIA. The representative of MPEDA will be the convenor of the panel.

   (d) A minimum of two qualified technologists should be available to carry out the analysis of samples.

2.8. PROCESSING OF THE APPLICATION

1. On receipt of the application, the R.O / S.R.O. will check the entries, receipt of fees, signature, enclosure etc.

2. If any defect is noticed the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.

3. If there are no defects, the R.O. / S.R.O. may depute their field staff for inspection of the processing plant.

4. Verification may be done as per the format prescribed in **Annexure–15 (Page-123)**.

5. On receipt of approval from the Inter Departmental Panel registration may be granted to the Processing Plant.

6. Where no standards have been laid down under the Export (Quality Control & Inspection) Act 1963 by the Ministry of Commerce, the standards laid down by the MPEDA may be followed for registration of processing plants and handling centers.

7. For registering a Surumi Processing Plant the same procedure followed for registration of Processing Plant with plate freezers may be followed. The Surumi Processing Plant should have the following equipments / machinery and infrastructure/ in process facilities : -

(i) **Washing of raw materials.**

   (i) Processing and washing

   (ii) Meat separation

   (iii) Leaching

(iv) Dehydration
(v) Meat straining
(vi) Mixing and seasoning
(vii) Weighing and forming
(viii) Freezing
(ix) Storing
(x) Effluent treatment plant / water recycling plant.

2.9. REFUSAL OF APPLICATION : RULE 34

Rule 34 (1) "On receipt of an application under Rule 33, the Secretary or such officer shall after making such enquiry as he deems necessary, register the fishing vessels, processing plant, storage premise or conveyance or by order refuse such registration.

Rule 34 (2) Where the application for registration is refused the reasons for such refusal shall be recorded in writing and a copy of the same along with the order of refusal shall be furnished to the applicant, and fees paid by applicant shall be refunded to him".

1) An application may be refused if the processing plant does not conform to the standards.
2) If there are adverse reports from the financial institutions against any of the Directors/ Partners/ the Proprietor.
3) If there is insufficient potable water at the premises.
4) If technically qualified personnel are not available to manage the plant.
5) Unsatisfactory arrangement for disposal of effluents.
6) In the absence of a valid license from the local bodies and if the authority feels that the plant is situated at a place where it will be injurious to the inhabitants.
7) If there is no clearance from the agencies concerned with protection of environment and public health (Pollution Control Board etc.)
8) If there is no mini lab attached with plant.
9) If the applicant fails to submit any information / document as required by the Registering Office.
10) In case of refusal, the application fee will be refunded by the RO/SRO on surrendering the receipts issued. In case the application has to be refused, it shall be done as per the format prescribed below.

FORM OF REFUSAL

Ref : Your application dated:..... for registration of Processing Plant.

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 of the Processing Plant on the following grounds :

1.
2.
3.
4.

The ***application fee*** will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Yours faithfully,

2.10. ISSUE OF CERTIFICATE OF REGISTRATION

Rule 34 (1) "On receipt of an application under rule 33, the officer referred to in sub-rule (1) of the said rule shall cause the concerned RO of the Authority to verify the particulars given in the application and to inspect the concerned units to ensure that the unit meets the standards **(Page-36)** prescribed by the Authority. The certificate of registration shall be issued by the aforesaid officer only if he is satisfied on the report of verification and inspection of the Regional Officer as aforesaid. However, in case any defect is noticed in the application, the attention of the applicant shall be drawn in writing requesting him / her to rectify the defects within a specific period and in case of failure on the part of the applicant to rectify the defect within such period that the registration shall be refused".

Rule 34 (3) "Where the application for registration is not refused a certificate of registration shall be granted in Form VI and shall be subject to the terms and conditions specified in the certificate".

2.10.1. If the registering authority is satisfied with the Inspection Report, the registration certificate will be issued in Form VI **(Annexure-16, Page-125)** vide covering letter as at **Annexure-17 (Page-126).**

In cases where subsidy has been availed of for setting up of mini lab/joint mini lab; the following endorsement may be done on the Registration Certificate.

"Violation of any of the conditions given in the Bond executed in connection with availing of subsidy for mini lab/ joint mini lab will result in cancellation of the certificate of registration issued to the Processing Plant".

GUIDELINES FOR ENDORSEMENT OF PROCESSING CAPACITY (IQF) AGAINST INDIVIDUAL ITEM OF SEAFOODS

1. Blank forms may be used as additional sheet to be attached with Original Certificate of Registration.
2. Endorsement to be made on the top of the additional sheet of certificate of Registration of Processing Plant.

   "Additional sheet attached with the original certificate of Processing Plant No..... dated:....."
3. There is no need to fill up the details against column 1 to 5 on the front page of the certificate and no signature is also required.
4. Processing capacity against individual item can be endorsed over leaf. As far as possible items can be grouped together or separately to indicate one and the same capacity as per the example given below: -

HL Shellon / PUD shrimps / C F Fillets	-	2 tons per day
Squid tubes / mackerel / seafood mix (Cocktail)	-	1 ton per day
Cooked whole lobster	-	2.8 tons per day
Lobster tails	-	1.5 tons per day
Whole cleaned C F with tentacles (boneless)	-	1.75 tons per day.

2.10. 2. It has to be ensured that the processing machinery are installed in a processing hall separated by walls from other machinery like motors, compressors, pumps etc.

2.10. 3. If there is an ice plant attached to the processing plant the same need not be granted a separate Registration Certificate, instead, the capacity of the Ice Plant may be endorsed on the original certificate itself.

2.10. 4. When there are more than one freezing unit in a processing hall, they may be serially numbered. The application should clearly mention the number of units indicating capacity of each unit and the type of freezing like Plate freezing, Tunnel freezing, IQF, Freeze drying, Canning etc.

CAPACITY OF THE 90 MTS FREEZER MAY BE CALCULATED AS FOLLOWS :

Capacity per charge (slabs) X 2 X 12 ÷ 1000- MT/per day. In the case of IQF units capacity may be shown as per application subject to final assessment of the panel.

IQF PROCESSING CAPACITY OF INDIVIDUAL ITEMS MAY BE DONE AS FOLLOWS:

As far as possible items may be grouped together or shown separately to indicate one and the same capacity as per example given below:-

HL Shellon / PUD shrimps / CF Fillets	-	2 tons per day
Squid tubes / mackerel / seafood mix	-	1 ton per day
Cooked whole lobster	-	2.8 MT per day
Lobster tails	-	1.5 ton per day
Whole cleaned C F with tentacles	-	1.75 ton per day

In case the space is not sufficient on the front page the capacity may be endorsed over leaf.

2.10. 5. In cases where the processing units installed in leased out premises, the lessee, who is in actual possession of the processing plant should produce documentary evidence of the building owners permission to install and operate the freezing units. In such cases the lease should be for a minimum **period of 2 years** which should not be terminated without the prior approval of the registering authority. Suitable conditions should be incorporated in the lease before the lease deed is approved and registration granted.

2.10. 6. The owner of processing plant in actual possession of the plant and machinery or the lessee who has taken the plant on lease for a period not less than 2 years as stipulated above will be issued with the certificate of registration on fulfillment of the norms prescribed for registration.

2.10. 7. The owner of a registered processing plant will permit inspection of the plant by any officer deputed by MPEDA as and when required. Revalidation of Processing Plant registration shall be arranged in such a way that the date coincides with the date of next IDP visit.

2.11. CANCELLATION OF REGISTRATION.

2.11.1. Any tampering of the certificate will result in cancellation of the certificate.

2.11.2. When a registered processing plant is leased out for processing of meat or vegetables or any other item other than marine products, the registration certificate issued to the party shall be cancelled.

2.11.3. In case of quality complaint arising out of poor maintenance of the processing plant, ie. due to negligence in maintaining the plant in accordance with the standards prescribed, the certificate of registration will be cancelled after issuing show-cause notice **(Annexure-18, Page-127).**

2.11.4. If the registration has been obtained by furnishing false information/forged documents the registration will be cancelled.

2.11.5. A certificate of Processing Plant issued with/without any machinery which is lying idle for more than 2 years may be cancelled **(Annexure-19, Page-128).**

2.12. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter. **(Page-23)**

2.13. APPEAL AGAINST CANCELLATION OF CERTIFICATE

(Rule 37) "Any person aggrieved by an order of refusal under rule 34 or rule 35 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 refusal/cancellation, as the case may be, appeal to the Chairman who may either affirm, vary or set aside such order.

1. Appeal against cancellation of a certificate issued must reach the Chairman, MPEDA, within 30 days from receipt of the cancellation order along with the original certificate of registration.
2. On receipt of an appeal HO will call for the relevant documents connected with the appellant along with the para-wise comments of the registering authority in order to dispose of the appeal.
3. The appellant will be given a personal hearing to explain his position on receipt of the appeal along with the original Registration Certificate from him.
4. The decision on appeal by the Chairman will be final which will be communicated to the appellant under intimation to the registering authority.

2.14. CHANGE IN CONSTITUTION / OWNERSHIP

If the owner of the processing plant was a partnership/proprietary concern and later on changed its constitution to a body corporate, the body corporate has to apply for fresh endorsement in their Certificate within one month of effecting such changes. Copy of the certificate of incorporation has to be furnished.

If a proprietary concern changes into a partnership firm, a fresh application effecting such changes in the constitution has to be made within one month of such changes. Partnership deed has to be furnished.

The new owner has to submit a fresh application form, declaration and documentary proof of change of ownership (no other document such as layout or NOC from local body is required)

If there is a noting of hypothecation/lien in the certificate, no objection from the bank has to be obtained before endorsing the change of ownership.

If the hypothecation/lien is changed to another branch or bank and if the new branch / bank desires to have the hypothecation noted, a fresh form prescribed for noting hypothecation signed by the authorized signatory of the new bank/ branch has to be submitted along with a copy of the hypothecation deed. The change of ownership shall be endorsed in the existing certificate itself. Fee for endorsement in each certificate will be Rs.1,000/- **(Annexure-3, Page-104).**

If the party does not apply, it may be brought to their notice by the Registering Office and if no response is received action may be initiated for deregistration.

2.15. CHANGE IN NAME OF THE FIRM

Whenever there is a change in name of the firm, the owner must apply afresh for endorsement of such change within 30 days along with a fee of Rs.1,000/- **(Annexure-3, Page-104).** Endorsement will be done on the original Certificate of registration by the Registering Authority under intimation to HO.

2.16. LEASING OF FACILITIES

The minimum period of lease of the premises should be 2 years for processing plants. Before

giving registration, it would, therefore be ensured that the premises are on lease at least for 2 years. In other words, processors having less than 2 years lease arrangement need not be granted registration as manufacturer exporter.

The lease period of 2 years or more should be endorsed on the Registration Certificate and the lessee should apply for such endorsement in prescribed application form along with the required fee.

2.17. OTHER ENDORSEMENTS

1. Details of IQF machinery especially their make, approved capacity by the EIA and the type of freezing on the certificate of registration of processing plants.
2. Changes in capacity of processing plant and storage premises should be intimated to the Registering Authority within 45 days of such changes along with endorsement fee.
3. Wording of the endorsement will be :

   "Verified for compliance as per MPEDA

   Act and Rules on ————————

   Next verification due on ————————"
4. Whenever there is a change in the specifications of the processing plant/upgradation /addition of freezing equipments etc, the same should be enclorsed in the certificate of registration under intimation to HO.

2.18. PROCEDURE FOR INSCRIBING REGISTRATION NUMBERS ON CERTIFICATE OF REGISTRATION OF INFRASTRUCTURE FACILITIES

1. The registration number assigned should start with a numeral viz 1,2,3 etc followed by MPEDA/ REGN/code of respective infrastructure **(Annexure-20, page-129)**/code of office/first alphabet of the name of the firm – Sl. number of that category/year. For example a firm with the name Apple Co. Processing Plant, Madras can be given the following registration number

   "2/MPEDA/REGN/PP/MS/A-1/05

   Where '2' represents the 2nd Processing Plant and "A-1" means first firm with name starting with "A". (Please note at present the certificates are generated on line)

2.19. Processing halls located in the same premises or located in premises bearing same door number shall be given only one MPEDA processing plant registration number. Details of each processing hall with measurements and capacity of freezing equipment shall also be indicated in the certificate.

2.20. INSPECTION OF PROCESSING PLANT, STORAGE PREMISES, FISHING VESSELS ETC.

An officer not below the rank of Asst. Director shall be deputed to the Processing Plant and Cold Storage and an officer not below the rank of Technical Assistant to fishing vessel to inspect and certify verification for issuing registration certificate.

STANDARDS FOR REGISTRATION OF PROCESSING PLANTS UNDER MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY ACT 1972

General conditions relating to premises, building and equipments

1. PREMISES AND BUILDING

1.1. The immediate approaches of the processing areas shall be concreted or tarred or turfed up to 8 meter in the front of the entry and all ground of the area between the open space between factory and compound wall is such as to prevent wind blown dust.

1.2 The processing establishment shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust and rain and shall be of sufficient size for work to be carried out under adequate hygienic conditions. The design and layout shall be such as to preclude contamination of the product.

1.3. The food handling areas shall be completely separated from the area used for residential purpose.

1.4. The layout of different sections shall be in such a way as to facilitate the smooth and orderly flow of work to prevent possible cross contamination. The frozen products on its way to cold store from the processing area or on its way out from cold store will not enter raw material room.

1.5. There should be adequate or artificial lighting. The bulbs and tubes should have protective covering.

1.6. There should be adequate facilities for natural or mechanical ventilation system to provide fresh air and where necessary good steam and water vapour extraction facilities shall be provided. Ventilation opening shall be provided with fly proofing arrangement.

2. FLY PROOFING, VERMIN AND ANIMAL CONTROL

2.1. The processing areas including raw material receiving and storing area shall be provided with effective fly-proofing arrangement. Suitable steps shall also be taken to prevent the entry of insects, rodents, birds and animals into the processing area. The prevention and control systems will be depicted in appropriate diagrams which will be a permanent document of the unit available for inspection.

3. RECEIVING AREA

3.1. There shall be a raised platform to unload the raw material before being taken to the raw materials receiving area. The sides and top of this platform shall be sufficiently protected from extraneous contamination.

3.2. The area in which the raw material is received and stored shall be so separated from the area in which the finished product is prepared or packed as to eliminate contamination.

4. CEILING, WALL AND FLOOR OF WORK ROOMS

4.1. The floor of the food handling area shall be water proof, easy to clean and disinfect and laid down in such a way as to facilitate the drainage of the water easily or provided with equipment to remove water. There shall be no water stagnation on the floor.

4.2. The internal walls of the food handling area shall be durable and have smooth surface which are easy to clean and impermeable, water proof and light coloured.

4.3. Walls upto 1.5 meter from the floor shall be free from projection except in the case of structural pillars and all pipes and cables shall be neatly maintained.

4.4. Wall to wall and wall to floor junctions shall be rounded off to facilitate proper cleaning.

4.5. Ceiling shall be free from cracks and open joints and shall be smooth, water proof, light coloured and easy to clean.

4.6. All doors and windows in the raw material room and in the processing rooms, chill room, change room and ante room shall be durable and made of corrosion resistant material and shall be of self-closing type and easy to clean with fly proofing arrangements.

4.7. All inside window sills shall be sloping inwards.

4.8. All entry points into the processing area shall be provided with feet washing pit of min 1.3 X 1.3 X 0.05m. The pit shall be provided with potable water and disinfectant. The stagnant water shall be changed at frequent intervals. On the sides of the feet-dip if there be walls which prevent entry into process area without dipping the feet in the feet-dip, less width for the feet-dip can be acceptable as long as this width does not make it possible for the workers to jump over.

4.9. All entry points into the processing area shall be provided with adequate facilities for cleaning and disinfecting hands.

4.10. Instruments and working equipments such as tables, containers, conveyor belts, knives and other utensils used shall be of smooth corrosion resistant materials, easy to clean and disinfect.

4.11. Utensils used for inedible or contaminated materials shall be identified by specific mark or colour or shape and shall not be used for handling edible products. Adequate waste receptacles shall be provided for frequent removal of waste from the working areas.

4.12. Ice crusher or flake ice machine shall be provided.

5. MACHINERY

5.1. Freezing equipments sufficiently powerful to achieve a rapid reduction in the temperature so that the required core temperature is obtained within the minimum period shall be provided.

5.2. The freezing equipment shall be fitted with gauges to indicate temperature and pressure.

6. COLD ROOM / STORAGE

6.1. Chill room and ice store shall be provided wherever necessary. In the absence of chill room or its store, adequate number (in relation to quantity and frequency of receipt of the raw material) of insulated boxes shall be provided to store ice / raw material.

6.2. The cold storage should conform to the standards prescribed for registration with MPEDA.

7. Facilities for adequate supplies of potable water or alternatively clean sea water or sea water treated by an appropriate system, under pressure and in sufficient quantity shall be provided. In case of installed water storage tank the man hole cover will be lockable. Supply of non-drinking water is permissible for the production of steam, fire-fighting and the cooling of refrigeration equipment, provided that the pipes installed for the purpose preclude the use of such water for other purpose and present no risk of contamination of the products. Non-potable water pipes shall be clearly distinguished from those used for potable water or clean sea water. Entire plumbing line of the processing unit will be depicted in a diagram and will be available in the unit as a document.

8. Arrangements for hygienic waste water disposal shall be provided.

9. Facilities to provide sufficient quantities of good quality Ice manufactured from potable water in crushed form or flake / chunk ice.

10. Dormitories and change rooms will be separate, the change rooms will be with smooth, water proof floors and walls and washable upto 1.5 M from the floor. Wash basins shall be provided. The wash basins must have soap and disposable towels for cleaning and drying the hands. The tap in the wash basins must not be hand operable. There will be proper arrangements to keep the aprons, head gear, gum boots and slippers used in the processing areas in a clean manner. If toilets are provided in the change room the door should not open to the work area. Suitable toilet facilities shall be provided for male and female.

11. If the volume of products treated requires regular or permanent presence of inspection service, an adequately equipped lockable room for the exclusive use of the inspection service shall be provided.

12. There shall be adequate facilities for cleaning and disinfecting means of transport.

13. Establishments keeping live animals such as crustaceans and fish must have appropriate fittings ensuring the best survival conditions provided with water of a quality such that non harmful organisms or substances are transferred to the animals.

GENERAL CONDITIONS OF HYGIENE

1. GENERAL CONDITIONS OF HYGIENE APPLICABLE TO PREMISES AND EQUIPMENT

1.1. Floors, walls and partitions, ceilings or roof linings, equipments and instruments used for working on fishery products must be kept in a satisfactory state of cleanliness and repair, so that they do not constitute a source of contamination for the products.

1.2. Rodents, insects and any other vermin must be systematically exterminated in the premises or in the equipments. Rodenticides, insecticides, disinfectants and any other potentially toxic substances must be stored in premises or cupboards which can be locked, their use must not present any risk of contamination of the products.

1.3. Working areas, instruments and working equipment must be used only for work on fishery products. However, on authorization by the competent authority they, may be used for work on other food stuffs also.

1.4. Potable water or clean sea water must be used for all purposes. However, by way of an exception, non-potable water may be used for steam production, fire fighting and the cooling of refrigeration equipment, provided that the pipes installed for the purpose preclude the use of such water for other purposes and present no risk of contamination of the products.

1.5. Detergents, disinfectants and similar substances must be of approved brand / source wise by the competent authority and use in such a way that they do not have adverse effects on the machinery, equipment and products.

2. GENERAL CONDITIONS OF HYGIENE APPLICABLE TO STAFF

2.1. The highest possible standard of cleanliness is required of staff. More specifically:-

2.1.1. Staff must wear suitable clean working clothes and headgear which completely encloses the hair. This applies particularly to persons handling exposed fishery products. Male and female workers after changing their outer garments in the dormitories will enter the change rooms (which are integral part of the processing unit) will put on full aprons / covers and head gears so as to cover all exposed outer garments in case factory dress is not provided.

2.1.2. Staff assigned to the handling and preparation of fishery products must be required to wash their hand at least each time work is resumed. Wound on hands must be covered by a water proof dressing.

2.1.3. Smoking, spitting, eating and drinking in work and storage premises of fishery products must be prohibited.

2.2. The employer shall take all the requisite measures to prevent persons liable to contaminate fishery products from working on and handling them until there is evidence that such persons can do so without risk.

2.2.1. When recruited, any person working on and handling fishery products shall be required to prove, by a medical certificate, that there is no impediment to such employment. The medical supervision of such a person shall be governed by the national legislation in force.

3. CONDITIONS FOR HANDLING FRESH PRODUCTS

3.1. Where chilled, unpacked products are not dispatched, prepared or processed immediately after reaching the establishment, they must be stored under ice in the establishment cold room, re-icing must be carried out as often as is necessary. The ice used, with or without salt must be made from potable water or clean seawater and be stored under hygienic conditions in receptacles provided for the purpose. Such receptacles must be kept clean and in good state of repair. Pre-packed fresh products must be chilled with ice or mechanically refrigerated plant at similar temperature conditions.

3.2. If they are not carried out on board, operations such as heading and gutting must be carried out hygienically. The products must be washed thoroughly with potable water or clean sea water immediately after such operations.

3.3. Operations such as filleting and slicing must be carried out in such a way as to avoid the contamination or spoilage of fillets and slices and in a place other than that used for heading and gutting operations. Fillets slices, must not remain on work tables longer than is necessary for their preparation. Fillets and slices to be sold fresh must be chilled as quickly as possible after preparation.

3.4. Guts and parts that may constitute a danger to public health must be separated from and removed from the vicinity of products intended for human consumption.

3.5. Containers used for the dispatch or storage of fresh fishery products must be designed in such a way as to ensure both their protection from contamination and their preservation under hygienic conditions and more particularly they must provide adequate drainage of melt water.

3.6. Unless special facilities are provided for the continuous disposal of waste, the waste must be placed in leak-proof, covered containers which are easy to clean and disinfect.

3.6.1. Waste must not be allowed to accumulate in working area. It must be removed either continuously or as soon as the containers are full. At the end of each working day, the waste containers shall be shifted to premises intended for storage of such containers. The containers, receptacles and / or premises set aside for waste must always be thoroughly cleaned and disinfected after use. Waste stored there must not constitute a source of contamination for the establishment or of pollution of its surroundings.

MECHANISM FOR ENSURING COMPLIANCE TO THE ABOVE STANDARDS

Notwithstanding the fact that registration once made shall continue to be in force until it is cancelled by the Authority, the officers of the Authority shall make surprise checks and surveys of the registered processing plants in order to ensure maintenance of these standards. If during surprise checks, it is found that the prescribed standards have not been maintained, the Regional Office will issue a notice to the owner of the processing plant calling on him to rectify the defects noticed within a reasonable period. The owner shall carry out the necessary modifications and report compliance to the Registering Office. However, if during the subsequent inspections it is revealed that such defects are still present, in all such cases, action as laid down in the Act and Rules will be taken against the owner including de-registration.

All registered processing plants will have to be inspected once in two years and an endorsement made on the Registration Certificate. It will be the responsibility of the owner to get the inspection done / endorsement made. Failure to do so will entail risk of de-registration.

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CHAPTER-III - REGISTRATION OF PRE - PROCESSING PLANT/PEELING SHED

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CHAPTER - III

REGISTRATION OF PRE-PROCESSING PLANT / PEELING SHED

3.1. PROVISIONS OF MPEDA ACT & RULES 1972

In accordance with the provisions of MPEDA Act & Rules 1972, the Authority has decided that peeling sheds / pre-processing plants where marine products are being peeled or otherwise subjected to pre-processing shall be registered with the Authority. Failure to comply with the statutory provisions of Registration will attract penalties as detailed in section 25 of the MPEDA Act.

3.2. DEFINITIONS:

3.2.1. Pre-processing Plant / Peeling shed

Pre-Processing plant / Peeling shed is a building constructed as per the standards laid down by the MPEDA where the marine products are peeled or otherwise subjected to pre-processing.

3.3. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas covering under the jurisdiction of various registering offices are included in **Annexure-1**, **(Page-100).** In the case of pre-processing plant/peeling shed where the registered office of the applicant is located in a place which is different from the actual location of the pre-processing plant/peeling shed, the Registering Office will be the office having jurisdiction over the location of the pre-processing plant/peeling shed.

3.1. Application for Registration

Application for the registration of pre-processing / peeling shed shall be made to the Secretary or other Officer authorized by him in Form No.II (a). **(Annexure-21, Page-130).**

3.2. PROCEDURE FOR REGISTRATION OF PRE-PROCESSING PLANT / PEELING SHED

2.1. How to apply

Application should be in Form II (a) **(Annexure-21, Page-130)** for pre-processing plants / peeling shed which are available from all offices of the MPEDA on payment of Rs.200/- **(Annexure-3, Page-104)** by D/D, MO or cash. Application for registration of pre-processing plant / peeling shed will have to be submitted to the registering office having jurisdiction over the location of the pre-processing plant / peeling shed. Application for noting the lien of financial institutions will be made in Form II (i) **(Annexure-12, Page-119).** A copy of the standards **(Page-47)** prescribed for processing plant / peeling shed has to be supplied with application.

2.2. The application form in duplicate duly filled in will have to be submitted to the concerned Registering Office along with prescribed fee and enclosures.

2.3. The documents required along with the applications are :

a) Layout
b) Declaration
c) Permission from the local body
d) Certified copy of title deed
e) In case of lessee, the lease deed must be produced
f) Consent from Pollution Control Board.

3.3. SIGNING OF THE APPLICATION

1. If the owner of the Pre-processing plant / Peeling shed is an individual, the owner or an agent authorized by the owner must sign the application. In the case of an agent, a letter of authorization in favour of the agent signed by the owner must be produced.
2. If the owner is a partnership firm, the application must be signed by one of the partners or an agent authorized by the firm. The authorization in favour of the agent must be certified by one of the partners.
3. If the owner is a body corporate, one of the Directors or the attorney of the body corporate must sign the application. Documentary evidence / power of attorney must be submitted along with a copy of the certificate of incorporation.

3.4. REGISTRATION FEE

As per the stipulations in Rule 33 (2) Sub-Rule (i) a fee of Rs.1,500/- for a Peeling shed of 5 MT peeling capacity in 8 hours and Rs.3,000/- for above 5 MT peeling capacity is payable for the registration of a pre-processing plant / peeling shed. The fee for endorsement / revalidation shall be Rs.1,000/- **(Annexure-3, Page-104)**.

3.5. PROCESSING OF APPLICATION

1. On receipt of the application, the R.O will check the entries, receipt of fees, signature, enclosure etc.
2. If any defect is noticed the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.
3. If there are no defects, the R.O. may depute their field staff for inspection of the pre-processing plant / peeling shed.
4. Verification may be done as per the format prescribed in **Annexure-22 (Page-132).**

3.6. REFUSAL OF APPLICATION:- RULE 34 (1)

Rule 34 (1) "On receipt of an application under Rule 33, the Secretary or such officer shall after making such enquiry as he deems necessary, register the fishing vessels, processing plant / peeling shed, storage premise or conveyance or by order refuse such registration.

Rule 34 (2) Where the application for registration is refused the reasons for such refusal shall be recorded in writing and a copy of the same along with the order of refusal shall be furnished to the applicant and fees paid by applicant shall be refunded to him".

6.1. An application may be refused if the Pre-processing Plant / Peeling shed does not conform to the standards.

6.2. If there are adverse reports from the financial institutions against any of the Directors / Partners / the Proprietor.

6.3. If there is insufficient potable water at the premises.

6.4. Unsatisfactory arrangement for disposal of effluents.

6.5. In the absence of a valid license from the local bodies and if the authority feels that the plant is situated at a place where it will be injurious to the inhabitants.

6.6. If the applicant fails to submit any information / document as required by the Registering Office.

6.7. If registration has been obtained by furnishing false information / forged documents

6.8. In case the application has to be refused, it shall be done as per the format prescribed below.

FORM OF REFUSAL

Ref: Your application dated: ..... for registration of pre-processing plant / peeling shed.

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 of the pre-processing plant / peeling shed on the following grounds :

1.

2.

3.

4.

The ***application*** fee will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this letter.

Yours faithfully,

3.7. ISSUE OF CERTIFICATE OF REGISTRATION

Rule 34 (1) "On receipt of an application under rule 33, the officer referred to in sub-rule (1) of the said rule shall cause the concerned R O of the Authority to verify the particulars given in the application and to inspect the concerned units to ensure that the unit meets the standards prescribed by the Authority. The certificate of registration shall be issued by the aforesaid officer only if he is satisfied on the report of verification and inspection of the Regional Officer as aforesaid. However, in case any defect is noticed in the application, the attention of the applicant shall be drawn in writing requesting him / her to rectify the defects within a specific period and in case of failure on the part of the applicant to rectify the defect within such period that the registration shall be refused".

7.1. If the registering authority is satisfied with the inspection report, the registration certificate will be issued in form VI (a) **(Annexure-23, Page-137)** and shall be subject to the terms and conditions specified in the certificate.

7.2. In cases where the pre-processing plant / peeling shed is functioning in leased out premises, the lessee, who is in possession of the pre-processing plant / peeling shed should produce documentary evidence of building owners permission to conduct peeling operation. In such cases the lease period should be for a minimum period of 5 years which should not be terminated without the prior approval of the registering authority. Suitable conditions should be incorporated in the lease before the lease deed is approved and registration granted.

7.3. The owner of pre-processing plant / peeling shed in actual possession of the plant or the lessee who has taken the plant on lease for a period not less than 5 years as stipulated above will be issued with the certificate of registration on fulfillment of the norms prescribed for registration.

As far as issue of registration certificate to the peeling sheds is concerned, the formula evolved by CIFT may be followed in determining the processing capacity of the peeling sheds i.e.

$$\frac{\text{Floor area Sq. M} \times 40 \text{ Kgs.}}{1.1 \text{ Sq.M}}$$ which will indicate the processing capacity in Kgs.

7.4. The owner of a registered pre-processing plant / peeling shed will permit inspection of the plant by any officer deputed by the MPEDA as and when required. It shall be the duty of the owner of the plant to get his plant inspected by an MPEDA official at least once in two years so as to revalidate the certificate of Registration.

7.5. The certificate may be forwarded to the applicant with a covering letter **(Annexure-24, Page-139).**

3.8. CANCELLATION OF CERTIFICATE

1. Any tampering of the certificate will result in cancellation of the certificate.
2. When a registered pre-processing plant / peeling shed is leased out for processing of meat or vegetables or any other item other than marine products, the registration certificate issued to the party will be cancelled.
3. In case of a quality complaint arising out of poor maintenance of the pre-processing plant / peeling shed, ie. due to negligence in maintaining the plant in accordance with the standards prescribed, the certificate of registration will be cancelled after issuing show-cause notice.
4. A certificate of registration issued to a pre-processing plant / peeling shed which is lying idle for more than 2 years may be cancelled.

3.9. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION/ LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter **(Page-23).**

3.10. APPEAL AGAINST CANCELLATION (RULE 37)

"Any person aggrieved by an order of refusal under rule 34 or rule 35 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 refusal or cancellation, as the case may be, appeal to the Chairman, who may either affirm, vary or set aside such order".

1. Appeal against cancellation of a Certificate issued must reach the Chairman, MPEDA, within 30 days from receipt of the cancellation order along with the original certificate of registration.
2. On receipt of an appeal HO will call for the relevant documents connected with the appellant along with the para-wise comments of the registering authority in order to dispose of the appeal.
3. The appellant will be given a personal hearing to explain his position on receipt of the appeal along with original Registration Certificate from him.
4. The decision on appeal by the Chairman will be final which will be communicated to the appellant under intimation to the registering authority.

3.11. CHANGE IN OWNERSHIP

Whenever there is a change in ownership, the new owner should apply afresh, along with the old Registration Certificate and the fee prescribed, within one month of effecting such change. No new certificate will be issued, but an endorsement will be made on the Registration Certificate for which a fee of Rs.1,000/- will be payable.

If a proprietary concern changes into a partnership firm, a fresh application effecting such changes in the constitution has to be made within one month of such changes. Partnership deed has to be furnished along with the application.

Endorsement to indicate such change in ownership will be made on the Registration Certificate on payment of a fee of Rs.1,000/-.

If the party does not apply it may be brought to their notice by the registering authority and if no response is received action may be initiated for de-registration.

3.12. CHANGE IN NAME OF THE FIRM

Whenever there is a change in name of the firm, the owner must apply afresh for endorsement of such change within 30 days along with a fee of Rs.1,000/- **(Annexure-3. Page-104).** Endorsement will be done on the original Certificate of registration by the Registering Authority under intimation to HO.

STANDARDS FOR PEELING SHEDS

1. Immediate approaches of the PPC's shall be concreted or tarred or turfed upto 8 metres in front of the entry.
2. The pre-processing centres shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust and shall be of sufficient size for work to be carried out under adequate hygienic conditions. Their design and lay out shall be such as to preclude contamination of the product. Clean and contaminated parts of the building shall be properly separated.
3. The food handling areas shall be completely separated from the area used for residential purpose.
4. The pre-processing of products shall be in such a way as to facilitate the smooth and orderly flow of work to prevent possible cross contamination.
5. There should be adequate natural or artificial lighting. The bulb and tubes should have protected covering.
6. There shall be adequate facilities for natural or mechanical ventilation system to provide fresh air. Ventilation openings, if any, shall be provided with fly proofing arrangements.
7. The pre-processing areas including the raw material receiving area shall be provided with effective fly-proofing arrangements. Suitable steps shall also be taken to prevent the entry of insects, rodents, birds and animals into pre-processing area. The preventive and control systems shall be depicted in appropriate diagram which shall be a permanent document of the unit available for inspection
8. There shall be a raised platform where the raw material is unloaded before being taken to the raw material receiving area. The sides and top of this platform shall be sufficiently protected from extraneous contamination. Raised plat form shall be provided for loading finished products. Receiving area and loading area shall be separated adequately.
9. The inner side of the walls of the food handling area shall be of smooth surface, which are washable up to 1 meter from the floor.
10. Walls up to 1.5m from floor shall be free from projection except in the case of structural pillars.
11. Wall to wall and wall to floor junctions shall be either rounded off or be such as to facilitate proper cleaning.
12. Ceiling shall be free from cracks and open joints and shall be smooth, waterproof, light coloured and easy to clean.
13. All doors and windows shall be durable and made of corrosion resistant materials and shall be of self-closing type and easy to clean with fly proofing arrangements.
14. All windows sills shall be sloping inwards.
15. All entry points into the pre-processing area shall be provided with feet washing pit of min 1.3 X 1.3 X 0.05m. The pit shall be provided with potable water and disinfectant. The stagnant water shall be changed at frequent intervals to avoid cross contamination from the stagnant water. Less width of feet dip can be acceptable as long as this width does not make it possible for the workers to jump over.
16. All out ward openings shall be fitted with air curtains to prevent entry of dust and other insects.
17. All entry points into the pre-processing area shall be provided with adequate facilities for cleaning and disinfecting hands.
18. Instruments and working equipments such as tables, containers, conveyor belts, knives and other utensils used shall be of smooth corrosion resistant materials, easy to clean and disinfect.
19. Utensils used for inedible or contaminated materials shall be identified by specific mark or colour or shade and shall not be used for handling edible products. Adequate waste receptacles shall be provided for frequent removal of waste from the working areas.

20. Appropriate facilities in the form of bins should be provided where balance raw material or pre-processed material can be stored with ice. These containers should have arrangements for continuous drainage of water during use.

    i) The floor of the chill room shall be waterproof, easy to clean and disinfect and laid down in such a manner as to facilitate the drainage of water or shall be provided with equipment to remove water.

    ii) Walls shall be smooth surface and shall be durable, impermeable and easy to clean.

    iii) Ceiling or roof linings shall be easy to clean.

    iv) Doors shall be of durable materials and easy to clean

    v) There shall be adequate lighting.

    vi) The idle temperature of the chill room shall be up to 0 Degree to 5 Degree C.

    vii) The chill room shall be maintained in good hygienic condition.

21. Facilities for adequate supplies of water (IS 4251) municipal supplied / or approved drinking water or alternatively clean seawater or seawater treated by an appropriate system, under pressure and in sufficient quantity shall be provided.

22. There should be adequate facilities to wash the pre-processed material.

23. Arrangements for wastewater disposal shall be provided to eliminate contamination of products.

24. Facilities to provide sufficient quantities of good quality ice manufactured from water meeting the requirements of Municipal / Local Bodies / IS 4251 or procured from approved ice plants.

25. A change room /rest room shall be provided where workers will be able to change cloths and / or put on aprons, caps etc and to take rest at intervals to reduce entry of out side contaminants to the pre-processing areas. The lavatories if provided shall not open directly on to the working areas.

26. Peeling process should be carried out on table top, the surface of which should be smooth and easy to clean.

27. Raw material and finished product shall be transported in clean covered and sanitized means of transport.

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CHAPTER-IV - REGISTRATION OF STORAGE PREMISES

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CHAPTER - IV

REGISTRATION OF STORAGE PREMISES

4. PROVISIONS OF MPEDA ACT & RULES 1972

SECTIONS 11 (I)

'Every owner of a storage premises for marine products shall before the expiration of one month from the date on which he first became owner of such storage premises, or before the expiration of three months from the date of coming into force of this section, whichever is later, apply to the Authority for registration under this Act of every such storage premises owned by him.

Provided that the Authority may, for sufficient reason, extend the time limit for registration by such period as it thinks fit'.

4.1. STORAGE: may be deemed to be the premises where marine products, either frozen, canned or dried are stored for commercial purposes.

4.2. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Officers are given in **Annexure-1 (Page-100)**. In the case of storage premises where the registered office of the applicant is located in a place which is different from the actual location/base of operation of the storage premises, the Registering Office will be the office having jurisdiction over the location of the storage premises.

4.3. Rule 33 (1) - Every application for the registration of storage premises for marine products shall be made to the Secretary or other officer authorized by him in Form III obtainable from the offices of the Authority on payment of Rs.200/- for each application **(Annexure-3, Page-104).**

4.4. REGISTRATION PROCEDURE FOR STORAGES

1. Application :

   Application should be in Form III **(Annexure-25, Page-140)** available in all the offices of the Authority on payment of Rs.200/-.

2. Along with the application a copy of the prescribed standards must be enclosed.
3. The issuing office must ensure that it affixes the seal of the concerned office in all copies.
4. Application for noting the lien of the financier will be made in Form III (i) **(Annexure-26,Page-141).**

4.5. HOW TO APPLY

The application in duplicate shall be submitted to the concerned Regional / SRO's, Trade Promotion Office having jurisdiction over the location of Storage Premises irrespective of location of Regd / HO with Registration fee and other enclosures.

Enclosures:

1. Detailed layout of the storage premises.
2. Details of machinery, if any

3. Site plan

4. Permission from the local body to run such a storage.

4.6. FEES FOR REGISTRATION OF STORAGES

Every application for registration of storage premises shall be accompanied by the fees specified in **Annexure-3 (Page-104)**.

4.7. SIGNING OF THE APPLICATION

1. If the storage is owned by a body corporate, one of the Directors or attorney of the body corporate must sign the application. In case of attorney, a copy of the power of attorney must be enclosed.

2. If the storage is owned by a partnership firm one of the partners or an authorized agent must sign the application form. In case of agent, the authorization in favour of the agent signed by one of the partners must be produced.

3. If the storage is owned by a proprietary concern the owner or his authorized agent must sign the application form. In case of agent, the authorization in favour of the agent, signed by the proprietor, must be produced. In all other cases the person authorized to sign such documents must sign the application form. A copy of the authorization must be filed.

4.8. PROCESSING OF THE APPLICATION

The RO/SRO/TPO on receipt of the application must check the following : -

1. Whether the application is properly filled in.

2. Whether all the required enclosures have been received.

3. Whether fee for Registration has been received.

4. Whether the applicant has obtained permission from the local bodies to carry out such activities.

If any defect is noticed, the application must be returned mentioning the reason for return.

On completion of these checks, the application must be handed over to the field staff for their inspection and verification. Inspection of Cold Storage shall be done by an officer not below the rank of Asst. Director.

4.9. CHECK LIST (SEE ANNEXURE-27 PAGE-142)

4.10. REFUSAL OF APPLICATION (RULE 34 (1) & (2)

An application may be refused on the following grounds : -

1. If the storage does not conform to the standards.

2. If the applicant does not allow the field staff to inspect the storage.

3. Any other grounds as furnished in writing. For refusal, the format prescribed in the procedure for registration of processing plant **(Page-32)** may be followed.

4.11. REGISTRATION CERTIFICATE [RULE 34 (3)]

1. If the inspection report is satisfactory the RO / SRO will issue the Certificate in Form VII **(Annexure-28, Page-144).**

2. If the inspection report is not satisfactory and if further improvements are to be made, the same must be notified to the applicant.

3. As far as issue of registration certificate to the dried fish storage is concerned, the formula evolved to decide the hold capacity of a dried fish storage. i.e. 9.255 Cu.M = 1 MT (subject to a ceiling on stackable height at 3 m), may be followed.

4.12. CHANGE IN OWNERSHIP

The following procedure is adopted in the case of change in ownership of Fishing vessels, Processing Plants, Storage Premises and Conveyances.

1. No new certificate is issued. An endorsement in the existing certificate is made.
2. The new owner has to submit a fresh application form, declarations and documentary proof of change of ownership (no other document such as layout or NOC from local body etc, is required)
3. If there is a noting of hypothecation / lien in the certificate, the opinion of the concerned bank has to be obtained before endorsing the change of ownership.
4. If the hypothecation / lien is changed to another branch or bank and if the new branch / bank desires to have the hypothecation noted in that case a fresh form prescribed for noting hypothecation signed by the authorized signatory of the new bank / branch has to be submitted along with a copy of the hypothecation deed.
5. Fee fixed for endorsing is applicable in this case also ie, for one or more endorsement at a time a fee of Rs.1,000/- **(Annexure-3, Page-104)** is collected & if more than one endorsement is done but not at a time, a fee of Rs.1,000/- has to be collected each time.

4.13. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter **(Page-23).**

4.14. STANDARDS FOR REGISTRATION OF STORAGE PREMISES

Location and design :

1. The storage premises should preferably be situated by a water front or must have direct access from roads.
2. The floor shall be smooth and so sloped that water can run freely into the drain.
3. The ceiling must be properly insulated.
4. Floor-wall joints shall be rounded so as to facilitate cleaning
5. Walls shall be cemented and well polished to a height of at least four feet from the floor. Walls of Cold Storages must be properly insulated preferably 6" thick.

Rodent control measures:

1. The Storage premises shall be rodent proof.
2. All doors, windows and openings shall be fitted with fly proof nets and sun rays shall not be permitted to get in.

Light arrangements

The storages must be properly lit. Proper Alarm Switch must be provided near the entrance door.

Lavatory facilities

1. All lavatories shall have self closing doors and there should not be any direct entrance from the store to the lavatory.
2. No material shall be stored on the floor.
3. There shall also be air space between ceiling and the stackings, preferably 6" to 8".
4. There shall be air space between walls and materials stored preferably 6" to 8".

STANDARDS MECHANISM FOR ENSURING COMPLIANCE TO THE ABOVE

1. The application form duly filled in must be submitted to the Registering Office concerned in duplicate along with necessary enclosures.

   Not withstanding the fact that registration once made shall continue to be in force until it is cancelled by the Authority, the officers of the Authority shall make surprise checks and surveys of the registered storages in order to ensure maintenance of these standards. If during surprise check, it is found that the prescribed standards have not been maintained the Registering Officer will issue a notice to the owner of the Storage calling on him to rectify the defects noticed within a reasonable period. The owner shall carry out the necessary modifications and report compliance to the Registering Officer. However, if during subsequent inspection it is revealed that such defects are still present, in all such cases action as laid down in the Act and Rules will be taken against the owner including de-registration.

   All registered Storage Premises will have to be inspected once in two years and an endorsement made on the Registration Certificate. It will be the responsibility of the owner to get the inspection done and endorsement made. Failure to do so will entail risk of de-registration.

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CHAPTER-V - REGISTRATION OF FISHING VESSELS

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CHAPTER - V

REGISTRATION OF FISHING VESSELS

5. PROVISIONS OF MPEDA ACT & RULES

Sections 11 (I)

'Every owner of a fishing vessel shall before the expiration of one month from the date on which he first became owner of such fishing vessel or before the expiration of three months from the date of coming into force of this section, whichever is later, apply to the Authority for registration under this Act of every such fishing vessel owned by him.

Provided that the Authority may, for sufficient reason, extend the time limit for registration by such period as it thinks fit'.

5.1. **Section 3 (g)** : "Fishing Vessel" means a ship or boat fitted with mechanical means of propulsion which is exclusively engaged in sea-fishing for profit.

Country crafts fitted with outboard engines are not to be registered with the Authority.

Vide Notification dated 15th February 2007, Department of Commerce, Ministry of Commerce & Industry inserted the following definition viz:

(a) **'Freezer vessels'** mean vessels where fishery products are frozen and stored for further processing and packing on land.

(b) **'Fishing vessels'** mean vessels engaged in fishing activities where fishery products are stored in optimal conditions for further processing, freezing and packing on land.

Conditions applicable to fishing vessels and freezer vessels issued through the above notification may also be referred.

5.2. **Rule 33 (1)**: Every application for the registration of fishing vessel shall be made to the Secretary or other Officer authorized by him in Form I, obtainable from the offices of the Authority on payment of fee as prescribed in **Annexure-3 (Page-104)** for each application.

5.3. **REGISTERING OFFICES**

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Offices are given in **Annexure-1 (Page-100)**. In the case of fishing vessels where the registered office of the applicant is located in a place which is different from the actual location/base of operation of the fishing vessel, the Registering Offices will be as indicated below:-

	UNITS TO BE REGISTERED	REGISTERING OFFICE
1.	Fishing vessel of overall length 17.5 Mtr and above	Office having jurisdiction over the location of the 'home base' declared in the application
2.	Fishing vessel of overall length less than 17.5 Mtr	Office having jurisdiction over the location of the 'address' of the applicant

5.4. PROCEDURE

(1) Application Form I **(Annexure-30, Page-146)** is available at ROs / SROs / TPO New Delhi of the MPEDA on payment of fee as indicated in **Annexure-3 (Page -104)** per set.

(2) The application will be issued along with prescribed standards.

(3) The issuing office must ensure that it affixes the seal of the concerned office.

(4) If there is a lien on the vessel, particulars should be given in Form I (a) (Annexure-31, Page-147) obtainable along with Form I.

(5) Owners of fishing vessels having processing / storage facilities on board while submitting their application for registration of such vessel may be directed to provide information of such facilities as in **Annexure-32 (Page-148).** While issuing the certificate "FVPS" may be incorporated in the certificate of registration.

(6) While registering fishing vessel having facilities for processing and storage, there is no need of issuing any separate registration to the processing unit and storage on board fishing vessel. It will be sufficient to endorse processing and storage capacity on the certificate of Fishing vessel itself.

(7) A separate register for such vessel shall be maintained.

5.5. HOW TO APPLY

1) The application in triplicate Form-I ***and in duplicate I (a)*** duly filled in will be submitted to the concerned Regional Office along with the layout or blue print of the vessel showing deck area.

Applications will have to be submitted to the concerned RO / SRO under whose jurisdiction the base of operation of the vessel of overall Length of 17.5 M and above is shown. In the case of fishing vessels of overall length less than 17.5 M application will have to be submitted to the concerned registering office under whose jurisdiction the address of the applicant is shown **(Annexure-1, Page-100)** as far as possible. But in exceptional cases such vessels can be registered at the base of operation when it is difficult to take the vessel to the address of applicant.

Inspection of fishing vessels shall be conducted by an officer not below the rank of Technical Assistant.

Fishing vessels of OAL 42 Ft and above may be registered by MPEDA with an endorsement "Not permitted to operate in the territorial waters of Kerala".

2) A declaration to the effect that the owner has complied with the standards **(Page-61)** laid down by the MPEDA, agrees to abide by such revised standards as may be issued from time to time by the MPEDA, should be obtained along with the application **(Annexure-33, Page-149).**

This declaration must be on non-judicial stamp paper worth Rs.**50/-.**

5.6. FEE FOR REGISTRATION : (SECTION 33 (2)

Every application for registration of fishing vessels shall be accompanied by the fees specified in **Annexure-3 (Page-104).**

5.7. SIGNING THE APPLICATION

(i) If the owner of the fishing vessel is an individual, the owner or an agent authorized by the owner must sign the application. In the case of an agent, a letter of authorization signed by the owner must be produced.

(ii) If the owner is a partnership firm, the application must be signed by one of the partners or an agent authorized by the firm. The authorization in favour of the agent must be certified by one of the partners.

(iii) If the owner is a body corporate, one of the Directors or the attorney of the body corporate must sign the application. Documentary evidence for the power of attorney must be submitted along with a copy of the certificate of Incorporation.

5.8. PROCESSING OF THE APPLICATION

On receipt of the application, the R.O. will check the entries, receipt of fees, signature, enclosures etc. **(Annexure-34, Page-150).**

a. If any defect is noticed, the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.

b. If there are no defects the R.O. may depute their own field staff for inspection of the vessel or verify through anyone of the following sources, viz. reports from financing institutions, ports registration details, state fisheries departments etc.

5.9. REFUSAL OF APPLICATION: RULE 34 (2)

An application may be refused if the vessel does not conform to the standards or vessels are not available for inspection by the field staff of MPEDA. In such cases the applicant should be given notice including a statement of defects and instructed to rectify the defects within a specified period failing which the application will be refused.

If the application is refused, the ***application*** fee will be refunded by R.O. on surrendering the original receipt issued to them. In case the application has to be refused it shall be done as per format prescribed below.

FORM OF REFUSAL

Ref : Your application for registration ..... dt: .....

In exercise of the 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/return the application for Registration ..... on the following grounds : -

Reason for refusal :

1)

2)

3)

4)

5)

The application fee will be refunded by this office on surrendering the receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman, Marine Products Export Development Authority, Cochin, within 30 days of receipt of this order.

Yours faithfully

5.10. ISSUE OF CERTIFICATE : (RULE 34 (3)

1. If the regional office is satisfied with the report of the verifying officer, the registration certificate will be issued in Form V **(Annexure 35, Page-151).**
2. A condition is to be laid down that the owner will make the vessel available for inspection by the field staff of MPEDA as and when required and in any case, once in two years.
3. In case of damage, the fact will have to be reported to the regional office within 30 days.
4. If the vessel is lost, the fact must also be intimated to the Regional Office immediately.
5. If the vessel leaves Indian waters for more than six months, the fact must be notified to the Authority.

The following may be incorporated in the certificate :

"The owner should get this Certificate endorsed for compliance with standards on or before ..... (2 years from the date of issue) failing which this certificate will cease to be valid".

FORM OF ENDORSEMENT

Verified for compliance as per MPEDA Act & Rules on ..... Next verification due on .....

5.11. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION

Procedure for issue of duplicate certificate in case of loss / mutilation will be same as laid down in the case of registration as an exporter **(Page-23)**.

5.12. TRANSFER OF FISHING VESSELS

The following procedure may be adopted in cases where there is a change of ownership in respect of Fishing Vessels.

1) No new certificate is issued. An endorsement in the existing certificate is made.
2) The new owner has to submit a fresh application form, declaration and documentary proof of change of ownership (no other document such as layout or NOC from local body etc. is required)
3) If there is a noting of hypothecation / lien in the certificate, the opinion of the concerned bank has to be obtained before endorsing the change of ownership.
4) If the hypothecation / lien is changed to another branch or bank and if the new branch / bank desires to have the hypothecation noted in that case a fresh form prescribed for noting hypothecation signed by the authorized signatory of the new bank / branch has to be submitted along with a copy of the hypothecation deed.
5) Fee fixed for endorsing is applicable in this case also as indicated in **Annexure-3 (Page-104)**.

5.13. APPEAL AGAINST CANCELLATION OF CERTIFICATE

1. Appeal against cancellation of a Certificate issued must reach the Chairman, MPEDA within 30 days of receipt of the cancellation order along with original certificate of Registration.
2. HO will intimate the RO that appeal has been filed and all references must be furnished to HO in order to dispose of the appeal.
3. The decision on appeal will be communicated by HO with copy to RO.

5.14. CHANGE IN CONSTITUTION / OWNERSHIP

If the owner of the fishing vessel, processing plant, storage premises, conveyances etc. was a partnership/ proprietory concern and later on changed its constitution to a body corporate, the body corporate has to apply afresh for endorsement in their certificates, within one month of effecting such changes. Incorporation certificate copy to be furnished. Fees for endorsement in each certificates will be as indicated in **Annexure-3 (Page-104).**

If a proprietory concern changes into a partnership firm, afresh application effecting such changes in the constitution has to be made within one month of such changes. Partnership deed has to be furnished.

Fee for endorsement in each case will be as indicated in **Annexure-3 (Page-104).**

If the party does not apply, it may be brought to their notice by the Registering Office and if no response is received action may be initiated for de-registration.

5.15. CHANGE IN FIRM NAME

All changes in firm's name must be endorsed in certificate after receiving fresh application and requisite fees as indicated in **Annexure-3 (Page-104).**

5.16. STANDARDS FOR REGISTRATION OF FISHING VESSELS

1. Fish holds including linings, pen boards, shelving etc. shall be designed and constructed in such a way that they can be easily cleaned and disinfected between trips.
2. Surfaces shall be of non-corrosive materials and shall be smooth, hard, and impervious to water and free from cracks and crevices.
3. All surfaces in the fishing boats that come in contact with fish shall be kept clean.
4. Adequate arrangements shall be provided for cleaning the deck. Hoses/Buckets should be provided for this purpose.
5. Provision shall be made on the vessel for the proper storage of oils or any other substances of materials of such a nature that may contaminate or taint the fish and all fish shall be protected from such contamination.
6. Fishing boats shall have adequate arrangements to carry ice.

Note :

1. Small fishing boats having no fish holds shall have insulated boxes for storage of ice and fish.
2. Surfaces may be scrubbed with a suitable neutral detergent followed by disinfection using chlorine of 100 ppm strength (for wooden surfaces concentration of chlorine shall be raised to 1000 ppm) giving a minimum contacts time of 15 minutes or by any other approved method to get the desired effect.
3. They should carry ice prepared from potable water. Ice shall be stored and handled in such a way that contamination can be avoided.
4. Boxes used for packing fish shall be so designed and arranged that ice melt water does not trickle from one box to other.
5. Immediately after each haul is stored, the deck shall be cleaned.
6. It is necessary that at least once in each year wooden holds, bins, pens and shelves shall be dried and painted. Paints used shall be of such a nature that they do not contain any toxic ingredient. Worn and unsanitary shelves and penboards shall be discarded.
7. Unloading shall be done in accordance with good commercial practice. The fish shall not be exposed to adverse elements of nature.
8. Fish de-iced for weighing shall be re-iced or chilled below $2^{o}C$ within one hour from unloading.
9. After unloading fish, all surfaces with which fish comes in direct or indirect contact shall be cleaned and disinfected.

MECHANISM FOR ENSURING COMPLIANCE TO THE ABOVE STANDARDS

Under Rule 33 of the Marine Products Export Development Authority Rule 1972, the applications for registration of fishing vessels have to be made to the Secretary of the Authority or any other officer authorized by him. Accordingly, the completed application in triplicate is to be furnished to the Regional Office concerned along with the enclosures.

The duplicate and triplicate copy will be submitted to the State Fisheries Department, if the Regional Office is not in a position to carry out the verification work.

The quadruplicate copy may be retained by the owner. The RO of the Authority will process the application as per the procedure laid down for Registration of Fishing Vessels.

Not with standing the fact that registration once made shall continue to be in force until the expiry date, the field staff of the Authority shall make surprise checks and surveys of the registered fishing vessels in order to ensure maintenance of these standards. If during surprise checks, it is found that the prescribed standards have not been maintained, the Registering Office will issue a notice to the owner of the fishing vessel calling on him to rectify the defects noticed within a reasonable period. The owner shall carry out the necessary modifications and report compliance to the Registering Officer. However, if during subsequent inspection it is revealed that the defects are still present, in all such cases action as laid down in the Act & Rules will be taken against the owner including de-registration.

All registered fishing vessels will have to be placed for inspection once in every two years and an endorsement obtained on the Registration Certificate. It will be the responsibility of the owner to get the vessel inspected and get endorsement done. Failure to do so will entail risk of de-registration.

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CHAPTER-VI - REGISTRATION OF CONVEYANCE

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CHAPTER - VI

REGISTRATION OF CONVEYANCE

6. PROVISIONS OF MPEDA ACT & RULES

6.1. Sections 11 (I)

'Every owner of a conveyance for marine products shall before the expiration of one month from the date on which he first became owner of such conveyance or before the expiration of three months from the date of coming into force of this section, whichever is later, apply to the Authority for registration under this Act of every such conveyance owned by him.

Provided that the Authority may, for sufficient reason, extend the time limit for registration by such period as it thinks fit'.

1. Section 3 (c) "Conveyance" includes a carrier vessel or a vehicle

6.2. REGISTERING OFFICES

Under Rule 33 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Officers are given in **Annexure-1 (Page-100)**. In the case of conveyances, the office having jurisdiction over the location of address as given in the registration certificate issued by the local Transport Authority shall be the registering office.

6.3. APPLICATION FOR REGISTRATION

Rule 33 (1) Every application for the registration of a conveyance used for the transport of marine products shall be made to the Secretary or other officer authorized by him in Form IV, obtainable from the offices of the Authority on payment of Rs.200/- for each application **(Annexure-3, Page-104).**

6.4. PROCEDURE FOR REGISTRATION OF CONVEYANCE

4.1. **How to apply :**

The application in duplicate **(Form IV -Annexure-37, Page-153)** duly filled in must be submitted to the concerned Registering Office under whose jurisdiction the address as given in the registration certificate issued by the local Transport Authority is indicated, along with a fee of Rs.1,500/- **(Annexure-3, Page-104)** and other documents like layout, insurance details, copy of the first page of the R.C Book etc.

4.2. Application for noting the lien of the financier will be made in Form IV (i), **(Annexure-38, Page-154).** A copy of the standards **(Annexure-39, Page-155)** prescribed for conveyance has to be supplied with application.

6.5. SIGNING OF THE APPLICATION

The owner of the vehicle as shown in the R.C. Book or the authorized agent must sign the application. In the case of agent, the authorization must be produced.

6.6. PROCESSING OF APPLICATION

The R.O. will have to check each application and its field staff shall be deputed to inspect the vehicle as regards the details given in the standards for registration **(Annexure-39, Page-155)** and in Questionnaire **(Annexure-41, Page-158)**.

6.7. REFUSAL OF APPLICATION (RULE 34 (2)

An application will be refused on the following grounds :

1. If no registration is obtained from the Regional Transport Officer for the purpose for which the vehicle is to be used.
2. If there is deficiency in the application, the party must be asked to resubmit the application after rectifying the defects. After resubmission, follow the same procedures as above.
3. Refund of the Registration fee will be made by RO only. For refusal the format prescribed in the procedure for registration of processing plant may be followed **(Page -32).**

6.8. ISSUE OF CERTIFICATE : RULE 34 (3)

If the RO is satisfied with the Inspection report of its field staff, the Certificate of Registration in Form VIII **(Annexure-40, Page-157)** may be issued. The following is to be incorporated in the Certificate, in case this is not included in the printed Registration Certificate.

"The owner should get this certificate endorsed for compliance with standards on or before..... (2 years from the date of issue) failing which the certificate will cease to be valid".

Issue of Duplicate Certificate and appeal against cancellation will be as laid down in other cases.

6.9. CHANGE IN OWNERSHIP

The following procedure may be adopted in cases where there is a change of ownership in respect of Conveyance.

1) No new certificate is issued. An endorsement in the existing certificate is made.
2) The new owner has to submit a fresh application form, declaration and documentary proof of change of ownership (no other document such as layout or NOC from local body etc. is required)
3) If there is a noting of hypothecation / lien in the certificate, the opinion of the concerned bank has to be obtained before endorsing the change of ownership.
4) If the hypothecation / lien is changed to another branch or bank and if the new branch / bank desires to have the hypothecation noted in that case a fresh form prescribed for noting hypothecation signed by the authorized signatory of the new bank / branch has to be submitted along with a copy of the hypothecation deed.
5) Fee fixed for endorsing is applicable in this case also ie, for one or more endorsement at a time a fee of Rs.1,000/- is collected and if more than one endorsement is done but not at a time, a fee of Rs.1,000/- **(Annexure-3, Page-104)** has to be collected each time.

6.10. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter. **(Page-23)**

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CHAPTER-VII - REGISTRATION OF FRESH / CHILLED FISH HANDLING CENTRE

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CHAPTER VII

REGISTRATION OF FRESH / CHILLED FISH HANDLING CENTRE

7.1 HANDLING CENTRE

All registering offices are instructed to register fresh / chilled fish handling centres subject to the condition that such centre should conform to the standards prescribed / adopted by the MPEDA.

7.2 REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Offices are given in **Annexure-1 (Page-100)**. In the case of handling centers, where the registered office of the applicant is located in a place which is different from the actual location of the handling centre, the Registering Office will be the office having jurisdiction over the location of the handling centre.

7.3. APPLICATION FOR REGISTRATION

Every application for registration of a fresh / chilled fish handling centre engaged in processing and export to countries other than EU shall be made to the Secretary or other officer authorized by him in Form II (b) obtainable from the offices of the Authority on payment of Rs.200/- **(Annexure-3, Page-104)** for each set of application.

7.4. PROCEDURE FOR REGISTRATION OF FRESH / CHILLED FISH HANDLING CENTRE

1. **How to apply**

   Application should be in Form II (b) **(Annexure-42, Page-159)** for fresh / chilled fish handling centre which are available from all offices of the MPEDA on payment of Rs.200/- by D/D / M.O. or cash. The issuing office must ensure that it affixes the seal of the concerned office in all copies.

   Application for registration of fresh / chilled fish handling centre will have to be submitted to the registering office having jurisdiction over the location of the centre. A copy of the norms **(refer para 7.7)** prescribed for fresh / chilled fish handling centre has to be supplied with application.

2. The application form in duplicate duly filled in will have to be submitted to the concerned registering office along with prescribed fee and enclosures.

3. The documents required along with the applications are :

   (a) Plant lay-out

   (b) Declaration **(Annexure-43, Page-161)**

   (c) Permission from the Local body to run such processing unit.

   (d) Certified copy of Title deed.

   (e) Clearance certificate from Pollution Control Board, other documents, if any, as required by the registering authority.

   (f) Names & addresses of owners / Partners / Directors / Trustees etc. (documentary evidence in support of ownership).

   (g) List of machineries.

7.5. SIGNING OF THE APPLICATION

The procedure for signing of the application indicated in Chapter-II, Registration of PROCESSING PLANT **(Page-30),** may be referred.

7.6. REGISTRATION FEE

Every application for the registration of fresh / chilled fish handling centre shall be accompanied by the fees specified in **Annexure-3 (Page-104).**

7.7. NORMS PRESCRIBED FOR REGISTRATION OF FRESH / CHILLED FISH HANDLING CENTRE

I. **Registration of Fresh / Chilled fish handling centre will be subject to the following norms : -**

1) The units shall have qualified and competent technologist duly approved by Export Inspection Council by arranging Inter Departmental Panel (IDP) for conducting quality checks of the consignments before shipment. Only the technologist shall be authorized to issue / sign certificate of export.

2) The unit shall have sufficient number of workers to receive and handle the product hygienically without delay to avoid time / temperature abuse.

3) The unit shall, in addition to quality records, also maintain records for raw material control, production and packing control supported by documents for traceability of product.

4) The inspection and monitoring of establishments, shall be carried out regularly by the technical personnel of the competent authority who shall at all times have free access to all parts of such establishments and to the records pertaining to adherence to the requirements of the relevant notification.

II. **General conditions related to premises, building and equipments.**

1) The handling establishment(s) shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust and rain and shall be of sufficient size for work to be carried out under adequate hygienic conditions. Their design and layout shall be such as to preclude contamination of product. Clean and contaminated parts of the building shall be properly separated.

2) Separate storage facilities for packing material such as thermocole boxes, plastic sheets etc. shall be provided so that the same can be protected from possible hazards.

3) The handling areas shall be completely separated from the area used for residential purpose.

4) The layout of different sections viz. raw material receiving section, cleaning and washing section, icing section, packing section etc shall be such as to facilitate the smooth and orderly flow of work to prevent possible cross contamination.

5) There shall be adequate natural and artificial lighting.

6) There shall be sufficient ventilation.

7) There shall be a chill room / ice store maintaining a temperature between 0 Degree C to 5 Degree C. In the absence of a chill room alternate arrangements such as adequate number of insulated boxes or containers should be made. If chill room is provided, it shall satisfy the following requirements.

8) a) flooring shall be waterproof and easy to clean.

b) wall shall have smooth surface and shall be durable, impermeable and easy to clean, washable upto 1 meter from the floor.

c) Ceiling or roof linings shall be easy to clean.

d) Door shall be of durable material, fitted with automatic door closer and easy to clean.

e) There shall be adequate lighting.

f) The chill room shall be maintained in good hygienic conditions.

g) There shall be adequate drainage facilities for melt water to flow out.

9) There shall be provisions for changing the dress, gum boots, headgears etc. before entering the work room.

10) Wash basins with non-hand operated taps and liquid soap shall be provided at the entrance (one for 20 workers)

11) All the windows and doors opening to the outside shall be provided with fly proofing arrangements.

12) Suitable measures shall be taken to prevent the entry of insects, birds, rodents and animals into the premises and handling areas.

13) The floor of the food handling area shall be waterproof, easy to clean and disinfect and laid down in such a way as to facilitate the drainage of water easily or provided with equipment to remove water. There shall be no water stagnation on the floor.

14) The internal wall of the handling areas shall be durable and have smooth surface which is easy to clean and impermeable, waterproof and light coloured.

15) The ceiling shall be free from cracks and open joints and shall be smooth, waterproof, light coloured and easy to clean.

16) The entry point into the handling areas shall be provided with feet washing pit of suitable size. The pit shall be provided with potable water and disinfectant. The stagnant water shall be changed at frequent intervals.

17) Sorting and grading of fish shall be done on top of tables. Table tops being a food contact surface needs to be of smooth, corrosion resistant and non-toxic materials, easy to clean and disinfect.

18) Gutting and dressing of fish shall be done on separate tables.

19) Instruments and working equipments shall be of smooth corrosion resistant and non-toxic materials, easy to clean and disinfect.

20) Utensils used for inedible or contaminating products shall be suitably identified with identifiable

B. ***General conditions of hygiene applicable to staff.***

a) The highest possible standard of cleanliness is required of staff. They shall wear suitable clean working clothes and headgear which completely encloses the hair. This applies particularly to persons handling exposed fishery products.

b) Staff assigned to the handling and preparation of fishery products shall be required to wash their hands, atleast each time work is resumed. Worker(s) having laceration on the hand shall not be allowed in the fish handling areas.

c) Smoking, spitting, eating and drinking in work premises of fishery products shall be prohibited.

d) The employer shall take all the requisite measures to prevent the persons liable to contaminate fishery products from working on and handling them, until there is evidence that such persons can do so without risk. When recruited, any person working on and handling fishery products shall be required to prove, by a medical certificate that there is no impediment to such employment. The medical supervision of such a person shall be governed by the national legislation in force.

7.8. PROCESSING OF THE APPLICATION

1. On receipt of the application, the R.O / S.R.O. will check the entries, receipt of fees, signature, enclosures etc.
2. If any defect is noticed the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.
3. If there are no defects, the R.O. / S.R.O. may depute their field staff for inspection of the fresh / chilled fish handling centre.
4. Verification may be done as per the format prescribed in **Annexure-44 (Page-162).**
5. On receipt of approval from the Inter Departmental Panel registration may be granted to the fresh/ chilled fish handling centre.

7.9. REFUSAL OF APPLICATION : RULE 34

The procedure for refusal of the application indicated in Chapter-II, Registration of Processing Plant, **(Page-32)** may be referred.

GROUNDS FOR REFUSAL OF APPLICATION

1) An application may be refused if the fresh / chilled fish handling centre does not conform to the standards.

2) If there are adverse reports from the financial institutions against any of the Directors / Partners / the Proprietor.

3) If there is insufficient potable water at the premises.

4) If technically qualified personnel are not available to manage the plant.

5) Unsatisfactory arrangement for disposal of effluents.

6) In the absence of a valid license from the local bodies and if the Authority feels that the centre is situated at a place where it will be injurious to the inhabitants.

7) If there is no clearance from the agencies concerned with protection of environment and public health (Pollution Control Board etc.)

8) If the applicant fails to submit any information / document as required by the Registering Office.

9) In case of refusal, the application fee will be refunded by the RO on surrendering the receipts issued. In case the application has to be refused, it shall be done as per the format prescribed below, after issuing a show cause notice.

FORM OF REFUSAL

Ref : Your application dated:..... for registration of Fresh / Chilled fish handling centre.

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 of the fresh / chilled fish handling centre on the following grounds :

1.

2.

3.

4.

The registration fee will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Yours faithfully,
(Deputy Director)
Regional Office

7.10 ISSUE OF CERTIFICATE OF REGISTRATION

The procedure for issue of Certificate of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-32)** may be referred

Where the application for registration is not refused a certificate of registration shall be granted in Form VI (b) **(Annexure-45, Page-164)** and shall be subject to the terms and conditions specified in the certificate.

7.10.1. If the registering authority is satisfied with the Inspection Report, the registration certificate will be issued in Form VI (b) **(Annexure-45, Page-164).**

7.10.2. It has to be ensured that machineries are not installed in the fresh / chilled fish handling centre.

7.10. 3. If there is an ice plant attached to the handling centre, the same need not be granted a separate Registration Certificate, instead, the capacity of the Ice Plant may be endorsed on the original certificate itself.

7.10. 4. The owner of the fresh / chilled fish handling centre in actual possession of the centre or the lessee who has taken the centre on lease for a period not less than 2 years will be issued with the certificate of registration on fulfillment of the norms prescribed for registration.

7.10.5. The owner of a registered fresh / chilled fish handling centre will permit inspection of the centre by any officer deputed by MPEDA as and when required. Revalidation of registration of the centre shall be arranged in such away that the date coincides with the date of next IDP visit.

7.11. CANCELLATION OF REGISTRATION.

The procedure for cancellation of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-34)** may be referred.

7.12. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter **(Page-23)**.

7.13. APPEAL AGAINST CANCELLATION OF CERTIFICATE

The procedure for appeal against cancellation of certificate of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-35)** may be referred.

7.14. CHANGE IN CONSTITUTION / OWNERSHIP

The procedure for change in constitution / ownership indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-35)** may be referred.

7.15. CHANGE IN NAME OF THE FIRM

Whenever there is a change in name of the firm, the owner must apply afresh for endorsement of such change within 30 days along with a fee of Rs.1,000/- **(Annexure-3, Page-104).** Endorsement will be done on the original Certificate of registration by the Registering Authority under intimation to HO.

7.16. LEASING FACILITIES

The minimum period of lease of the handling centre should be 2 years. Before giving registration it would therefore be ensured that the premises are on lease at least for 2 years.

7.17. OTHER ENDORSEMENTS

1. Changes in capacity of fresh / chilled fish handling centre and storage premises should be intimated to the Registering Authority within 45 days of such changes along with endorsement fee.
2. Wording of the endorsement will be :

   "Verified for compliance as per MPEDA

   Act and Rules on ————————

   Next verification due on ————————"
3. Whenever there is a change in the specifications of the fresh / chilled fish handling centre, the same should be endorsed in the certificate of registration under intimation to HO.

7.18. PROCEDURE FOR INSCRIBING REGISTRATION NUMBERS ON CERTIFICATE OF REGISTRATION OF INFRASTRUCTURE FACILITIES

1. The registration number assigned should start with a numeral viz 1,2,3 etc followed by MPEDA/ REGN/code of respective infrastructure **(Annexure-20, Page-129)** / code of Office / first alphabet of the name of the firm – Sl. number of that category / year. For example a firm with the name Apple Co. fresh / chilled fish handling centre, Madras can be given the following registration number

   "2/MPEDA/REGN/FCF/MS/A-1/05

   Where '2' represents the 2nd fresh / chilled fish handling centre and "A-1" means first firm with name starting with "A".

7.19. Fresh / chilled fish handling centre located in the same premises or located in premises bearing same door number shall be given only one MPEDA fresh / chilled fish handling centre registration number. Details of each FCF with measurements and capacity shall also be indicated in the certificate.

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CHAPTER-VIII - REGISTRATION OF PREMISES FOR HANDLING LIVE FISH

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CHAPTER VIII

REGISTRATION OF PREMISES FOR HANDLING LIVE FISH

8. All registering offices are instructed to register premises for handling live fish subject to the condition that such premises should conform to the standards prescribed / adopted by the MPEDA.

8.1. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas covering under the jurisdiction of various registering offices are included in **Annexure-1 (Page-100).** In the case of premises for handling live fish where the registered office of the applicant is located in a place which is different from the actual location/base of operation of the handling centre, the Registering Office will be the office having jurisdiction over the location of the premises.

8.2. APPLICATION FOR REGISTRATION

Every application for registration of a live fish handling centre engaged in handling or fattening any trade varieties of fishes including molluscs and crustaceans meant for human consumption shall be made to the Secretary or other officer authorized by him in Form II (c) **(Annexure-46, Page-166)** obtainable from the offices of the Authority on payment of Rs.200/- **(Annexure-3, Page-104)** for each set of application.

8.3. PROCEDURE FOR REGISTRATION OF PREMISES FOR HANDLING LIVE FISH

1. **How to apply :**

   Application should be in Form II (c) **(Annexure-46, Page-166)** for premises to handle live fish which are available from all offices of the MPEDA on payment of Rs.200/- by D/D / M.O. or cash. The issuing office must ensure that it affixes the seal of the concerned office in all copies.

   Application for registration of premise to handle live fish will have to be submitted to the registering office having jurisdiction over the location of the establishment. A copy of the norms prescribed for premise to handle live fish has to be supplied with application.

2. The application form in duplicate duly filled in will have to be submitted to the concerned Registering office along with prescribed fee and enclosures.

3. The documents required along with the applications are :

   (a) Lay-out of establishment

   (b) Declaration **(Annexure-47, Page-168)**

   (c) Permission from the local body to run such handling centre

   (d) Certified copy of title deed

   (e) Clearance certificate from Pollution Control Board, other documents if any as required by the registering authority.

   (f) Names & addresses of owners / Partners / Director / Trustees etc. (documentary evidence in support of ownership)

   (g) List of machinery

8.4. SIGNING OF THE APPLICATION

The procedure for signing of the application indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-30)** may be referred.

8.5. REGISTRATION FEE

Every application for the registration of a live fish handling centre shall be accompanied by the fees specified in **Annexure-3 (Page-104).**

8.6. NORMS PRESCRIBED FOR REGISTRATION OF PREMISES TO HANDLE LIVE FISH

8.6.1. Requirements during and after landing

a) Unloading and landing equipment shall be constructed of material which is easy to clean and disinfect, and shall be kept in a good state of repair and cleanliness.

b) During unloading and landing, contamination of the live fish shall be avoided. It shall, in particular be ensured that,

i) unloading and landing operations proceed rapidly

ii) 'live fish' are placed without unnecessary delay in a protected environment at a temperature required on the basis of the nature of item and where necessary in ice, during transport, storage or in an establishment

iii) equipment and handling practices that cause unnecessary damage to the live fish, are not used.

c) Parts of auction or wholesale markets where live fish are displayed for sale shall:-

i) be covered and have walls, which are easy to clean;

ii) be equipped with sanitary facilities with an appropriate number of wash basins and flush lavatories. Wash basins shall be supplied with materials for cleaning the hands and single use hand towels;

iii) have water proof flooring, which is easy to wash and disinfect, and laid in such a way as to facilitate the drainage of water and have a hygienic waste water disposal system;

iv) be well lit to facilitate the inspection of live fish;

v) not be used for other purposes; vehicle emitting exhaust fumes which may impair the quality of the live fish shall not be admitted to markets; undesirable animals shall not be admitted;

i) be cleaned regularly and at least after each sale; container shall after each sale, be cleaned and rinsed inside and outside with potable water or clean seawater, where required, they shall be disinfected;

vii) have displayed in a prominent position signs prohibiting smoking, spitting, eating and drinking;

viii) have facilities to provide adequate water supplies;

ix) have special watertight receptacles made of corrosion resistant materials for live fish which are unfit for human consumption.

d) After landing, where appropriate, live fish shall be transported without delay at a proper temperature.

8.6.2. General conditions relating to premises, building and equipment

8.6.2 (1) Premises and building

(a) The immediate approaches of the handling areas shall be concreted or tarred or turfed to prevent wind blown dust.

(b) The establishment shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards like wind blown dust and rain and shall be of sufficient size for work to be carried out under adequate hygienic conditions. Their design and layout shall be such as to preclude contamination of the live fishes. Clean and contaminated parts of the building shall be properly separated.

(c) The food handling areas shall be completely separated from the area used for residential purpose.

(d) The layout of different sections shall be in such a way as to facilitate the smooth and orderly flow of work to prevent possible cross contamination.

(e) There shall be adequate natural or artificial lighting. The bulbs and tubes shall have protective covering.

(f) There shall be adequate facilities for natural or mechanical ventilation system to provide fresh air. Ventilation opening shall be provided with fly proofing arrangements.

8.6.2 (2) Fly-proofing vermin and animal control

2.1. The areas including the live fish receiving and storing area shall be provided with effective fly-proofing arrangements. Suitable steps shall also be taken to prevent the entry of insects, rodents, birds and animals into the handling area.

8.6.2 (3) Receiving area

3.1. There shall be adequate facility sufficiently protected from extraneous contamination to unload the live fish before being taken to the receiving area.

3.2. The area in which the live fish is received and stored shall be so separated from the area in which the item is packed for export so as to eliminate contamination.

8.6.2 (4) Ceiling, wall and floor of workrooms

4.1. The floor of the live fish handling area shall be water proof, easy to clean and disinfect and laid down in such a way as to facilitate, the drainage of the water easily or provided with equipment to remove water. There shall be no water stagnation on the floor.

4.2. The internal walls of the handling area shall be durable and have smooth surface, which are easy to clean, and impermeable, waterproof and light coloured.

4.3. Walls shall be free from projection and all pipes and cables shall be neatly covered.

4.4. Wall to wall and wall to floor junctions shall be rounded off to facilitate proper cleaning.

4.5. Ceiling shall be free from cracks and open joints are smooth, water proof, light coloured and easy to clean.

4.6. All doors and windows shall be durable and made of corrosion resistant material and shall be of self-closing type and easy to clean with fly proofing arrangements.

4.7. All window sills shall be sloping inwards.

4.8. All entry point into the handling area shall be provided with feet washing pit of suitable size and the water is changed at frequent intervals.

4.9. All entry points into the handling area shall be provided with adequate facilities for cleaning and disinfecting hands.

4.10. Instruments and working equipments such as tables, containers and other utensils used shall be of smooth corrosion resistant materials, easy to clean and disinfect.

4.11. Utensils used for inedible or contaminated materials shall be identified by specific mark or colour or shape and shall not be used for handling live fish. Adequate waste receptacles shall be provided for frequent removal of waste from the working areas.

8.6.2 (5) **General conditions of hygiene applicable to premises and equipment**

5.1. Floors, walls and partitions, ceilings or roof linings, equipments and instruments used for working on live fish shall be of satisfactory state of cleanliness and repair, so that they do not constitute a source of contamination of the item.

5.2. Rodents, insects and any other vermin shall be systematically exterminated in the premises or in the equipments. Rodenticide, insecticides, disinfectants and any other potentially toxic substances shall be stored in premises or cupboards which can be locked and their use shall not present any risk of contamination of the live items.

5.3. Working areas, instruments and working equipment shall be used only for work on live fish. However, on authorization by the Agency, they may be used for work on other foodstuffs also.

5.4. Potable water or clean seawater must be used for all purposes. However, by way of any exception, non potable water may be used for steam production, fire fighting and the cooling of refrigeration equipment, provided that the pipes installed for the purpose preclude the use of such water for other purposes and present no risk of contamination of the products.

5.5. Detergents, disinfectant and similar substances must be approved by the competent authority and used in such a way that they do not have adverse effects on the machinery, equipments and items.

8.6.2 (6) **General conditions of hygiene applicable to staff**

6.1. The highest possible standard of cleanliness is required of staff. More specifically:

6.2. Staff shall wear suitable clean working clothes and headgear, which completely encloses the hair. This applies particularly to persons handling live fish.

6.3. Staff assigned to the handling and packing of live fish shall be required to wash their hand at least each time work is resumed as on the hands shall be covered by a water proof dressing.

6.4. Smoking, spitting, eating and drinking in the storage handling and packing area shall be prohibited.

6.5. The employer shall take all the requisite measures to prevent persons liable to contaminate live fishes from working on and handling them until there is evidence that such persons can do so without risk.

When recruited, any person working on and handling live fishes shall be required to prove by a medical certificate that there is no impediment to such employment. The medical supervision of such a person shall be governed by the national legislation in force.

8.6.2 (7) **General health checks of the live items**

7.1. Containers or tanks in which items are stored shall be maintained in good condition.

7.2. The tank should be provided with mechanical, biological or chemical filtration system to clean the water and remove toxic nitrogen compounds.

7.3. Devices to maintain proper level of dissolved oxygen may be provided in order not to damage the live fishes stored wherever applicable.

7.4. Appropriate water circulation or aeration or supplementary oxygen system is to be provided wherever needed.

7.5. The water temperature is to be adequately controlled especially when live items are for thermal tranquilization.

7.6. Live fishes, during storage and transport, shall be kept under the most suitable survival conditions.

7.7. Before the live fish are packed for export, they must be subjected to a visual inspection. These items shall be observed to detect any changed behavior like erratic swimming movement, resting near margins, loss of balance etc. in addition to excessive or lack of mucus secretion, change in normal pigmentation, corrosion of scales, fins, lesions on the body, shedding of claws, physical damages etc as the case may be. It must also be checked for fungi or parasite infestations that are visible. The live fish shall be disposed of in such a way that it will not be used for export.

7.8. Live fish for export must be caught from pollution free aquatic environment. Without prejudice to the rules concerning water protection and management and in particular those concerning pollution of the aquatic environment, the fish must not contain contaminants present in the aquatic environment such as heavy metals and organochlorinated substances at such a level that the calculated dietary intake exceeds the acceptable daily or weekly intake for humans.

8.6.2 (8) Packaging and transport

8.1. Packing shall be carried out under satisfactory conditions of hygiene to preclude contamination of the live fish. If transported by air, packages should meet the IATA standards.

8.2. Packaging materials liable to enter into contact with live fish shall comply with all the rules of hygiene.

8.3. Before shipping, packages should not be exposed to adverse weather conditions.

8.4. The transport conditions of live fish to be exported shall be such that they do not adversely affect the product.

8.7 PROCESSING OF THE APPLICATION

1. On receipt of the application, the R.O / S.R.O. will check the entries, receipt of fees, signature, enclosure etc.

2. If any defect is noticed the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.

3. If there are no defects, the R.O. / S.R.O. may depute their field staff for inspection of the live fish handling centre.

4. Verification may be done as per the format prescribed in **Annexure-48 (Page-169).**

5. On receipt of approval from the Inter Departmental Panel registration may be granted to the live fish handling premise.

8.8. REFUSAL OF APPLICATION : RULE 34

The procedure for refusal of the application indicated in Chapter-II, Registration of Processing Plant, **(Page-32)** may be referred.

GROUNDS FOR REFUSAL OF APPLICATION

1) An application may be refused if the live fish handling centre does not conform to the standards.

2) If there are adverse reports from the financial institutions against any of the Directors / Partners/ the Proprietor.

3) If there is insufficient potable water at the premises.

4) Unsatisfactory arrangement for disposal of effluents.

5) In the absence of a valid license from the local bodies and if the authority feels that the handling centre is situated at a place where it will be injurious to the inhabitants.

6) If there is no clearance from the agencies concerned with protection of environment and public health (Pollution Control Board etc.)

7) If the applicant fails to submit any information / document as required by the Registering Office.

In case of refusal, the application fee will be refunded by the RO on surrendering the receipts issued. In case the application has to be refused, it shall be done indicating the reasons for such refusal as per the format prescribed below.

FORM OF REFUSAL

Ref : Your application dated:..... for registration of live fish handling premise

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 of the live fish handling premise on the following grounds :

1.

2.

3.

4.

5.

The registration fee will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Yours faithfully,
Deputy Director
Regional Office

8.9. ISSUE OF CERTIFICATE OF REGISTRATION

The procedure for issue of Certificate of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-33)** may be referred.

Where the application for registration is not refused a certificate of registration shall be granted in Form VI (c), and shall be subject to the terms and conditions specified in the certificate.

8.9.1. If the registering authority is satisfied with the Inspection Report, the registration certificate will be issued in Form VI (c) **(Annexure-49, Page-171).**

8.9.2. It has to be ensured that the machinery if any are not installed in the live fish handling area.

8.9.3. The owner of the live fish handling premise in actual possession of the premise or the lessee who has taken the premise on lease for a period not less than 2 years will be issued with the certificate of registration on fulfillment of the norms prescribed for registration.

8.9.4. The owner of a registered live fish handling premise will permit inspection of the premise by any officer deputed by MPEDA as and when required. Revalidation of registration of live fish handling premise shall be arranged in such away that the date coincides with the date of next IDP visit.

8.10. CANCELLATION OF REGISTRATION

The procedure for cancellation of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-34)** may be referred.

8.11. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter **(Page-23)**.

8.12. APPEAL AGAINST CANCELLATION OF CERTIFICATE

The procedure for appeal against cancellation of certificate of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-35)** may be referred.

8.13. CHANGE IN CONSTITUTION / OWNERSHIP

The procedure for change in constitution / ownership indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-35)** may be referred.

8.14. CHANGE IN NAME OF THE FIRM

Whenever there is a change in name of the firm, the owner must apply afresh for endorsement of such change within 30 days along with a fee of Rs.1,000/- **(Annexure-3, Page-104)** Endorsement will be done on the original Certificate of registration by the Registering Authority under intimation to HO.

8.15. LEASING FACILITIES

The minimum period of lease of the premise should be 2 years. Before giving registration it would therefore be ensured that the premise is on lease at least for 2 years.

8.16. OTHER ENDORSEMENTS

1. Changes in capacity of live fish handling premise should be intimated to the Registering Authority within 45 days of such changes along with endorsement fee.
2. Wording of the endorsement will be :

   "Verified for compliance as per MPEDA

   Act and Rules on ————————

   Next verification due on ————————"
3. Whenever there is a change in the specifications of the live fish handling premise, the same should be endorsed in the certificate of registration under intimation to HO.

8.17. PROCEDURE FOR INSCRIBING REGISTRATION NUMBERS ON CERTIFICATE OF REGISTRATION OF INFRASTRUCTURE FACILITIES

The registration number assigned should start with a numeral viz 1,2,3 etc followed by MPEDA/REGN/ code of respective infrastructure **(Annexure-20, Page-129)**/ code of Office / first alphabet of the name of the firm – Sl. number of that category / year. For example a firm with the name Apple Co. live fish handling premise, Madras can be given the following registration number

"2/MPEDA/REGN/LF/MS/A-1/05

Where '2' represents the 2nd live fish handling premise and "A-1" means first firm with name starting with "A"

8.18. Live fish handling premises located in the same premise or located in premises bearing same door number shall be given only one MPEDA registration number. Details of each live fish handling premise with measurements and capacity shall also be indicated in the certificate.

.....

CHAPTER-IX - REGISTRATION OF ESTABLISHMENT FOR HANDLING AND PACKING OF DRIED/ SALTED MARINE PRODUCTS

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CHAPTER IX

REGISTRATION OF ESTABLISHMENT FOR HANDLING AND PACKING OF DRIED / SALTED MARINE PRODUCTS

9. All registering offices are instructed to register premises for handling live fish subject to the condition that such premises should conform to the standards prescribed / adopted by the MPEDA.

9.1. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Offices are given in **Annexure-1 (Page-100)**. In the case of establishments for handling and packing/handling centre for dried marine products where the registered office of the applicant is located in a place which is different from the actual location/base of operation of the establishment/handling centre, the Registering Office will be the office having jurisdiction over the location of the Establishment/Handling Centre.

9.2. APPLICATION FOR REGISTRATION

Every application for registration of an establishment for packing of dried / salted marine products shall be made to the Secretary or other officers authorized by him in Form II (d) obtainable from the offices of the Authority on payment of Rs.200/- **(Annexure-3, Page-104)** for each set of application.

9.3. PROCEDURE FOR REGISTRATION OF ESTABLISHMENT FOR HANDLING AND PACKING OF DRIED/ SALTED MARINE PRODUCTS

1. **How to apply** :

   Application should be in Form II (d) **(Annexure-50, Page-173)** for establishment for handling dried / salted marine products which are available from all offices of the MPEDA on payment of Rs.200/ - by D/D / M.O. or cash. The issuing office must ensure that it affixes the seal of the concerned office in all copies.

   Application for registration of establishment for handling dried / salted marine products will have to be submitted to the registering office having jurisdiction over the location of the establishment. A copy of the norms prescribed for dried / salted marine products handling establishment has to be supplied with application.

2. The application form in duplicate duly filled in will have to be submitted to the concerned registering office along with prescribed fee and enclosures.

3. The documents required along with the applications are :

   (a) Lay-out of establishment.
   (b) Declaration **(Annexure-51, Page-175)**
   (c) Permission from the local body to run such processing unit.
   (d) Certified copy of title deed.
   (e) Clearance certificate from Pollution Control Board, other documents if any as required by the registering authority.
   (f) Names & addresses of owners / Partners / Director / Trustees etc. (documentary evidence in support of ownership).
   (g) List of machinery.

9.4. SIGNING OF THE APPLICATION

The procedure for signing of the application indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-30)** may be referred.

9.5. REGISTRATION FEE

Every application for the registration of a centre for packing Dried / Salted Marine Products shall be accompanied by the fees specified in **Annexure-3 (Page-104)**.

9.6. NORMS PRESCRIBED FOR REGISTRATION OF ESTABLISHMENT FOR HANDLING DRIED / SALTED MARINE PRODUCTS

Registration of establishment for handling dried / salted marine products will be subject to the following norms :

9.6.1. Salting operations take place in different premises and sufficiently removed from the premises where other operations are carried out.

9.6.2. There shall be facilities for weighing, cemented tanks for washing and racks for draining out water from the surface of fish.

9.6.3. Table for dressing of fish be provided. After dressing the fish, it shall be properly washed. For draining out excess water from the washed fish, a table with a top of non-corrosive expanded mesh with holes shall be provided.

9.6.4. Salt used in the treatment of fish products shall be clean and stored in such a way that contamination is precluded. Left out portion, if any, of the salt shall not be reused.

9.6.5. Any container used for salting or brining shall be of such type that precludes any contamination during the salting or brining process.

9.6.6. Containers or areas used for salting or brining shall be cleaned before use.

9.6.7. The fish shall be individually salted properly on the flesh side and arranged in curing vats. The vats shall be kept on raised platform to avoid direct contact with floor and permit proper cleaning of the floor.

9.6.8. **Drying:- Any of the following methods shall be used for drying:**

9.6.8 **(a) Sun Drying**

i) The fish shall be dried in open sunlight in a clean place but away from pollution and traffic.

ii) Small fish may not be eviscerated. Large fish shall be eviscerated and washed before drying in an approved place. Potable water shall be used for washing.

iii) Any area with cemented or blacktopped place shall be used for drying the fish on the scaffolds. Utilization of cemented grounds for other purposes, and also washing and cleaning of fish under scaffolds are forbidden.

iv) While hanging of fish on scaffolds, the lower rows shall be placed at the height of not less than 0.8 meter from the ground.

9.6.8 **(b) Artificial Drying**

i) Walls and ceiling of closed rooms that are intended for dry curing of fish in artificial conditions shall be smooth and subjected easily to sanitary treatment.

ii) The chambers intended for dry curing of fish in artificial condition shall be equipped with measuring apparatus of distance type.

9.6.9 **Building and facilities**

i) The packing establishment shall be housed in a building of permanent nature affording sufficient protection from normal climatic hazards. The design and lay out shall be such as to preclude contamination of the product.

ii) The food handling areas shall be completely separated from the area used for residential purpose.

iii) There shall be adequate natural or artificial lighting (110 – 220 Lux)

iv) There shall be adequate ventilation.

v) The packing area shall be provided with effective fly proofing and measures to prevent entry of insects, rodents, birds and animals.

vi) The floor, walls, and ceiling of the rooms shall be smooth and subjected to sanitary treatment.

vii) All entry points shall be provided with feet washing and hand washing facilities.

viii) Instruments and utensils shall be of corrosion resistant material, easy to clean and disinfect.

ix) Adequate waste receptacles shall be provided for frequent removal of waste from the working area. The separation of dressed fish and evisceration wastes shall be rapid.

x) Change rooms shall be provided for workers. Staff shall wear suitable clean working clothes and headgears.

xi) Adequate separate toilet facilities shall be provided for male and female workers.

xii) Detergents and disinfectants shall be kept in such a way to prevent adverse effects on the equipment or products.

xiii) Packing shall be carried out under satisfactory conditions of hygiene to preclude contamination of the fishery products.

xiv) The packaging shall be adequate to protect it from ravages of weather during transport as well as damages due to handling.

9.6.10. **Storage**

i) Isolated chambers for the storage of finished products with required temperature conditions shall be provided.

ii) The storage shall be maintained in good hygienic conditions.

iii) There shall be adequate lighting and ventilation.

iv) The walls and floors shall be damp proof.

v) The storage should have suitable fly proofing and pest control arrangements.

vi) Proper arrangements shall be made for stacking the packaged dried fish in the storage room.

9.7. PROCESSING OF THE APPLICATION

1. On receipt of the application, the R.O / S.R.O. will check the entries, receipt of fees, signature, enclosure etc.
2. If any defect is noticed the application must be returned mentioning the reason for return and the parties may be asked to resubmit the application after rectifying the defects.
3. If there are no defects, the R.O. / S.R.O. may depute their field staff for inspection of the establishment.
4. Verification may be done as per the format prescribed in **Annexure-52 (Page-176).**
5. On receipt of approval from the Inter Departmental Panel registration may be granted to the establishment for handling dried / salted marine products.

9.8. REFUSAL OF APPLICATION : RULE 34

The procedure for refusal of the application indicated in Chapter-II, Registration of Processing Plant, **(Page-32)** may be referred.

GROUNDS FOR REFUSAL OF APPLICATION

1) An application may be refused if the establishment for handling dried / salted marine products does not conform to the standards.
2) If there are adverse reports from the financial institutions against any of the Directors / Partners / the Proprietor.
3) If there is insufficient potable water at the premises.
4) Unsatisfactory arrangement for disposal of effluents.
5) In the absence of a valid license from the local bodies and if the authority feels that the establishment is situated at a place where it will be injurious to the inhabitants.
6) If there is no clearance from the agencies concerned with protection of environment and public health (Pollution Control Board etc.)
7) If the applicant fails to submit any information / document as required by the Registering Office.
8) In case of refusal, the application fee will be refunded by the RO on surrendering the receipts issued. In case the application has to be refused, it shall be done as per the format prescribed below indicating the reasons for such refusal.

FORM OF REFUSAL

Ref : Your application dated:..... for registration of establishment for handling dried / salted marine products.

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 of the establishment on the following grounds :

1.

2.

3.

4.

The registration fee will be refunded on surrendering the original receipt issued to you.

In case you are aggrieved by this order of refusal, you may prefer an appeal to the Chairman under Rule 37 of the MPEDA Rules 1972, within 30 days of receipt of this order.

Yours faithfully,
Deputy Director
Regional Office

9.9. ISSUE OF CERTIFICATE OF REGISTRATION.

The procedure for issue of Certificate of registration indicated in Chapter-II, Registration of PROCESSING PLANT, **(Page-33)** may be referred.

Where the application for registration is not refused a certificate of registration shall be granted in Form VI (d), and shall be subject to the terms and conditions specified in the certificate.

9.9.1. If the registering authority is satisfied with the Inspection Report, the registration certificate will be issued in Form VI (d) **(Annexure-53, Page-178).**

9.9.2. It has to be ensured that the machinery if any are not installed in the fish handling area.

9.9.3. The owner of the establishment for handling dried / salted marine products in actual possession of the establishment or the lessee who has taken the establishment on lease for a period not less than 2 years will be issued with the certificate of registration on fulfillment of the norms prescribed for registration.

9.9.4. The owner of a registered establishment for handling dried/salted marine products will permit inspection of the establishment by any officer deputed by MPEDA as and when required. Revalidation of registration of establishment shall be arranged in such away that the date coincides with the date of next IDP visit.

9.10. CANCELLATION OF REGISTRATION

The procedure for cancellation of registration indicated in Chapter-II, Registration of Processing Plant, **(Page-34)** may be referred.

9.11. ISSUE OF DUPLICATE CERTIFICATE IN CASE OF LOSS / MUTILATION / LACK OF SPACE FOR ENDORSEMENT

Procedure for issue of duplicate certificate in case of loss / mutilation / lack of space for endorsement will be same as laid down in the case of registration as an exporter **(Page-23).**

9.12. APPEAL AGAINST CANCELLATION OF CERTIFICATE

The procedure for appeal against cancellation of certificate of registration indicated in Chapter-II, Registration of Processing Plant, **(Page-35)** may be referred.

9.13. CHANGE IN CONSTITUTION / OWNERSHIP.

The procedure for change in constitution / ownership indicated in Chapter-II, Registration of Processing Plant, **(Page-35)** may be referred.

9.14. CHANGE IN NAME OF THE FIRM

Whenever there is a change in name of the firm, the owner must apply afresh for endorsement of such change within 30 days along with a fee of Rs.1,000/- **(Annexure-3, Page-104).** Endorsement will be done on the original Certificate of registration by the Registering Authority under intimation to HO.

9.15. LEASING FACILITIES

The minimum period of lease of the establishment should be 2 years. Before giving registration it would therefore be ensured that the establishment is on lease at least for 2 years.

9.16. OTHER ENDORSEMENTS

1. Changes in capacity of establishment and storage premises should be intimated to the Registering Authority within 45 days of such changes along with endorsement fee.
2. Wording of the endorsement will be :

   "Verified for compliance as per MPEDA

   Act and Rules on ————————

   Next verification due on ————————" .
3. Whenever there is a change in the specifications of the establishment, the same should be endorsed in the certificate of registration under intimation to HO.

9.17. PROCEDURE FOR INSCRIBING REGISTRATION NUMBERS ON CERTIFICATE OF REGISTRATION OF INFRASTRUCTURE FACILITIES.

1. The registration number assigned should start with a numeral viz 1,2,3 etc followed by MPEDA/ REGN/code of respective infrastructure **(Annexure-20, Page-129)** / code of Office / first alphabet of the name of the firm – Sl. number of that category / year. For example a firm with the name Apple Co. establishment for handling dried / salted marine products, Madras can be given the following registration number

CHAPTER-X - VOLUNTARY SCHEME FOR REGISTRATION OF THE INDEPENDENT / COMMON ICE PLANTS

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CHAPTER X

VOLUNTARY SCHEME FOR REGISTRATION OF THE INDEPENDENT / COMMON ICE PLANTS

10.1. INTRODUCTION

Even though ice is an inevitable item used for chilling fish intended for processing / exporting, the registration of the ice manufacturing unit is not envisaged in the Marine Products Export Development Authority (MPEDA) Act and Rules 1972 and as such MPEDA has no mandate to register independent / common ice plants as a separate entity under the said Act and Rules. However, from its very inception, MPEDA has been registering integrated ice plants as a part of the respective processing plants. The registration of the ice plant captive to processing plant also started in 2001. As there is no separate form for application or certificate of registration for ice plant, the details of integrated / captive ice plant is collected in the application for the registration of the processing plant and endorsed in the certificate of registration of the respective processing plant. From this, it can be seen that MPEDA has not been registering independent / common ice plant as a separate entity.

In all the maritime states there are a good number of independent / common ice plants capable of manufacturing and supplying ice to primary processing centres (peeling sheds) and processing plants. The processing plants and primary processing centres, which do not have ice plants integrated or captive to it have to source ice only from independent / common ice plants. Only if the quality of ice manufactured in these independent / common ice plants is ensured, the primary processing centres / processing plants which do not have ice plant integrated / captive to it may be allowed to source the ice from independent / common ice manufacturing units. Hence, as one of its promotional measures, MPEDA has evolved this voluntary scheme for the registration of independent / common ice plants in order to make them capable of manufacturing good quality ice to cater the need for the marine products export industry. This scheme shall apply only to those who voluntarily opt for the registration of his / her independent / common ice plant.

10.2. DEFINITIONS :

In this scheme, unless the context otherwise requires,

2.1. "Captive ice plant" means an ice plant reckoned as part of a processing plant of fish and fishery products situated at an accessible distance away from the processing plant owned by and operated under the direct control of the processing plant owner who is manufacturing ice in the ice plant for using it in his own processing plant.

2.2. "Independent / common ice plant" means an ice plant which is neither integrated nor captive to any processing plant of fish and fishery products, owned and operated independently by any entrepreneur to cater to the common need for sourcing ice by primary-processing centres / processing plants of fish and fishery products.

2.3. "Ice plant owner" means a person who is operating an independent / common ice plant owned by him or taken on lease by him.

2.4. "Certificate of registration" means the registration granted in form VI (e) under sub-clause 4 of clause 6 of this scheme.

2.5. "Standards" means the set of minimum requirements as laid down in **Annexure – 54 (Page-180).**

10.3. REGISTERING OFFICES

Under Rule 34 (1) Secretary or other authorized officers are empowered to exercise powers of registration. Areas coming under the jurisdiction of various Registering Offices are given in **Annexure-1 (Page-100)**. In the case of Independent/Common Ice Plants where the registered office of the applicant is located in a place which is different from the actual location/base of operation of the establishment/handling centre, the Registering Offices will be the office having jurisdiction over the location of the Ice Plant.

10.4. TERMS AND CONDITIONS :

4.1. This scheme shall apply only to those who voluntarily opt for the registration of his independent / common ice plant.

4.2. The ice plant owner shall abide by each and every provision of this scheme. He shall also abide by all further instructions, if any, issued in relation to the manufacturing of ice, maintenance of the ice plant, filing returns, maintaining quality assurance register of the water used, ice produced and supplied and the details of linkage with the processing plant.

4.3. The ice plant owner shall submit to the Registering Officer an undertaking to the effect that he has opted this scheme and accepted the terms and conditions mentioned in it, in the format specified in this regard, on a non judicial stamp paper of value Rs.50/-.

4.4. The independent /common ice plant shall conform to the standards laid down in **Annexure – 54 (Page-180).**

4. 5. Ice shall be produced in the registered independent / common ice plant only from potable water in accordance with the standards prescribed or adopted in this regard (by MPEDA) from time to time. The water used for manufacturing ice and ice produced in the ice plant shall be tested periodically for necessary microbiological parameters and records to that effect shall be kept in the ice plant for verification.

4.6. Only those ice plants, which have NOC or permission from the local body, shall be eligible to be registered.

4.7. The leasing out of the ice plant shall be allowed only for a minimum period of three years and the lessee shall also opt for this scheme. No sub-lease of an independent / common ice plant shall be allowed.

4.8. The certificate of registration shall be issued in the name of the ice plant owner.

4.9. Any certificate of registration issued under this scheme shall have validity for 2 years only with effect from the date of issue of the certificate of registration, unless it is revalidated every two years.

4.10. The ice plant owner shall allow the registering officer or his authorized officer for periodic inspection and physical verification of the ice plant. He shall also maintain a quality assurance register denoting the production, linkage for supply and quality assurance of the water used and ice produced in the ice plant which shall be made available to the registering officer / his deputies on demand. He shall also furnish to the registering officer, quarterly returns of ice produced in his ice plant and supplied to the primary processing centres / processing plants.

4.11. In case any change in the layout, design or capacity of the registered ice plant is required; the ice plant owner shall get it approved by the Registering Officer.

4.12. In case of transfer of the ice plant by way of sale / mortgage or otherwise, the transferee shall get the change of ownership endorsed on the certificate of registration within one month from the date of the transaction.

10.5. APPLICATION FOR REGISTRATION :

5.1. Every application for registration of an independent / common ice plant shall be made to the Registering Officer in triplicate in Form II (e) obtainable from the Regional / Sub-Regional Offices of the MPEDA on payment of Rs.100/-for each set of application (Format of application is given in **Annexure-55 (Page-182).**

5.2. Every application for registration of an independent / common ice plant under this scheme shall be accompanied by a registration fee of Rs.500/- if the capacity of the ice plant is upto 10 MT / day and Rs.1,000/- if the capacity is above 10 MT / day **(Annexure-3, page-104)**.

5.3. Every application for registration of an independent / common ice plant shall be accompanied by the following documents :

a) Documentary evidence in support of the name and address of the ice plant owner.

b) NOC or permission from the local body to run the ice plant.

c) A lay-out of the independent / common ice plant as approved by the local body.

d) List of machinery.

e) An undertaking on non-judicial stamp paper worth Rs.50/- to the effect that he shall abide by the terms and conditions and all provisions of the scheme. **(Annexure–56, Page-187)**

f) Copy of the lease agreement, if any.

g) Copy of Partnership Deed if the applicant is a Partnership firm.

h) Copy of Articles and Memorandum of Association if the applicant is a company.

i) Potability certificate (reg. water) from CIFT / MPEDA.

j) Copy of the plumbing diagram.

5.4. Every application for registration of an independent / common ice plant shall be signed by the owner of the ice plant and submitted to the Registering Officer.

10.6 GRANTING REGISTRATION :

6.1. On receipt of the application, the Registering Officer shall verify the particulars given in the application and its enclosures. If the application is found in order, the Registering Officer shall collect registration fee as per clause 5.2, and shall take the application on file.

6.2. If the application is not in order, the same shall be returned to the applicant for rectification of defects and re-submission.

6.3. The Registering Officer who has taken the application on file, shall depute an MPEDA official for inspection and physical verification of the independent / common ice plant mentioned in the application and for submission of a verification report in the format at **Annexure-57 (Page-188).** On physical verification of the ice plant, if any defect / deficiency is noticed, the official deputed for inspection shall notify it in writing to the ice plant owner for rectification of the defect / deficiency within a period stipulated by him.

6.4. After taking into account the report of the officer verifying the ice plant, the Registering Officer shall grant registration to the independent / common ice plant. The certificate of registration shall be issued in the name of the owner in Form VI (e) (Format of certificate is given in **Annexure-58, Page -191)**.

6.5. The Registering Officer shall refuse registration to the application pending in his office if the ice plant owner does not rectify the defect / deficiency within the stipulated period.

6.6. In the case of rejection of application as per sub-clause 6.5, the Registering Officer shall not refund the fee for application form and for registration remitted by the applicant.

10.7. REVALIDATION OF REGISTRATION :

7.1. The certificate of registration issued to every independent / common ice plant owner, as per sub clause 6.4 shall have validity only for 2 years with effect from the date of issue of each certificate of registration.

7.2. The Registering Officer shall keep a register of the independent / common ice plants registered in his region.

7.3. On expiry of the validity of the certificate of registration, the ice plant owner shall surrender the original certificate of registration to the Registering Officer along with the application form [Form II (e)] **(Annexure-58, Page-191)** and a fee of Rs.250/- for granting re-validation of registration.

7.4. On receiving the original certificate of registration, the Registering Officer shall depute MPEDA officials for inspection and physical verification of the independent / common ice plant mentioned in the certificate of registration and for submission of a verification report in the format **(Annexure-57, Page-188).** On physical verification of the ice plant, if any defect / deficiency is noticed, the official deputed for the inspection shall notify it in writing to the ice plant owner for rectification of the defect/ deficiency within a period stipulated by them.

7.5. After taking into account the report of the officer verifying the ice plant the Registering Officer shall grant re-validation of registration to the independent / common ice plant by making an endorsement to the effect in the certificate of registration.

7.6. The Registering Officer shall refuse the application for re-validation of registration pending in his office if the ice plant owner does not rectify the defect / deficiency within the stipulated period.

7.7. In the case of refusal of application for re-validation of registration as per sub-clause 7.6, the Registering Officer shall not refund the fee for re-validation of registration remitted by the applicant.

10.8. ENDORSEMENT IN THE CERTIFICATE OF REGISTRATION :

8.1. As and when required, the ice plant owner shall file application on plain paper for any or all of the following endorsements in the certificate of registration along with the documents evidencing such endorsements.

a) Endorsement of change of ownership.

b) Endorsement of hypothecation / lien noting on financial institutions.

c) Endorsement of lease / mortgage of the ice plant.

d) Endorsement of issue of duplicate certificate of registration.

e) Endorsement of additional capacity.

f) Endorsement of change in the constitution of the firm / company.

g) Endorsement of any other relevant details.

8.2. Every application for an endorsement in the certificate of registration shall be accompanied by the original certificate of registration, originals and copies of documents evidencing such claim of the applicant and a fee of Rs.250/- **(Annexure-3, Page-104).** The copies of the documents shall be verified with the original documents and the originals shall be returned. Thereafter, the Registering Officer shall effect the respective endorsement in the certificate of registration.

10.9. CANCELLATION OF REGISTRATION :

9.1. Where the Registering Officer is satisfied that any person has obtained a certificate of registration by furnishing incorrect information or he has contravened any of the provisions of this scheme, or any of the conditions incorporated in the certificate of registration, the Registering Officer shall issue a show cause notice to the ice plant owner, stating specific reasons and stipulating a period for the reply of the ice plant owner. (Format of Show Cause Notice in registration of Exporter in **Chapter-I, Page-25** may referred).

9.2. If no reply is received within the stipulated period as per sub-clause 9.1 or the reply is found unsatisfactory, the Registering Officer shall cancel the registration and communicate to him in writing a copy of the order of cancellation. (Format of Cancellation Memo may be seen in Chapter I, Registration of Exporter – **Page-25**).

10.10. APPEAL :

10.1. If any ice plant owner aggrieved by the order of cancellation issued to him under sub-clause 9.2, may file an appeal to the Chairman, MPEDA, within one month from the date of receipt of the cancellation order.

10.2. On receipt of appeal, as per sub-clause 10.1, the Chairman shall affirm, amend or set aside the order of cancellation and communicate the same to the ice plant owner. In that case, the decision of the Chairman shall be final.

10.11. MAINTENANCE OF RECORDS AND FILING RETURNS :

The ice plant owner shall allow any officer of MPEDA for periodic inspection and physical verification of the plant. He shall also maintain a quality assurance register denoting the production, linkage for supply and quality assurance of the water used and ice produced in his independent / common ice plant registered under this scheme which shall be made available to the registering officer or any authorized officer or any officer of MPEDA on demand. The ice plant owner shall be bound to furnish to the registering officer, periodic returns of ice produced in his ice plant and supplied to the primary processing centres / processing plants, as and when called upon to do so.

10.12. LIABILITY AND INDEMNITY :

The authority or its officials shall not be held responsible by the ice plant owner for any loss, injury or damage that may arise from operating this scheme or from the use of ice produced in the independent / common ice plant registered under this scheme. By the acceptance of this scheme, the ice plant owner will be deemed to have been indemnified the Authority or its officials from any public claims/damages for any loss, injury or damage that may arise from operating this scheme or from the use of ice produced in the independent / common ice plant registered under this scheme.

10.13. PENALTY :

In case the ice plant owner violates any of the provisions of this scheme or any of the conditions incorporated in the certificate of registration, it shall be deemed as a violation of his agreement for which a fine of up to Rs.10,000/- can be levied by MPEDA. This will be in addition to the cancellation of the certificate of registration, as envisaged in clause 9 of this scheme.

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Annexure-1

OFFICE ORDER PART-II NO.1840/2005 DATED 25.11.2005

SUB: DELEGATION OF POWERS

In supersession of various Office Orders issued in the past delegating powers on "Registration" under Rules 33 to 43 of the MPEDA Rules 1972, the following powers are delegated to the officers mentioned below in respect of the areas covered by their respective offices indicated against:-

(a) To register

(b) To call for information

(c) To issue certificate of registration to exporters of marine products, owners of processing plants, storage premises, fishing vessels, conveyances, peeling sheds, ice plants etc. etc.

(d) Refuse registration, and

(e) Cancel registration

Sl. No. (1)	Officers to whomdelegated (2)	Powers delegated (3)	Area of jurisdiction (4)
1.	DD, RO, Mumbai	(a),(b),(c),(d) & (e)	Maharashtra/ Madhya Pradesh/ Goa
2.	AD, RO, Mumbai	(a),(b) & (c)	Maharashtra/ Madhya Pradesh
3.	AD, SRO,Goa	(a),(b) & (c)	Goa
4.	DD, RO,Kolkata	(a),(b),(c),(d) & (e)	West Bengal/ Bihar/ Orissa/ Arunachal Pradesh/ Assam/Manipur/ Meghalaya/ Mizoram/Nagaland/ Sikkim/ Tripura
5.	AD, RO, Kolkata	(a),(b) & (c)	West Bengal/ Bihar
6.	AD, SRO, Bhubanes-war	(a),(b) & (c)	Orissa
7.	AD, SRO Guwahati	(a),(b) & (c)	ArunachalPradesh/Assam/ Manipur/ Meghalaya/ Mizoram/ Nagaland/ Sikkim/ Tripura
8.	DD, RO,Vizag	(a),(b),(c),(d) & (e)	Andhra Pradesh/ Yanam (Pondicherry UT)
9.	AD, RO, Vizag	(a),(b) &(c)	Andhra Pradesh/ Yanam (Pondicharry UT)
10.	DD, RO, Veraval	(a),(b),(c),(d) & (e)	Gujarat/ Union Territories of Diu & Daman

11.	AD, RO,Veraval	(a),(b) & (c)	Gujarat/ Union Territories of Diu & Daman
12.	DD, RO, Chennai	(a),(b),(c),(d) & (e)	Tamil Nadu/ A & N Islands/ Pondicherry (except Mahe Dist)/
13.	AD, RO, Chennai	(a),(b) & (c)	Pondicherry (except Mahe Dist)/ Tamil Nadu (except Dist. of Madurai Ramanathapuram/ Tirunelveli/ Kanyakumari/ A & N Islands/
14.	AD, SRO, Tuticorin	(a),(b) & (c)	Dists. of Madurai/ Ramanathapuram/ Tirunelveli/ Kanyakumari in Tamil Nadu
15.	DD, RO, Cochin	(a),(b),(c),(d) & (e)	Kerala/ Karnataka/ Lakshadweep/ Mahe Dist. of Pondicherry
16.	AD, RO, Cochin	(a),(b) & (c)	Kerala (except Dist. of Quilon & Trivandrum)/ Lakshadweep/ Mahe Dist. of Pondicherry
17.	AD, SRO, Kollam	(a),(b) & (c)	Dists. Of Quilon & Trivandrum in Kerala
18.	AD, SRO, Mangalore	(a),(b) & (c)	Karnataka
19.	Trade Promotion Officer/Asst. Director TPO, New Delhi	(a),(b),(c),(d) & (e)	Delhi/ Uttar Pradesh/ Haryana/ Himachal Pradesh/ Punjab/ Jammu & Kashmir/ Rajasthan

The power to grant registration to merchant exporters are to be exercised with the prior approval of HO.

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Form IX

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES 1972

(See Rule 41)

Form of Application for Registration as an Exporter of Marine Products

1. Name and address of the firm
2. Category of exporter (strike out whichever is not applicable)
   (a) Manufacturer Exporter (b) Merchant Exporter
   (c) Route-through Merchant Exporter (d) Ornamental Fish Exporter
3. Full particulars of the firm:
   a) Year of establishment of the firm
   b) Whether the firm is Proprietary/Partnership/or a Limited Company.
   c) Name of Proprietor, or partners or Directors as the case may be and their addresses. Attach separate sheet, if necessary.
   d) Affix passport size photograph of the Proprietor/Managing Partner/Managing Director
   e) Registered address of the firm.
   f) Permanent residential address of the proprietor/Managing Partner/ Managing Director. Please attach proof of residential address.
   g) Telephone Numbers with STD code
   h) Mobile telephone number of the Chief Executive
   i) Email ID of the firm
   j) Website, if any
4. Category of marine products, which the applicant wishes to export. Please tick.( )

Frozen Marine Products	Canned Marine Products
Freeze Dried Marine Products	Live Marine products, other than Ornamental Fish
Dried Marine Products	Chilled Marine Products
Ornamental Fish	Others (specify)

5. Is the applicant an established exporter? YES/NO

   If yes (A) Quantity and value of exports made during the last three years

   (B) Has the applicant been deregistered as an exporter of marine products?

   If yes, indicate reasons for deregistration and the year of deregistration.

6. Name and address of processing plant/handling facility where the applicant proposes to process and store marine products. Attach a copy of the agreement and the original of the undertaking by owner of Processing Plant or Handling Facility addressed to MPEDA.

(a) Approved processing capacity of the plant.

(b) Number of merchant exporters currently processing at the above premises.

(c) MPEDA Registration Number and date of the processing plant/handling center/storage premises. (Attach original registration certificate issued to the Processing Plant and Storage Premises/Handling Facility.

(d) Whether payment of endorsement fee has been made. YES/NO.

(e) EIA approval and validity of the processing establishment. (Attach a copy of the same).

7. Indicate the name and address of the Scheduled Bank from where the Bank Certificate is produced.

8. Whether the applicant is a member of any Chamber of Commerce, SEAI or the FIEO. YES/NO

If yes, give particulars.

9. If the applicant is a Route-through Merchant Exporter attach relevant copies of approval letter of DGFT.

10. IE Code number of the applicant.

(Attach a copy of the Certificate of Importer Exporter Code

(IEC).

11. Details of payment of registration fee as an exporter.

Place:

Date:

Signature:

Name:

Designation:

DECLARATION

I, ...(Name) do hereby declare that to the best of my knowledge and belief, the above information is correct and complete. I also do hereby certify that I shall handle, process, pack and store the items allowed for export as at Sr. No 4 above only in premises approved by EIA and registered with MPEDA as per the guidelines issued by MPEDA vide Office Order Part 1 - No 10 / 2004 dated 23/7/ 2004.

Place:

Date:

Signature

List of enclosures:-

1. Passport size photograph of the applicant
2. Proof of address (PAN Card/Voters ID Card/Passport)
3. Copy of written agreement for utilization of surplus capacity of Processing Plants and Handling Facilities.
4. Original of the undertaking by owner of Processing Plant or Handling Facility
5. Original Registration Certificate of Processing Plant/Handling facility for endorsement
6. Original Registration Certificate of Storage premises for endorsement
7. Fee for endorsement (Cash or Demand Draft favoring MPEDA)
8. Certificate from Scheduled Bank showing financial soundness
9. Copy of the Certificate of Importer Exporter Code issued by DGFT
10. Approval letter issued by DGFT in case of Route-through Merchant Exporter
11. Registration fee of Rs.5000/- (Cash or Demand Draft favoring MPEDA)
12. Copy of the purchase order

PS – Certificates at 5 & 6 above shall be colleted from MPEDA after endorsement

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Annexure-3

FEES FOR APPLICATION FORM, REGISTRATION, RENEWAL AND ENDORSEMENTS IN RESPECT OF EXPORTERS AND PRODUCTION ENTITIES

1.	**Application Form**	
1.1.	Fee for each set of application form, except fishing vessels	Rs.200
1.2.	Fee for each set of application form for fishing vessels	Rs.100
1.3.	Fee for application form of Independent/Common Ice Plant	Rs.100
2.	**Fee for Registration**	
2.1	**Exporter**	Rs.5000
2.2.	**Fishing Vessel**	
(a)	Fishing Vessel upto 20 metre Over all Length	Rs.500
(b)	Fishing Vessels of OAL 20 metres and above	Rs.2000
2.3.	**Storage**	
1.	**Chilled and Frozen**	
(a)	for storage upto and including 50 tonne capacity (both chilled and frozen)	Rs.3000
(b)	For storage above 50 tonne capacity (both chilled and frozen)	Rs.5000
2.	**Other than Chilled and Frozen**	
(a)	for storage upto and including 50 tonne capacity	Rs.1000
(b)	for storage above 50 tonne capacity	Rs.2000
2.4.	**Processing Plant**	
(a)	for plant with processing capacity to handle upto andincluding 5 tonne of raw material (per 8 hour shift)	Rs.2500
(b)	for plant with processing capacity to handle above5 tonne of raw material (per 8 hour shift)	Rs.5000
2.5.	**Pre-Processing Centre**	
(a)	for pre-processing center with a capacity to handleupto and including 5 tonne of raw material (per8 hour shift)	Rs.1500
(b)	for pre-processing center with a capacity to handleabove 5 tonne of raw materials (per 8 hour shift).	Rs.3000
2.6.	**Independent/Common Ice Plant**	
(a)	Fee for registering Ice Plant upto 10 MT/day	Rs.500
(b)	Fee for registering Ice Plant above 10 MT day	Rs.1000

2.7.	**Handling Centre**	
(i)	**Fresh/ChilledFish Handling Centre**	
(a)	for handling centre with a capacity to handle upto and including 5 tonne of fresh/chilled fish per 8 hour shift	Rs.1500
(b)	for handling centre with a capacity to handle above 5 tonne of fresh/chilled fish per 8 hour shift	Rs.3000
(ii)	**Live Fish Handling Centre**	
(a)	for handling centre with a capacity to handle live fish in a volume upto and including 5 M^3 per 8 hour shift	Rs.1500
(b)	for handling centre with a capacity to handle live fish in a volume above 5 M^3 per 8 hour shift	Rs.3000
(iii)	**Centre for Packing Dried/SaltedMarine Products**	
(a)	for handling centre with a capacity to handle upto and including 1 tonne dried/salted marine products per 8 hour shift	Rs. 1500
(b)	for handling centre with a capacity to handle above 1 tonne of dried/salted marine products per 8 hour shift	Rs.3000
2.8.	**Conveyances** (per conveyance)	Rs.1500
3.	**Renewal of Registration**	
3.1	All renewals except fishing vessels upto 20 metres OAL	Rs.1000
3.2	Renewal o fishing vessels upto 20 metres OAL	Rs.250
4.	**Endorsements**	
4.1.	Any endorsement on the certificate of registration of a fishing vessel upto 20 metres OAL	Rs.250
4.2.	Endorsement of registration of Ice Plant in the certificate of registration of processing plants	Rs.1000
4.3.	Endorsement of change of ownership of production entities	Rs.1000
4.4.	Endorsement of change of any other details included in the certificate of registration, except in respect of a fishing vessel upto 20 metres OAL	Rs.1000
4.5.	Endorsement of change of hypothecation/lien noting of financial institutions, except in respect of a fishing vessel upto 20 metres OAL	Rs.1000
4.6.	Endorsement of lessee in the certificate of registration of processing plants	Rs.1000
4.7.	Endorsement of issue of duplicate certificate of registration, except in respect of a fishing vessel upto 20 metres OAL	Rs.1000
4.8.	Endorsement of additional capacity	Rs.1000
4.9.	Endorsement of change in the constitution of a firm/company	Rs.1000
4.10.	Any other endorsement	Rs.1000
4.11.	Amendments envisaged in the new guidelines for making and cancelling the endorsement of the processing plant, handling facility etc in the new certificate of registration as an exporter:	

(a)	Endorsement of utilization of processing plant/handling facility/ storage premises etc in the certificate of registration as a merchant exporter	Rs.5000
(b)	Endorsement of Merchant/Manufacturer Exporter's name in the certificate of processing plant/handling facility/storage premises, etc.	Rs.5000
(c)	Endorsement of premature cancellation of processing agreement with a processing plant/handling facility in the certificate of registration as an exporter	Rs.5000
(d)	Endorsement of premature cancellation of processing agreement with an exporter in the certificate of processing plant/handling facility	Rs.5000
(e)	Endorsement of premature cancellation of storage agreement with an exporter in the certificate of storage premises.	Rs.5000
(f)	Any other endorsement not covered above in respect of registration.	Rs.1000

*****

Annexure-4

JOINT UNDERTAKING BY OWNER OF PROCESSING PLANT OR HANDLING FACILITY AND THE MERCHANT OR MANUFACTURER EXPORTER

(On stamp paper worth Rs.50/-)

From,

(1) ..... Owner

.....

.....

(2) ..... Merchant / Manufacturer

..... Exporter

.....

To,

MPEDA

Regional / Sub Regional Office

.....

Sir,

i. I, ———————————————————— am the owner of———————————— ———————————————— (name of processing plant / handling facility*) located at ——————————————————————————————— —— (location & address), bearing MPEDA registration Number ———————————————— ———————— dated: ————————for the processing plant/handling facility* and Number ———————————————— dated : ———————————— for the storage premises. I also hold MPEDA Registration Certificate as an exporter No.———————— ———— dated :———————— for the export of ———————————————— ———— (Item permitted to be exported).

The approved freezing capacity for the processing plant is ————MTs per day and so, under the MPEDA Guidelines dated.13/04/2004 and amended vide Office Order Part-I No.10/2004 dated 23rd July 2004 for issue of Certificate of Registration as an exporter, I am allowed to take on ——— ———————— merchant or manufacturer exporters for utilization of the surplus capacity in my processing plant / handling facility*.

I wish to take on the following person(s) as at 2 below to utilise the surplus capacity of my plant/ facility* :

ii. I, ---------- (the name and address of the Merchant / Manufacturer Exporter) having the MPEDA Registration No ---------- dated ---------- wishes to utilise the surplus capacity of the plant/handling facility* afore mentioned.

We have signed an agreement valid from ---------- to ----------

We hereby undertake that we shall be jointly and severally responsible and liable for any acts of omission or commission by either of us in respect of any quality issues or in respect of any trade related issues including cheating, even when it is not attributable to problems relating to the processing plant or handling facilities. We are aware that MPEDA will be fully within their rights to deregister the processing plant and handling facility* and / or storage premises of the owner and to cancel the certificate of registration as an exporter granted to us for any such acts of omission or commission or the violation of any of the rules, regulations, guidelines or instructions issued by the Government of India or MPEDA or the Export Inspection Council or the Export Inspection Agency by either of us.

We shall be fully responsible for goods processed, packed and stored in our premises (even when the defect is not attributable to failure of systems in the processing plant/handling facility*).

We are aware that we shall continue to be jointly responsible for any acts or omission or commission so long as the name mentioned at (2) above is endorsed on the certificate of registration as the person utilising the surplus capacity of the processing plant or handling facility* afore mentioned.

Yours faithfully

(Name of authorised signatory of
the plant / handling facility)
Date:

(Seal)

(Name of the Merchant /
Manufacturer Exporter)
Date:

(Seal)

* Strike out which is not applicable

*****

Annexure-5

CLAUSES AND CONDITIONS TO BE NECESSARILY INCLUDED IN THE WRITTEN AGREEMENTS FOR UTILIZATION OF SURPLUS CAPACITY OF PROCESSING PLANTS AND HANDLING FACILITIES

1. The validity period shall conform to the provisions of paragraph 7 of the New guidelines issued vide Office Order dated 23rd July 2004 and 27th June 2005 of MPEDA for issue of Certificate of Registration as an Exporter.

2. The owner on the one hand and the person utilising the surplus capacity on the other shall also be responsible for any acts of omission or commission by the other, either in respect of quality issues or in respect of trade related issues, including cheating, whether or not it is attributable to problems relating to the processing plant or handling facility.

3. If the person utilising the surplus capacity is not a manufacturer exporter, he must assure that he is only utilising the surplus capacity of other processing plant or handling facility, as approved by MPEDA, and not any other processing plant or handling facility.

*****

Annexure-6

BANK GUARANTEE

(To be executed on Rs.50/- stamp paper)

This Deed of Guarantee made on this _____ day of _____ ___ 200___ , 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 'Merchant Exporter' approached the Authority for granting registration certificate as Merchant Exporter 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 Rs.15.00 Lakh 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 Merchant Exporter of frozen marine products on providing a Bank guarantee for Rs.15.00 Lakh for a period of five years in favour of the Authority.

AND WHEREAS the Merchant Exporter has approached the Bank for furnishing the Bank guarantee on their behalf;

IN consideration of the issue of the certificate of registration as new Merchant Exporter for frozen marine products by the Authority, the Bank hereby unconditionally agrees and undertake to pay the Authority an amount of Rs.15.00 Lakh (Rupees fifteen lakh only) for enforcing accountability and for honouring the settlement in cases of quality/trade complaints in respect of 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 Autho rity irrespective of any dispute or disputes raised or to be raised by the merchant exporter on any ground.

This guarantee shall remain in force and effective for a period of 5 (five) years from this _____ day of _____200____ 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 Rs.15.00 Lakhs (Rupees fifteen lakhs only).

For the Bank

MANAGER

IN WITNESS THEREOF

Dated this _____ day of _____ 200___

*****

Annexure-7

RESTRICTIONS / REGULATION ON EXPORTS

As per the foreign Trade Policy of India, the following items of marine products are restricted for export and permitted to export only with a license from the DGFT.

Restricted

1. Fresh and Frozen Silver Pomfrets of weight less than 300 gm.
2. Sea shells of all species (excluding polished seashells and handicrafts made out of sea shells), except (a) Trochus niloticus (b) Turbo species (c) Lambis species (d) Tridacna gigas and (e) Xancus pyrus.
3. Sea weeds of all types, including G.edulis but excluding brown sea weeds and agarophytes of Tamil Nadu coast origin in processed form.
4. Brown sea weeds and Agrophytes excluding G.edulis of Tamil Nadu coast origin in processed form are allowed subject to quantitative ceiling as may be notified by the DGFT.

Prohibited

1. Sea shells of the under mentioned species are prohibited for export:
   a) Trochus niloticus
   b) Turbo species
   c) Lambis species
   d) Tridacna gigas
   e) Xancus pyrus
2. The following species of Lobsters weighing less than the minimum weight as indicated are not permitted to be exported:
   a Rock Lobster
      i. Panulirus polyphagus
      300 gm as whole live, chilled or frozen;
      250 gm as whole cooked;
      90 gm as tall without head
      ii. Panulirus homarus
      200 gm as whole live, chilled or frozen;
      170 gm as whole cooked;
      50 gm as tall without head
      iii. Panulirus ornatus
      500 gm as whole live, chilled or frozen;
      425 GM AS WHOLE COOKED;
      150 GM AS TAIL WITHOUT HEAD

b. Sand Lobster

iv. Thenus orientalis
150 GM AS WHOLE;
45 GM AS TAIL WITHOUT HEAD

The export of juvenile lobsters of the above species stands prohibited.

Not allowed for export under Wild Life (Protection) Act, 1972

1. The following items figured in the Notification of MOEF dated 11.07.2001 and 5.12.2001 are not allowed to export:
   1) Sea Horse (All Sygnathidians)
   2) Giant Grouper (Eplinephelus laneeolatus)
   (9) Reef Building Coral (All seleractinians)
   (10) Black Coral (All Antipatharians)
   (11) Organ Pipe Coral (Tubipora musica)
   (12) Fire Coral (All Millipora species)
   (13) Sea Fan (All Gorgonins)
   (14) Sea Cucumber (All Holothurians)
   (15) Sponges (All Calcareans)
3. The Turtles/Shells are also not allowed to export as per Wild Life Protection) Act, 1972.

*****

Annexure-8

FORMAT OF BANK GUARANTEE TO BE FURNISHED BY NEW MERCHANT EXPORTERS FOR ENTERING INTO MULTIPLE PROCESSING AGREEMENTS

(To be executed on Rs.100/- stamp paper)

This Deed of Guarantee made on this ——————day of ——————200— 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 'Merchant Exporter' approached the Authority for entering into multiple processing agreement (processing in more than one processing plant) 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 Rs.10.00 Lakh 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 the multiple processing agreement as requested by the Merchant Exporter of frozen marine products on providing a Bank guarantee for Rs.10.00 lakh for a period of five years in favour of the Authority.

AND WHEREAS the Merchant Exporter has approached the Bank for furnishing the Bank guarantee on their behalf;

IN consideration of the approval for multiple processing agreement by the new merchant exporter for frozen marine products by the Authority, the Bank hereby unconditionally agrees and undertake to pay the Authority an amount of Rs.10.00 Lakh (Rupees ten lakh only) for enforcing accountability and for honouring the settlement in cases of quality/trade complaints in respect of 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 merchant exporter on any ground.

This guarantee shall remain in force and effective for a period of 5 years from this ——————— day of ——— 200— 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 Rs.10.00 Lakh (Rupees ten lakh only).

For the Bank

MANAGER

IN WITNESS THEREOF

*****

Annexure-9

Form X

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(See Rule 42)

Certificate of Registration as an Exporter

1. Number and date of Certificate of Registration :
2. Name and address of the person to whom the certificate is granted :
3. Category of exporter

   (Strike out whichever is not applicable)

   A: Manufacturer Exporter
   B: Merchant Exporter
   C: Route-through Merchant Exporter
   D: Ornamental Fish Exporter

4. Name(s) of Marine Products permitted to be exported

   (Strike out whichever is not applicable)

   (1) Frozen Marine Products
   (2) Canned Marine Products
   (3) Freeze Dried Marine Products
   (4) Live Marine Products, other than Ornamental Fish
   (5) Dried Marine Products
   (6) Chilled Marine Products
   (7) Ornamental Fish
   (8) Others (Specify)

5. If Merchant Exporter, details of Processing Plant or Handling Facility, the production from which alone the exporter is allowed to export:

Sl. No.	MPEDA Regn No.	Name of Unit	Date From	Date To	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

6. Endorsements (may be done on additional sheets added, if necessary)

Signature of the Officer issuing the certificate

Place:
Date:

(Seal of the Authority)

CONDITIONS OF THE CERTIFICATE OF REGISTRATION

(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 23.07.2004 of MPEDA for issue of Certificate of Registration as an Exporter, as amended from time to time.

(3) Only the item(s) permitted to be exported vide Sl No 4 of this certificate will be exported.

(4) The exporter shall ensure that the quality of the marine products exported by him 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.

(5) The exporter 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 packing, quality control, pre-shipment inspection and all other matters.

(6) The sanitary and other hygienic requirements relating to preservation, processing and storage of marine products should also conform to the regulations issued by the Export Inspection Council, Export Inspection Agency and the Authority from time to time.

(7) The exporter shall process, handle, pack or store the items allowed for export as above only in premises registered with MPEDA and approved by the EIA.

(8) The certificate is liable to be cancelled for any act of omission or commission by the holder or by any person utilising the surplus capacity of a processing plant or live fish or dried fish or chilled fish handling facility owned/operated by the holder, either in respect of quality issues or for trade related issues, including cheating, whether or not the complaint can be attributed to the processing unit or handling facility.

(9) The registration shall cease to have validity if the holder becomes no longer entitled to such registration under the provisions of the Guidelines dated 23.07.2004 of MPEDA for issuing Certificate of Registration as an Exporter, as amended from time to time.

(10) The holder shall indicate in every invoice and shipping bill the name and the MPEDA registration number of the processing plant or handling facility where the marine product being exported has been processed/ handled.

(11) The exporter shall co mply with such other instructions as may, from time to time, be issued by the Government of India, the Authority, the Export Inspection Council of India and the Export Inspection Agency.

*****

Annexure-10

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ref: Date:

Regd. A/D

To

Dear Sirs,

Sub : Registration as an exporter of Marine Products under the MPEDA Rules, 1972 – Issue of Certificate.

With reference to your application for registration as an exporter of marine products we are sending herewith the Certificate No. ..... dated .....

This certificate of registration as an exporter is issued to you on the conditions specified and the following instructions that are not covered under Condition-11 of the certificate of registration:

(1) Invoices of shipment must be submitted within 7 days to the Authority immediately after each shipment.

(2) Exporters shall furnish to the Authority a statement of export performance showing quantities exported, value realized and names of importing countries for each product. This statement shall be sent for each quarter ending 30th June, 30th September, 31st December and 31st March so as to reach the Registering Authority before 10th of the month succeeding the last month of the quarter.

(3) 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.

(4) Any information required from you by the Authority from time to time shall be furnished within the prescribed period.

(5) 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.

(6) Your attention is also drawn to Section 23 and 24 of the MPEDA Act.

Section 23. "Any person who being required by or under this Act to furnish any return fails to furnish such return or furnish a return containing any particulars which is false and which he knows to be false or does not believe to be true, shall be punishable with fine which may extend to five hundred rupees".

Section 24. "Any person who –

(a) obstructs any member authorized by the Chairman in writing or any officer or other employee of the Authority authorized by it in this behalf or any person authorized in this behalf by the Central Government or by the Authority, in the exercise of any power conferred, or in the discharge of any duty imposed on him by or under this Act : or

(b) having control over or custody of any account book or other record, fails to produce such book or record when required to do so by or under this Act, shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both."

Failure to abide by the conditions specified above may result in cancellation of your 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 agrees to comply with the same.

Yours faithfully,

FOR THE MARINE PRODUCTS EXPORT

DEVELOPMENT AUTHORITY

DEPUTY/ASSISTANT DIRECTOR

Encl : Certificate No.

*****

Annexure-11

Form II

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

[See rule 33 (1)]

Form of Application for the Registration of Processing Plant for Marine Products

1. Name & address of the applicant in full :
2. Location of Processing Plant :
3. Type of processing :
4. Capacity of Processing Plant / Ice Plant:
   a) Length of the hall :
   b) Breadth of the hall :
   c) Height of the hall :
   d) Capacity per day :
5. List of Machinery with particular :
6. Total H.P. of motors / prime movers :
7. Type of canning plant :
8. Type of grading :
9. Names of marine products proposed to be processed :
10. Mode of payment of Registration fees :

Place:

Date : Signature of the applicant

VERIFICATION

I, ... do hereby declare that to the best of my knowledge and belief, the above information is correct and complete and that I agree to abide by the conditions of the Certificate of Registration.

Signature

Place:

Date :

Note: Separate application should be sent in respect of each building or place where the processing is proposed to be done.
A lay-out of the processing plant should be sent along with this application.

*****

Annexure-12

Form II (i)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Form of Application for Noting Lien of the Financiers for Processing Plants / Peeling Sheds

1. Name and address of the mortgagee individual / bank / financial institution :
2. Name and address of the owner of Processing Plant :
3. Particulars of Registration if any done previously :
4. Particulars of machinery (enclose a list of machinery) :
5. No. of people employed:
   Male :
   Female :
6. (a) Date of Mortgage (enclose copy of the mortgage deed) :
7. Capacity :
8. Mode of payment of fee for noting the lien :

DECLARATION

I, ... do hereby declare that to the best of my knowledge and belief, the above information is correct and complete.

Signature :
Name in block letter :
Designation :
Seal of applicant :

Place :

Date :

Note :

1) Separate application should be sent in respect of each building or place where the peeling is proposed to be done.
2) A layout of the peeling shed should be sent along with the application.

*****

Annexure-13

DECLARATION TO BE SIGNED BY THE OWNER OF PROCESSING PLANT

I, ... declare that I have reac and understood the MPEDA Act and Rules 1972 and also, the standards for Processing Plants laid down by the Marine Products Export Development Authority and have complied with the same in respect of Processing Plant located at .....

I also agree to maintain the Processing Plant as per the above standards always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my above Processing Plant inspected once in two years or whenever called on to do so by the Authority. I also understand that non-compliance will entail cancellation of certificate issued to me under the MPEDA Rules.

I / We also declare that I / we possess the full authority and right to process / store marine products in the above premises and to effect any structural and / or other modifications required to conform to instructions issued by the Authority from time to time.

Signature of the applicant

Place:

Date :

*****

Annexure-14

BOND

This Bond is executed between the following firms who have agreed to utilize a mini laboratory jointly, in fulfillment of the condition that "every Processing Plant should have a mini lab attached to it for the purpose of registration".

1.

2.

3.

4.

5.

Who are each owning processing unit which is registered with MPEDA vide the following particulars in respect of each of the above mentioned firms of serial number 1,2,3,4 and 5 respectively (herein called the processor 1, 2, 3, 4, 5 etc.)

1. M/s.....Registration No. ..... represented by Shri. ..... son of ..... aged ..... years residing at..... .... (designation such as sole proprietor / partner / director / Chief Executive / General Manager) who is duly authorized to enter into such agreement,

2. M/s..... Reg.No.....

3. M/s..... Reg.No.....

4. M/s..... Reg.No.....

5. M/s..... Reg.No.....

Whereas the Authority has approved a scheme to set up joint mini laboratories in fulfillment of the condition for registration.

And whereas processor 1, processor 2, processor 3, processor 4 and processor 5 has registered his processing plant under the MPEDA Act 1972 and Rules 1972.

And whereas processor 1, processor 2, processor 3, processor 4 and processor 5 have come forward to utilize the Mini laboratory conforming to the standards prescribed by the Authority in fulfillment of the condition of Registration set up in the Processing Plant of M/s..... bearing Registration No..... jointly with M/s..... ..... whose Processing Plants are Registered with MPEDA.

Now this Bond witnesseth as follows:

i) Processors 1, 2, 3, 4 and 5 agree to the terms and conditions of this bond and agree that all facts stated above are true and binding on them

ii) Processor 1, 2, 3, 4 and 5 agree to maintain the joint mini laboratory in conformity with the standards prescribed by the Authority.

iii) It is agreed that the joint mini lab will serve the needs of Processor 1, 2, 3, 4 and 5 respectively.

iv) It is agreed that Processor 1, 2, 3, 4 and 5 are having their processing plants situated within close proximity and the joint mini lab will be capable of handling the products of all the plants.

v) It is agreed by processor 1, 2, 3, 4 and 5 that its joint mini lab is being set up in the plant of Processor ..... and that no change of Plant will be sought for later on for joint mini lab.

vi) It is hereby expressly understood that the goods processed by processor 1, 2, 3, 4 and 5 will not be permitted for export if the terms and conditions in the agreement are not adhered to.

vii) It is agreed that the joint mini lab will be managed / utilized jointly and the qualified technologists will be appointed jointly.

IN WITNESS WHEREOF the parties hereinto have signed this deed on the day and year respectively given against their hands.

Processor: Date:

1.

2.

3.

4.

5.

Witnesses:

1)

2)

Place:

Date :

*****

Annexure-15

CHECK LIST FOR PROCESSING PLANTS

1. What is the type of Processing?
   a) Freezing
   b) Fish Meal
   c) Fish Oil
   d) Canning
   e) Drying
   f) Other? (Specify)
2. If freezing, state whether plate freezing, tunnel freezing, individual quick freezing, blast freezing, accelerated freeze drying or other type
3. If drying, state whether sun-drying, artificial-drying etc.
4. If other kinds of processing, state whether filleting fish mincing, fish finger manufacture etc.
5. Details of machinery with reference to each type of processing.
6. Name of the manufacturers of machinery (for each item)
7. Date of installation / erection and by whom installed (for each item)
08. i) Capacity per charge?
    ii) Time taken to process each charge?
9. Whether automatic temperature control devices and / or other instrumentation are fitted? If so, furnish details.
10. If there is no automatic temperature control device, how the temperature is measured / controlled?
11. No. of workers employed?
12. No. of technical staff?
13. Managerial staff - (a) Name of the Manager or person responsible for production and his qualifications.
    (b) Name of the person responsible for complying with theMPEDA registration and his designation.
14. Products processed – give brand name (s)
15. Is the plant approved by the EIA ? If so, code No.
16. What are the arrangements for collection and removal of waste?
17. What are the present arrangement for floor washing? (recommended high pressure hosing and steam washing)
18. What are the facilities for feet and hand washing?
19. What is the general condition of the equipments?
20. Whether any survey of the plant has been done? If so, give details.
21. Whether the plant is registered under the SSI? If so give the number.

22. If there is boiler, what is the license number? Mention validity, by whom issued, and name of the boiler attendant.

23. In case of fish oil/ fish meal plant, state whether the health authority requirements have been complied? Do they have a valid certificate from the health authorities?

24. What is the arrangement for effluent disposal?

25. Whether the approach roads are properly maintained

26. Whether there is a standby generator set? (recommend the essential need of generator set in view of the power shortage / failure in different states in India)

27. Whether hygienic standards have been complied with?

28. Whether there is a separate inspection room?

29. Whether the processor has own laboratory? Name of the Technician in charge and his qualifications.

30. Is there any other facility like ice making attached to the processing? If so, what are these facilities and capacities?

31. Has the processor submitted a plan of the factory complex? If not request for the same.

32. Any other details regarding this plant.

*****

Annexure-16

Book No.

Form No.

Form VI

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

[Rule 34 (3)]

Certificate of Registration of Processing Plant

1. Number and date of the certificate of registration
2. Name of the person to whom the certificate of registration is issued.
3. Location of the Processing Plant
4. Details of the Processing Plant
5. Names of the Marine Products authorized to be processed.

Signature of the Officer
issuing the certificate

Place:

Date: (Seal of the Authority)

CONDITIONS OF THE CERTIFICATE OF REGISTRATION

1. This certificate of registration is granted subject to be provisions of the Marine Products Export Development Authority Rules, 1972.
2. Any change in the lay-out, design or capacity or other matters should be got approved by the Authority.
3. The sanitary and hygienic requirements should conform to the regulations issued in this behalf by the Export Inspection Agency and the Authority from time to time.
4. The owner should use only approved chemicals for preservation, processing and storage of marine products.
5. The owner shall also comply with such other instructions as may, from time to time be issued by the Authority.
6. The owner should get this certificate endorsed for compliance with standards on or before ..... (2 years from the date of issue) failing which this certificate will cease to be valid.

Endorsement of any change in the ownership, etc.

*****

Annexure-17

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ref: *Regd.*A/D Date:

Dear Sir,

Sub: Registration of Processing Plant / Ice Plant under the MPEDA Rules – Certificate forwarded

.....

With reference to your application dated ..... for registration of Processing Plant / Ice Plant, we are forwarding herewith our certificate of registration. The certificate is issued subject to the conditions incorporated therein.

The owner of the processing plant / Ice plant will have to make the plant available for inspection by the field staff of MPEDA as an when required. An endorsement should be made in the Registration Certificate once in two years that the holder of the certificate has complied with the standards. It will be the responsibility of the owner to get the inspection done and endorsement made.

In addition it must also be ensured that you furnish to the Authority all information that may be prescribed from time to time. If at any time, there is a change in the ownership or change in location, the certificate shall be sent to the Authority for necessary endorsement.

Failure to adhere to any of the conditions above will entail automatic cancellation of the certificate.

Please acknowledge the letter and enclosure.

Yours faithfully,

*****

SHOW-CAUSE NOTICE

Ref: Date:

Sub: Registration of Fishing vessels* / Processing Plant/ Storage Premises / Conveyances used for transport of Marine Product under MPEDA Rules, 1972.

In exercise of the powers vested in me vide Office Order Part-II No.1840/2005 dated 25.11.2005 read with Rule 36 of the MPEDA Rules, I hereby call upon you to show cause why the Certificate of Registration granted to your Fishing vessels* / Conveyances / Processing Plants / Storage Premises / (located at .....) / 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 action without further reference to you.

Yours faithfully,

*Strike out which is not applicable

*****

Annexure-19

Regd. A/D

FORM OF CANCELLATION / DE-REGISTRATION

Ref: Date:

MEMO

Sub: Registration of Fishing vessels* / Processing Plant / Storage Premises/ Conveyances used for transport of Marine Product under MPEDA Rules, 1972
Ref: Show cause Notice No.....dt..... acknowledged by you.

....

In exercise of the powers conferred on me vide Rule 36 of the MPEDA Rules, read with Office Order Part-II No.1840/2005 dated 25.11.2005, I hereby invalidate the Registration Certificate No..... dated .....issued to ..... The Original Certificate of Registration issued should be returned to this office immediately for cancellation.

In case you are aggrieved by this order of cancellation you may prefer an appeal to the Chairman within 30 days of receipt of this order.

Yours faithfully,

*Strike out which is not applicable

*****

Annexure-20

CODES ALLOTTED FOR INFRASTRUCTURE FACILITIES

	Name of Infrastructure	Codes.
01.	Processing Plan	**PP**
02.	Peeling Shed	**PS**
03.	Captive Peeling Shed	**CPS**
04.	Cold Storage	**CS**
05.	Other Storage	**OS**
06.	Fishing vessel	**FV**
07.	Fishing vessel with Processing & Storage	**FVPS**
08.	Ice Plant	**IP**
09.	Fish Meal Plant	**FMP**
10.	Conveyance	**CV**
11.	Fresh / Chilled fish handling centre	**FCF**
12.	Premise to handle live fish	**LF**
13.	Establishment for packing salted / dried fish	**SDF**
14.	Processing plant for Chitin and Chitosan	**CCP**
15.	Independent/Common Ice Plant	**ICIP**

*****

FORM II (a)

FORM OF APPLICATION FOR REGISTRATION OF PEELING SHED FOR MARINE PRODUCTS

1. a. Name and address of applicant in full
   b. Nature of establishment
   c. Name and address of the Proprietor / Partners / Director as the case may be
2. a. Location of the peeling shed Give survey No. of the plot, ward, name of street & door no.
   b. Postal address
   c. Telephone Number :
      i) Office
      ii) Factory
   d. Telegraphic address if any
3. Dimensions of the shed (floor area) :
   a) Length
   b) Breadth
   c) Height
   d) Tables area provided
   e) Tables provided
4. a. Type of flooring
   b. Whether the floor has slope
5. No. of tables provided with size and type (indicate whether made of steel, wood or cement concrete)
6. No. of workers employed
7. Source of water supply to the peeling shed
8. Type of ceiling
9. Whether false ceiling has been provided
10. Maximum quantity of raw material that can be handled per shift of 8 hrs
11. Toilet facilities available at the peeling shed :
    a) No. of urinals
    b) No. of lavatories

c) Are the lavatories of flush out type

d) Are the lavatories fitted with self closing doors

12. Arrangements made for fly proofing

13. Are the doors fitted with self closing device

14. Type and No. of utensils in use

15. Drainage arrangements in a peeling shed

16. Disposal arrangements of effluents and peeling waste

17. Mode of payment of registration fee

Signature of the applicant

Place:

Date :

DECLARATION

I, ... do hereby declare that to the best of my knowledge and belief, the above information is correct and complete and I agree to abide by the conditions of certificate of registration.

Place:

Signature

Date :

Encl : Declaration

*****

Annexure-22

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

No. Date:

Verification Report of Peeling Sheds

I. GENERAL INFORMATION

a) Name and address of the Peeling Shed

b) Name and address of the proprietor / partners / Directors as the case may be

c) Is the shed hired on leased

i) If so name and address of the lessee

ii) Documentary evidence viz Land revenue receipt or Lease deed to be verified

d) Maximum quantity of raw material that can be peeled per 8 hour shift

e) No. of shifts normally worked per day

f) No. of workers employed

Male :

Female :

g) No. of supervisory staff

II. SURROUNDINGS

a) Are the surroundings kept neat and clean?

b) Are there any swamps, stagnant water or dumps nearby ?

c) Are the waste materials disposed off properly ?

d) Are the roads in the premises concreted, tarred or turfed to prevent wind blown dust ?

e) Are there any animal sheds present nearby ?

f) Are ground conditions of approach roads and surroundings of peeling sheds satisfactory ?

III. CONSTRUCTION & LAYOUT

a) Whether the unit is housed in a permanent building affording sufficient protection from normal climatic hazards ?

b) Whether the unit is situated in a back water front ?

c) Whether the shed is roofed with tiles, asbestos or RCC ?

IV. PEELING HALL

a) What is the total floor area of the peeling shed ?

b) Are the dimensions of the floor area given in the application correct ?

c) Whether there is any separate room for weighment and storage ?

d) Whether there are any cemented tanks for keeping the prawns in iced conditions ?

V. CEILING

a) Whether any ceiling is present or not ?

b) What is the type of ceiling ?

1. Asbestos
2. Plywood
3. Plastic
4. Any other type – please specify

c) Is the ceiling clean and in good condition ?

d) Are there any crevices or open joints in the ceiling ?

VI. WALL

a) Whether the wall of the peeling shed is smooth and free from pits and crevices ?

b) Whether the wall is washable (up to a height of 1.3 Meters (nearly 3.5 Ft)

VII. FLOOR

a) Are the floor corners smooth, clean and washable ?

b) Whether the floor is impermeable with sufficient sloping with good drainage system ?

c) Whether drains are provided with wire meshes to prevent the entry of rodents ?

VIII. TABLES AND UTENSILS

a) Are the tables having the required (2.5) height ?

b) Is peeling done on table ?

c) Are the table top constructed of

1) Stainless steel

2) Aluminium

3) G.I. – sheet

4) Wooden or any other metal ?

d) Whether the table-top can easily be removed and cleaned ?

e) Are the table tops smooth, clean, free from corrosion and pits and crevices, with effective drainage ?

f) Type of utensils used ?

a) Plastic

b) Galvanised Iron

c) Aluminium

d) Steel

g) Whether the utensils are clean and in good condition ?

h) Whether enameled utensils, wire-mesh receptacles and bamboo baskets are used for handling material ?

i) Whether adequate waste bins have been provided and waste materials removed frequently ?

IX. WATER AND ICE

a) What is the source of water supply ?

1) Well

2) Tube well / bore well

3) Municipal / Panchayat / Corporation

4) Pond

5) Back water

b) Is potable water available in adequate quantity ?

c) Whether the available water has been tested and a certificate of potability obtained ?

(Please give details of inspection and the certificate No. & date)

d) Is the water supply adequate ?
(1 Kg prawn required 12 litres of water)

e) Whether water used, is being chlorinated to the acceptable level (5 – 10 ppm)

f) Whether an over-head tank is provided ?

g) Whether the tank is protected from contamination and cleaned regularly,

give details ?

h) Whether ice-blocks are handled hygienically inside the hall ?

i) Whether the colour and quality of ice is satisfactory ?

j) Whether adequate quantity of ice is used (1 : 1) ?

k) Whether any ice store room is available ? If so, capacity of the ice-store ?

X. LIGHTING & VENTILATION

a) Is the peeling shed well lit ?

b) Is any light suspended over the working table, if so are they sufficiently protected with wire meshes ?

c) Is the area well ventilated ?

d) Are the doors provided with self closing mechanism with fly-proofing nets ?

e) Are the windows provided with fly-proofing nets ?

f) Is the hall well ventilated ?

XI. SANITARY FACILITIES & CONTROLS

a) Are any chemicals or antibiotics kept in the hall ?

b) Are there any facilities for hand, feet washing at the entrance ?

1) Wash basin

2) Water taps

3) Pits with chlorinated water

c) Are there any arrangements to discharge drainage water ?

d) Whether waste water, rain-water and sewage disposals cause any sanitary problem to the premises ?

e) Give the details of cleaning schedule ?

1. Floor area

2. Utensils & Tables

3. Storage tanks

4. Peeled material

f) Method of disposal of waste

XII. TOILET FACILITIES

a) No. of toilets available and type ?

b) Are the toilets isolated from the peeling hall ?

c) Are the toilets provided with self closing doors, water, wash basins and soap ?

XIII. PERSONAL HEALTH AND HYGIENE

a) Whether the workers are provided with head gears ?

b) Whether necessary precautionary measures are taken by the management to ensure health and hygiene ?

RECOMMENDATIONS

1. The peeling shed satisfy the standards prescribed and thecertificate may be issued
2. The certificate may be issued after rectification of the following defects : -
   a)
   b)
   c)
   d)
   e)
   f)
   g)
   h)
3. The Peeling Shed conditions are far from satisfactory particularly in respect of the following : -
   1.
   2.
   3.
   4.
   5.
   6.
   7.
   8.
   9.

May be rejected

Signature

Name of the Officer

Designation

*****

BOOK CERTIFICATE NO

FORM VI (a)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

[See rule 34 (3)]

Certificate of Registration of Peeling Shed

1. Name & address of the establishment / person / organization authorized to do peeling to whom the certificate of registration is issued
2. Location of the Peeling shed
   a) Survey No. of the plot
   b) Locality
   c) Name of Street / Road
   d) Door No.
   e) Ward No.
3. Postal address
4. Telegraphic address, if any
5. Floor space available
6. Capacity of raw material to be processed per shift

Certified that the above peeling shed provides for ..... floor space and the tables / utensils in use conform to the quality hygienic conditions prescribed by MPEDA for peeling of ..... tonnes of prawn per 8 hr. shift.

Signature of the Officer
issuing the certificate

Place :

Date :

(Seal of the Authority)

CONDITIONS OF THE CERTIFICATE OF REGISTRATION

1. The certificate of registration is granted subject to the provisions of the MPEDA Rules, 1972.
2. No change in the layout, design, capacity etc. should be done without the prior written approval of MPEDA
3. This certificate should be prominently displayed in the peeling shed.
4. The holder of the registration certificate should maintain a day-today account in a register showing the quantity of raw materials received, the quantity peeled and quantity issued indicating the party to whom it is issued. This register must be available for inspection by officers of the MPEDA and produced on demand.
5. Peeling sheds should issue a delivery note for all consignments of shrimp peeled or pre-processed in their shed only, indicating the number and date of the certificate. Inclusion of material pre-processed elsewhere in such delivery slips, will be a violation of this condition and will entail cancellation of the certificate.
6. In addition, it shall be incumbent on the part of the owner to comply with instructions issued by MPEDA from time to time.
7. The owner should get this certificate endorsed for compliance with standards on or before ——— ——————— (2 years from the date of issue) failing which this certificate will cease to be valid.

Endorsement of change in the ownership etc.

*****

Annexure-24

*Regd.*A/D

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ref: Date:

Dear Sir,

Sub: Registration of Peeling shed under the MPEDA Rules – Certificate - forwarded

....

With reference to your application dated: ..... for registration of Peeling Shed, we are forwarding herewith our Certificate of Registration. This certificate is issued subject to the conditions incorporated herein.

The owner of the Peeling shed will have to make the peeling shed available for inspection by the field staff of MPEDA as and when required and in any case once in two years and an endorsement got made in the Registration Certificate. It will be the responsibility of the owner to get the inspection done and endorsement made.

In addition it must also be ensured that you furnish to the Authority all information that may be prescribed from time to time. If at any time there is a change in the ownership or change in location, the Certificate shall be sent to the Authority for necessary endorsement.

Failure to adhere to any of the conditions above will entail automatic cancellation of the certificate.

Your provisional certificate No: ..... Dated: ..... stands cancelled with immediate effect.

Please acknowledge this letter and enclosure.

Yours faithfully

( )

Encl:

*****

Annexure-25

Form III

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES 1972

[See Rule 33 (1)]

Form of Application for the Registration of Storage Premises for Marine Products

1. Name and address of the applicant :
2. Location of Storage Premises :
3. Capacity of Storage:
   - (a) Length :
   - (b) Breadth :
   - (c) Height :
   - (d) Hold Capacity :
4. List of machinery with particulars :
5. Name of marine products to be stored :
6. Mode of payment of registration fees :

Signature

Place :

Date :

VERIFICATION

I, ... do hereby declare that to the best of my knowledge and belief the above information is correct and complete.

Place :

Date : Signature

Note :

1) Separate application should be sent in respect of each building or place where storage is proposed to be done.

2) A layout of the storage premises should be sent along with this application.

*****

Form III (I)

FORM OF APPLICATION FOR NOTING LIEN OF THE FINANCIAL INSTITUTIONS FOR STORAGE PREMISES

1. Name and address of the mortgagee (individual / Bank / Financial institutions :
2. Name and address of the owner of Storage Premises :
3. Particulars of Regn. if any done previously :
4. Particulars of machinery (enclose list of machinery) :
5. No. of people employed:
   Male :
   Female :
6. Date of mortgage:
   (a) enclose the copy of mortgage deed :
   (b) Period of Mortgage :
7. Capacity :
8. Mode of payment of fee for noting the lien :

DECLARATION

I, ... do hereby declare that to the best of my knowledge and belief, the above information is correct and complete.

Signature :

Name in block letters :

Designation :

Seal of applicant :

Place :

Date :

*****

Annexure-27

CHECK LIST

FROZEN STORAGE – GENERAL

1. What are the items stored ?
2. What is the temperature maintained inside the storage at the time of inspection ?
3. Whether there is temperature gauge, if so, whether automatic reading is noted on the chart ?
4. Whether the flooring is smooth ?
5. What is the thickness of insulation ?
6. Whether the roof is R C C, if not what is the roofing material ?
7. Is the storage partitioned, if so what temperature is maintained in each room ?
8. Are the doors provided with automatic closing devices ?
9. Are the frozen products stacked in palletised form ?
10. Are there ante-rooms, air curtains etc ?
11. Does the stacking cause damage to packets ?
12. What is the height from floor to the ceiling ?
13. Is the ceiling insulated ?
14. Is there space between the walls and material stored ? if so, state the distance.
15. Is the material stored on the floor ? If so does it prevent seepage of moisture on the products ?

PLANT AND MACHINERY

1. Check with list furnished along with the application
2. What is the capacity of the plant ?
3. Name of the manufacturer of the plant ?
4. Is there a cooling tower ? If so, state capacity, if not how the plant is cooled ?
5. Whether the pipes through which the coolant passes are insulated ? Is the insulation broken ?
6. What is the refrigerant used ?
7. The date of installation may be noted,
8. What is the H P and R P M of the prime mover and auxiliary motors ?
9. Whether there is a stand-by generator ?
10. Is there a separate transformer for the plant ? If there is no stand by generator, the owner may be advised to have a standby generator.
11. Are the store boys neatly dressed ? Are they provided with overcoats ?
12. Are the store boys provided with gloves and gum boots ?

DRIED FISH STORAGE

1. Are the goods stored on the ground ? If not, what are the arrangements ?
2. Are the walls and floor damp proof ?

3. Is there sufficient ventilation ?
4. Is the storage situated in a residential area ? If so, how far is the residential buildings ?
5. How is the material stored in the store ?
6. Is there any dehumidifier ? Any other arrangements to reduce humidity.
7. Method of packing employed.
8. Is there any arrangements for pest control, if so what ? Are they satisfactory ?
9. Is there fly proofing arrangement ?
10. In your opinion what other arrangements will improve the condition of the storage ?
11. In your opinion, is the storage well maintained ?
12. Are the approach roads accessible ?
13. Are the employees well dressed and tidy ?
14. Are they using overcoats in the godowns ?
15. What are the arrangements for loading and unloading ? Is it satisfactory ?
16. How is the appearance of the store ?
17. Are there openings to outside permitting sun-rays inside the store ?
18. What are the lighting arrangements ? Is it sufficient ?
19. Is there a pulley or hoist used for loading / unloading ?
20. Is there a platform for loading / unloading ?
21. What are the items stored ?
22. Is the vicinity clean ?
23. Is there sufficient vacant space between the wall and material stacked ?

STORAGES FOR CANNED PRODUCTS

1. What are the products stored ?
2. Do they have stacking arrangement ? If not what is the vacant space between the wall and stacking ?
3. Is the material stored on the floor ?
4. Is there any arrangement for moisture control ?
5. Is there sufficient lighting arrangement ?
6. Is the ventilation sufficient ?
7. Are the walls and the floor damp proof ?

*****

Annexure-28

BOOK NO.

FORM NO.

Form VII

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES 1972

[See Rule 34 (3)]

Certificate of Registration of Storage Premises

1. Number and date of the certificate of registration :
2. Name of the person to whom the certificate of registration is issued :
3. Location of the Storage premises :
4. Details regarding the storage premises :
5. Name of marine products authorized to be stored :

Signature of the Officer
issuing the certificate

Place :

Date :

(Seal of the Authority)

CONDITIONS OF THE CERTIFICATE OF REGISTRATION

1. This certificate of registration is granted subject to the provisions of the Marine Products Export Development Authority Rules, 1972.
2. Any change in the lay-out, design or capacity or other matters should be got approved by the Authority.
3. The sanitary and hygienic requirements should conform to the regulations issued in this behalf by the Export Inspection Agency and the Authority from time to time.
4. The owner should use only approved chemicals for preservation, processing and storage of marine products.
5. The owner shall also comply with such other instructions as may, from time to time be issued by the Authority.
6. The owner should get this certificate endorsed for compliance with standards on or before ..... (2 years from the date of issue) failing which this certificate will cease to be valid.

Endorsement of any change of the ownership, etc.

*****

Annexure-29

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ref: Date:

Regd. A/D

To

Dear Sir,

Sub : Registration of Storage Premises under the MPEDA Rules – Certificate forwarded

.....

With reference to your application dated ..... for registration of Storage Premises, we are forwarding herewith our certificate of registration. This certificate is issued subject to the conditions incorporated herein.

All registered Storage Premises will have to be got inspected by the field staff of MPEDA, once in two years and endorsement got made on the registration certificate. It will be the responsibility of the owner to get the inspection done and endorsement made.

In addition, it must also be ensured that you furnish to the Authority all information that may be prescribed from time to time. If at any time there is a change in the ownership or change in location, the certificate shall be sent to the Authority for necessary endorsement.

Failure to adhere to any of the conditions above will entail automatic cancellation of the certificate.

Please acknowledge this letter and enclosure.

Yours faithfully

( )

Encl: as above

*****

Annexure-30

Form I

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
RULES 1972

[See Rule (33)]

Form of Application for Registration of Fishing Vessels

1. Name and address of the applicant in full
2. Name of the Fishing vessel
3. Particulars of registration, if any done previously
4. Particulars of registration, under the Merchant Shipping Act, 1953.
5. Where and when the fishing vessel was secured
6. Particulars of fishing vessel
   a) Length
   b) Breadth
   c) Draft
   d) HP of the engine
   (e) Type of vessel
7. Place where constructed
8. Year of construction
9. The port where it is proposed to operate
10. Number of crew
11. Mode of payment of registration fees.

Signature of the applicant

Place:

Date :

VERIFICATION

I, ... Do hereby declare that to the best of my knowledge and belief, the above information is correct and complete.

Signature

Place :

Date :

Note : A lay-out of the Fishing Vessel should be sent along with this application. Lien of Financial Institutions:

The Authority has also designed a form for noting the lien of financial institutions. The owners must fill in this form which is appended below:

*****

Annexure-31

Form I (a)

FORM OF APPLICATION FOR NOTING OF HYPOTHECATION LIEN OF THE FINANCIERS VIZ. BANK / ANY OTHER INDIVIDUAL / FINANCIAL INSTITUTION FOR FISHING VESSELS

1. Name and address of the mortgagee / individual or financing bank or any other financial institution
2. Name and address of the fishing vessel owner / hypothecator
3. Name of the Fishing Vessel
4. Particulars of registration, if any done previously
5. Particulars of registration under the Merchant Shipping Act, 1953.
6. Where and when the fishing vessel was secured.
7. Particulars of fishing vessel
   a) Length
   b) Breadth
   c) Draft
   d) HP of the engine
   e) Type of Vessel *
8. Place where constructed
9. Year of construction
10. The port where it is proposed to operate
11. Number of crew
12. Date of the mortgage deed (attested copy of the mortgage deed should be enclosed)
13. Mode of payment of lien noting fee ***Rs...../-***

DECLARATION

I, ... hereby declare that to the best of my knowledge and belief, the above information is correct and complete.

Signature

Name in block letters

Designation

Seal of the applicant

Place:

Date :

**** Here specify whether it is a stern Trawler, Gill-Netter or a Purse-Seiner or any other type.***

*****

Annexure-32

INFORMATION TO BE SUBMITTED ALONG WITH APPLICATION FOR REGISTRATION OF FISHING VESSEL HAVING PROCESSING / STORAGE FACILITIES ON-BOARD VESSEL

(1) Location of Processing Plant/Storage :

(2) Capacity of the Processing Plant / Storage

	Processing plant		Storage	
(a)	Length	:	a) Length	:
(b)	Breadth	:	b) Breadth	:
(c)	Height	:	c) Height	:
(d)	Effective area/ Volume	:	d) Effective area/ Volume	:
(e)	Capacity	:	e) Capacity	:

(3) Type of freezing: Whether plate freezer / tunnel / blast or IQF :

(4) List of machinery: its particulars :

(5) Name of the Marine Products proposed to be processed / stored. :

*****

Annexure-33

DECLARATION TO BE SIGNED BY THE OWNER OF THE FISHING VESSEL

(On non-judicial stamp paper worth Rs.50/-)

I, ... declare that I have read and understood that MPEDA Act & Rules and also the standards for Fishing Vessels laid down by the Marine Products Export Development Authority and have complied with the same in respect of my vessel .....

I also agree to maintain the vessel as per the above standards always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my above vessel inspected once in two years or whenever called on to do so by the Authority.

I also understand that non-compliance will entail cancellation of certificate issued to me under the MPEDA Rules.

Signature of the Applicant

Place:

Date :

*****

Annexure-34

QUESTIONAIRE TO BE SUBMITTED ALONG WITH THE APPLICATION

1. A sketch or layout from the manufacturer of the fishing vessel showing detailed dimensions etc. must be enclosed.
2. Details of Engine, make, HP, RPM capacity of fuel tank etc.
3. Name of the manufacturer of hull ?
4. What is the type of material used for construction wood / Fibre Glass / Steel / Others ?
5. What is the capacity of fish-hold ? If there is no Fish-hold, what is the arrangement made for preserving the catch ?
6. Whether the vessel has any safety devices as recommended by the Mercantile Marine Department ?
7. What is the type of vessel:- Purse-Seiner / Gill Netter / Stern Trawler etc. ?
8. What is the cost of the vessel ?
9. Whether hypothecated to any Financial Institutions, if so, give name of the institution ? Have you completed form I (a) ?
10. Is the vessel insured ? If so give name of the Insurance Company, Value for which insured, type of Insurance, expiry date of the Policy ?
11. What is the sanitary arrangement available on board ?

What is the Port of Registration ? Give Registration No., date of issue, expiry date etc. Port registration is not a pre-condition for granting registration under MPEDA Act & Rules. This information may be collected but MPEDA registration shall be granted to MFVs without Port registration.

*****

Book No.

Form No.

Form V

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

[See Rule 34 (3)]

Certificate of Registration for Fishing Vessels

1. Number and date of certificate of registration :
2. Name of the person to whom the certificate of registration is issued :
3. Particulars of the fishing vessel including the port where it is operated. :

Signature of the Officer
Issuing the certificate

Place:

Date :

(Seal of the Authority)

CONDITION OF THE CERTIFICATE OF REGISTRATION

1. This certificate of registration is granted subject to the provisions of the Marine Products Export Development Authority Rules, 1972.
2. Any change in the lay-out, design or capacity or other matters should be got approved by the Authority.
3. The sanitary and hygienic requirements should conform to the regulations issued in this behalf by the Export Inspection Agency and the Authority from time to time.
4. The owner should use only approved chemicals for preservation, processing and storage of marine products.
5. The owner shall also comply with such other instructions as may, from time to time be issued by the Authority.
6. The owner should get this certificate endorsed for compliance with standards on or before ..... (2 years from the date of issue) failing which this certificate will cease to be valid.

*****

Annexure-36

Regd. A/D

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Ref Date:

Dear Sirs,

Sub : Registration of Fishing Vessels under the MPEDA Rules – Certificate forwarded.

.....

With reference to your application dated:..... for registration of Fishing Vessel, we are forwarding herewith our certificate of registration. This certificate is issued subject to the conditions incorporated therein.

The owner will have to make the vessel available for inspection by the field staff of MPEDA as and when required and in any case, once in two years and an endorsement should be obtained on the Registration Certificate. It will be the responsibility of the owner to get the inspection done and one endorsement made.

In the case of damage, the fact will have to be reported to this office within 30 days.

If the vessel is lost, the fact must also be intimated to this office immediately.

In addition, it must also be ensured that you furnish to the Authority all information that may be prescribed from time to time. If at any time there is a change in the ownership or place of operation, the certificate shall be sent to the Authority for necessary endorsement together with a fresh application and a fee of ***Rs.500/- (for fishing vessels upto20 metres OAL) and Rs.2000/-(for fishing vessels of OAL 20 metres and above).***

Failure to adhere to any of the above conditions will entail automatic cancellation of the certificate.

Please acknowledge this letter and enclosure.

Yours faithfully,

( )

Encl:

*****

Form IV

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES 1972

[See Rule 33 (1)]

Form of Application for Registration of Conveyance for the Transport of Marine Products

1. Name and address of the applicant
2. Type of Conveyance
3. Registration number, if any, of the Conveyance
4. Details of the conveyance regarding machinery, capacity, trailer etc.
5. Mode of payment of Registration of fees.

Signature of the applicant

Place:

Date :

VERIFICATION

I, ... do hereby declare that to the best of my knowledge and belief, the above information is correct and complete.

Signature

Place :

Date :

Note : -

1. Separate application should be sent in respect of each conveyance
2. A lay-out of the conveyance should be sent along with this application.

*****

Form IV (I)

FORM OF APPLICATION FOR NOTING LIEN OF THE FINANCIAL INSTITUTIONS FOR CONVEYANCES

1. Name and address of the mortgagee (individual / Bank / Financial / Institutions
2. Name and address of the owner of Conveyances
3. Particulars of Regn. If any done previously
4. Type of Conveyance
5. Details of the Conveyance regarding machinery, capacity, trailor etc.
6. (a) Date of mortgage (enclose the copy of mortgage deed)

   (b) Period of mortgage
7. Capacity
8. Mode of payment of fee for noting the lien

DECLARATION

I, ... do hereby declare that to the best of my knowledge and belief the above information is correct and complete.

Signature :

Name in block letters

Designation

Seal of Applicant

Place :

Date :

Note : - ***Separate application should be sent in respect of each conveyance .***

*****

STANDARDS FOR REGISTRATION OF CONVEYANCES UNDER THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY ACT 1972

1. Conveyances shall be maintained in good condition and regular checks shall be made of the thermal efficiency of insulated or refrigerated carriers.

2.1. All conveyances used in the transport of fish and fish products shall be so constructed as to be easily cleaned.

2.2. Material used for lining shall be of metal or other material impervious to water.

2.3. The floor of the vehicle shall be constructed of durable material impervious to water.

2.4. All corners shall be rounded to facilitate easy cleaning.

2.5. Sufficient air space must be provided between stacks to facilitate air circulation.

3. Insulated containers and vehicles equipped with refrigeration equipments shall be pre-cooled before loading starts.

4. All interior surfaces of vehicles shall be clean and free from objectionable odours before loading fish or fish products.

5. Frozen fish and fish products shall be loaded in a refrigerated transport in a manner that provides for the free circulation of air at the top, bottom and sides of the load. A minimum air space of 75 mm from the top, 25 mm from the floor, and 12.5 mm from each of the sides shall be provided.

6. All items of equipment, receptacles and containers coming in contact with fish and fish products shall be washed and scrubbed daily with clean and suitable detergent. After cleaning with detergents all surfaces of carrying compartment of the conveyances and equipment shall be rinsed with clean fresh water.

7. Both before and after the transport of fish, fish containers and the carrying compartment of conveyances shall be washed, and their floors scrubbed with water and suitable detergent and rinsed with clean fresh water. Conveyances used for the transport of frozen fish shall be kept clean.

8. During any interval between loading and unloading operations, mechanical refrigeration equipment shall be turned on and kept in operation and the doors of containers and vehicles shall be kept closed.

Note :- Use of pallets for loading is recommended.

Mechanism for ensuring compliance to the above standards

1. The application in triplicate along with enclosures should be submitted to the concerned regional office of the Authority.

2. The duplicate copy of the application may be sent to the Director of Fisheries of the State and the Triplicate copy may be sent to the concerned Deputy Director of Fisheries of the Region if the RO is not able to carry out the verification. When the RO is in a position to carry out verification work, these shall not be sent to the Director of Fisheries or Deputy Director of Fisheries.

3. The Quadruplicate copy may be retained by the owner.

The Regional Offices will process the application as per the procedure of registration.

Notwithstanding the fact that registration once made shall continue to be in force until it is cancelled by the Authority, the Registering Officer of the Authority shall make surprise checks and surveys of

the registered conveyances in order to ensure maintenance of these standards. If during surprise checks, it is found that the prescribed standards have not been maintained, the Registering Officer will issue a notice to the owner of the conveyance, calling on him to rectify the defects noticed within a reasonable period. The owner shall carry out the necessary modifications and report compliance to the Registering Officer. However, if during subsequent inspection it is revealed that such defects are still present, in all such cases action as laid down in the Act and Rules will be taken against the owner including de-registration.

All registered conveyances will have to be inspected once in two years as per the questionnaire **(Annexure-41, Page 221)** and an endorsement made on the Registration Certificate. It will be the responsibility of the owner to get the inspection done and endorsement made. Failure to do so will entail risk of de-registration.

*****

Annexure-40

Book No.

Form No.

Form VIII

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES 1972

[See Rule 33 (3)]

Certificate of Registration of Conveyance

1. Number and date of the certificate of registration :
2. Name of the person to whom the certificate of registration is issued :
3. Registration number of the conveyance and the type of conveyance :
4. Place of operation
5. Technical details regarding the conveyance :

Signature of the Officer
issuing the certificate

Place :

Date :

(Seal of the Authority)

CONDITION OF THE CERTIFICATE OF REGISTRATION

1. This certificate of registration is granted subject to the provisions of the Marine Products Export Development Authority Rules, 1972.
2. Any change in the lay-out, design, capacity or other matters should be got approved by the Authority.
3. The sanitary and hygienic requirements should conform to the regulations issued in this behalf by the Export Inspection Agency and the Authority from time to time.
4. The owner should use only approved chemicals for preservation, processing and storage of marine products.
5. The owner shall also comply with such other instructions as may, from time to time be issued by the Authority.

   The owner should get this certificate endorsed for compliance with standards on or before ..... (2 years from the date of issue) failing which this certificate will cease to be valid.

*****

QUESTIONNAIRE

OWNERSHIP :

1. Whether the vehicle is permitted to carry marine products for private use of the owner or for hiring out.
2. Whether the vehicle has a National Permit or single state permit or group of states permit.
3. Date of expiry of permit.

BODY OF THE VEHICLE :

1. Whether suitable to carry marine products
1. Whether sufficient drainage exists for water to drain off.
2. Whether the storage inside is rusted or otherwise in unhygienic condition
3. Mention the un-laden and laden weight

INSULATED VEHICLES :

1. Is insulation sufficient
2. Whether the door arrangement is satisfactory ?
3. Whether the door channel is sufficient to prevent leakage of air.
4. Capacity of storage in Cubic Metres

REFRIGERATED TRANSPORT:

1. The type of refrigeration unit
2. Whether its capacity is sufficient to keep material in frozen condition
3. What is 3 cm capacity that can be carried ?
4. What is the space allowed for air circulation ?
5. Whether temperature gauge is provided (State whether automatic recording or otherwise)
6. Whether the unit is achieving the desired temperature ?
7. What is the time taken to bring the temperature to the desired level.
8. What is the type of refrigerant used ?
9. Where the vehicle is garaged ?
10. Any other information

*****

Annexure-42

Form II (b)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

Application for Registration of Fresh / Chilled Fish Handling centre

1. Name & address of the applicant in full :
2. Name & residential address of the Proprietor / Partners / Directors as the case may be :
3. Status of the handling centre (Proprietary / Partnership firm or private limited / public limited company) :
4. Location of the handling centre :
   a) Door No :
   b) Survey no. of the plot :
   c) Ward number
   d) Name of street :
   e) Taluk and District :
5. Details of communication facilities
   a) Telephone numbers :
   b) Fax number, if any :
   c) E-mail address, if any :
   d) Telegraphic address, if any :
6. Details of the civil structure :
   a) RCC / tiled roofing

11. Whether facilities for washing, grading and packaging of raw materials have been provided :

12. Details of the drainage arrangements and waste water disposal :

13. Number of employees :

i. Managerial :

ii. Supervisory :

iii. Workers :

14. Whether workers changing room has been provided :

15. Whether toilet has been provided. If so, whether the door is of self-closing type :

16. Whether drinking water facility is provided in the handling centre :

17. Maximum quantity of raw material that can be handled in a shift of 8 hours :

18. Mode of payment of registration fees :

Signature of the Applicant

Place:

Date :

DECLARATION

I, ... do hereby, declare that, to the best of my knowledge and belief, the above information is correct and complete

Signature of the applicant

Place:

Date :

Note:

1. Separate application should be sent in respect of each handling centre.
2. A lay-out of the handling centre, approved by the Local Body should be sent along with the application.
3. A certificate to the effect that the Local Body and Pollution Control Board have no objection to run the fresh / chilled fish handling centre in the plot with the said survey number, should also be sent along with the application forms.

*****

Annexure-43

DECLARATION TO BE SIGNED BY THE OWNER OF FRESH / CHILLED FISH HANDLING CENTRE

I, ... declare that I have read and understood MPEDA Act and Rules and also, the norms for Fresh / Chilled fish handling centre laid down by the Marine Products Export Development Authority and have complied with the same in respect of Fresh / Chilled fish Handling Centre located at .....

I also agree to maintain the Fresh / Chilled fish handling centre as per the above norms always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my above centre inspected once in two years or whenever called on to do so by the Authority. I also understand that non-compliance will entail cancellation of certificate issued to me under the MPEDA Rules.

Signature of the applicant

Place:

Date:

*****

Annexure-44

CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION OF FRESH / CHILLED FISH HANDLING CENTRE

1.	Name and address of applicant	
2.	Residential address of the Chief Executive (mention status of applicant)	
3.	Location of handling centre. Whether sanction from local body has been obtained (Attach copy of the approved plan)	
4.	a) Nature of civil structure:	
	Roof :	RCC / Tiled / others
	Floor :	Tiled / Cemented / others
	Dimensions :	Length ———— Meters
		Breadth ————Meters
		Height ———— Meters
	Handling area available	———— Sq. Meters
	b) Whether separate storage for packing material has been provided	Yes / No
	c) Whether chill room is provided? If no arrangement made for preservation of material may be indicated	Yes / No
5.	a) Fly proofing arrangements	Satisfactory / Not satisfactory
	b) Whether self closing doors provided	Yes / No
6.	Whether tables are provided for handling fish	Yes / No. If yes Number of tables———
7.	Type of utensils. Are they easily cleanable ?	PVC / SS / others. Easily cleanable.
8.	Source of water. Whether taps are provided ?	Well / Borewell / local authorities. Taps provided.
9.	Whether raw material washing facilities are satisfactory	Satisfactory / Not satisfactory
10.	Whether drainage is adequate ? Whether PCB approval obtained. (Attach copy)	Drainage is adequate. Copy of PCB's approval attached
11.	Number of Employees	
12.	Whether change room provided	Yes / No
13.	Quantity of fish that can be handled in the center in 8 hours	———— Kgs / Tonnes

14. Whether surroundings are kept clean	Yes / No.
15. Whether storage arrangements of finished products are satisfactory	Yes / No
16. Mode of payment of Registration Fee	Cash / D /D. Receipt No———— Date:————

Signature of verifying Officer

Name

Designation

(Counter signed by)

DD / AD

Date :

*****

Annexure-45

Form VI (b)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

Certificate of registration of Fresh / Chilled fish handling centre

1. No. and date of the certificate of registration :
2. Name & address of the handling centre:
3. Name & residential address of the certificate holder (Proprietor / Partners / Director) :
4. Location of the handling centre :
   a) Door No. :
   b) Survey no. of the plot :
   c) Locality :
   d) Name of street / road :
   e) Ward number :
   f) Taluk and District :
5. Raw material handling area in M^2 :
6. Capacity of the handling centre in a shift of 8 hours :

Certified that this fresh / chilled fish handling centre conforms to the standards prescribed / adopted by the Marine Products Export Development Authority and provides for a fresh / chilled fish handling area of ..... M^2 and a fresh / chilled fish handling capacity of ..... Tones in a shift of 8 hours.

Signature of the officer
issuing the certificate

Place:

Date :

(Seal of the Authority)

This certificate is issued subject to the provisions of the MPEDA Act and Rules 1972, the Export (Quality Control Inspection) Act 1963 and the subsequent Rules made thereof, and the conditions inscribed overleaf.

CONDITIONS : -

1. In case any change in the layout, design or capacity is required, the owner should get it approved by the Authority.
2. The owner should comply with the regulations or any other instructions in respect of handling, preservation and packing of marine products, issued by the Authority, from time to time.
3. The owner should use only the approved preservatives, if any required, while packing the products.
4. No chemical, detergent or repellant should be kept or stored in the handling area of this unit.
5. This handling centre and its premises should be kept neat and tidy, sanitarily and hygienically.
6. The owner should maintain the handling centre always conforming to the standards prescribed or adopted by the Authority.
7. The owner should maintain a day-to-day account in a register showing the quantity of fresh/chilled fish received, handled, packed and exported and the register should be made available for inspection by officers of the Authority.
8. A copy of this certificate should be prominently displayed in the handling centre.
9. The owner should get this certificate of registration revalidated every two years.
10. The transferee should get the change of ownership endorsed in this certificate, in case the ownership is transferred.

*****

Form II (c)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY ACT AND RULES, 1972

Application for Registration of Premise to Handle Live Fish

1) Name & Address of the applicant in full :

2) Name & residential address of the Proprietor / Partners / Directors as the case may be :

3) Status of the handling centre (Proprietary / Partnership firm or private limited / public limited company) :

4) Location of the handling centre :

   i) Door No :

   ii) Survey no. of the plot :

   iii) Ward number

   iv) Name of street :

   v) Taluk and District :

5) Details of communication facilities

   i) Telephone numbers :

   ii) Fax number, if any :

   iii) E-mail address, if any :

   iv) Telegraphic address, if any :

6) Details of the civil structure :

   i) RCC / tiled roofing

   ii) Type of flooring (tiled or cement flooring) :

   iii) Dimensions of the fish handling hall/s :

      a) Length in Meter :

      b) Breadth in Meter :

      c) Height in Meter :

   iv) Volume of live fish handled in M^3 :

7) Details of machinery, equipment, utensils and amenities available in the centre for handling live fish :

8) Financial Source of saline or fresh water supply to the premise :

9) Details of the drainage arrangements and waste water disposal :

10) Number of employees :

a) Managerial :

b) Supervisory :

c) Workers :

11) Whether workers' rest room has been provided :

12) Whether toilet has been provided. If so, whether the door is of self-closing type :

13) Whether drinking water facility is provided in the handling centre :

14) The capacity of the centre in a shift of 8 hours, in M^3 :

15) Mode of payment of registration fees :

Signature of the Applicant

Place:

Date :

DECLARATION

I, ... do hereby, declare that, to the best of my knowledge and belief, the above information is correct and complete

Signature of the applicant

Place:

Date :

Note:

1. Separate application should be sent in respect of each live fish handling centre.
2. A lay-out of the handling centre, approved by the Local Body should be sent along with the application.
3. A certificate to the effect that the Local Body and Pollution control Board have no objection to run the centre for handling live fish in the plot with the said survey number, should also be sent along with the application form.

*****

Annexure-47

DECLARATION TO BE SIGNED BY THE OWNER OF LIVE FISH HANDLING CENTRE

I, ... declare that I have read and understood the MPEDA Act and Rules and also, the norms for live fish handling centre laid down by the Marine Products Export Development Authority and have complied with the same in respect of live fish handling centre located at .....

I also agree to maintain the Live Fish handling centre as per the above norms always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my above LFHC inspected once in two years or whenever called on to do so by the Authority. I also understand that non-compliance will entail cancellation of certificate issued to me under the MPEDA Rules.

Signature of the applicant

Place:

Date:

*****

Annexure-48

CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION OF LIVE FISH HANDLING PREMISE

1.	Name and address of applicant	
2.	Residential address of the Chief Executive (mention status of applicant) Door No: Ward No: Survey No:	
3.	Location of handling centre. Whether sanction from local body has been obtained (Attach copy). Collect Proof of ownership also	
4.	Nature of civil structure: Roof : Floor : Dimensions : Handling area available (Attach copy of lay-out approved by local body)	 RCC / Tiled / others Tiled / Cemented / others Length..... Meters Breadth.....Meters Height.....Meters .....Sq. Meters
5.	a) Quantity of Live fish that can be handled in 8 hours b) Whether the applicant has facilities for fattening fish. If yes, give details?	..... Kgs / Tonnes Yes / No.
7.	Give details of facilities available to handle live fish viz, aerators / no. of tanks / utensils etc	
8.	Source of water	
9.	Whether drainage is adequate?	

Annexure-49

Form VI (c)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY RULES, 1972

Certificate of Registration of Premise to Handle Live Fish

1. No. and date of the certificate of registration :
2. Name & address of the premise to handle live fish :
3. Name & residential address of the certificate holder (Proprietor / Partners / Director) :
4. Location of the premise to handle live fish :
   a) Door No. :
   b) Survey no. of the plot :
   c) Locality :
   d) Name of street / road :
   e) Ward number :
   f) Taluk and District :
5. Volume of live fish handled in M^3 :
6. Capacity of the premise to handle live fish in a shift of 8 hours :

Certified that this premise conforms to the standards prescribed / adopted by the Marine Products Export Development Authority and provides for a live fish handling capacity of ..... M^3 in a shift of 8 hours.

Signature of the officer

Issuing the certificate

Place:

Date :

(Seal of the Authority)

This certificate is issued subject to the provisions of the MPEDA Act and Rules 1972, the Export (Quality Control & Inspection) Act 1963 and the subsequent Rules made thereof, and the conditions inscribed overleaf.

CONDITIONS :

1. In case any change in the layout, design or capacity is required, the owner should get it approved by the Authority.
2. The owner should comply with the regulations or any other instructions, in respect of handling, packing the fishes live and exporting the live fishes, issued by the Authority, from time to time.
3. The owner should use only the approved feeds/chemicals/ additives/medicines, if any required, while handling the live fishes.
4. No chemical/repellant/detergent should be kept or stored in the handling area of this premise.
5. This premise should be kept neat and tidy, sanitarily and hygienically.
6. The owner should maintain the handling centre always conforming to the standards prescribed or adopted by the Authority.
7. The owner should maintain a day-to-day account in a register showing the volume of live fish handled, packed alive and exported in a shift of 8 hours and the register should be made available for inspection by officers of the MPEDA on demand.
8. A copy of this certificate should be prominently displayed in the premise.
9. The owner should get this certificate of registration revalidated every two years.
10. The transferee should get the change of ownership endorsed in this certificate, in case the ownership is transferred.

*****

Form II (d)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY ACT AND RULES, 1972

Application for Registration of Establishment for Packing of Dried / Salted Marine Products

1. Name & address of the applicant in full :
2. Name & residential address of the Proprietor / Partners / Directors as the case may be :
3) Status of the handling centre (Proprietary / Partnership firm or private limited / public limited company) :
4) Location of the handling centre :
   - i) Door No :
   - ii) Survey no. of the plot :
   - iii) Ward number :
   - iv) Name of street :
   - v) Taluk and District :
5) Details of communication facilities
   - i) Telephone numbers :
   - ii) Fax number, if any :
   - iii) E-mail address, if any :
   - iv) Telegraphic address, if any :
6) Details of the civil structure :
   - i) RCC / tiled roofing
   - ii) Type of flooring (tiled or cement flooring) :
   - iii) Dimensions of the packing hall/s :
     - a) Length in Meter :
     - b) Breadth in Meter :
     - c) Height in Meter :
   - iv) Packing area in M^2 :
7) Details of the fly-proofing arrangement :
8) Details of machinery, equipment and utensils available in the premise for packing :

9) Number of employees :

a) Managerial :

b) Supervisory :

c) Workers :

10) Whether toilet has been provided.
If so, whether the door is of self-closing type :

11) Whether drinking water facility is provided in the establishment :

12) Maximum quantity of dried / salted marine products that can be packed in a shift of 8 hours:

13) Mode of payment of registration fees :

Signature of the applicant

Place:

Date :

DECLARATION

I, ... do hereby, declare that, to the best of my knowledge and belief, the above information is correct and complete

Signature of the applicant

Place:

Date :

Note:

1. Separate application should be sent in respect of each packing centre.
2. A lay-out of the handling centre, approved by the Local Body should be sent along with the application.
3. A certificate to the effect that the Local Body and Pollution control Board have no objection to run the establishment for packing dried / salted marine products in the plot with the said survey number, should also be sent along with the application forms.

*****

Annexure-51

DECLARATION TO BE SIGNED BY THE OWNER OF ESTABLISHMENT FOR HANDLING DRIED / SALTED MARINE PRODUCTS

I, ... declare that I have read and understood the MPEDA Act and Rules and also, the norms for establishment for handling dried / salted marine products laid down by the Marine Products Export Development Authority and have complied with the same in respect of establishment located at .....

I also agree to maintain the establishment for handling dried / salted marine products as per the above norms always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my above establishment inspected once in two years or whenever called on to do so by the Authority. I also understand that non-compliance will entail cancellation of certificate issued to me under the MPEDA Rules.

Signature of the applicant

Place:

Date

*****

Annexure-52

CHECK LIST FOR VERIFICATION OF APPLICATION FOR REGISTRATION OF ESTABLISHMENT FOR HANDLING DRIED / SALTED MARINE PRODUCTS

1.	Name and address of applicant	
2.	Residential address of the Chief Executive (mention status of applicant) Door No: (attach copy of Bldg. Tax receipt) Ward No: Survey No: (attach copy of Land Tax receipt)	
3.	Location of establishment. Whether sanction from local body has been obtained (Attach copy). Collect Proof of ownership and copy of lay-out approved by local body	
4.	Nature of civil structure: Roof : Floor : Dimensions : Handling area available Packing area available	 RCC / Tiled / others Tiled / Cemented / others Length..... Meters Breadth.....Meters Height.....Meters .....Sq. Meters .....Sq. Meters
5.	Whether fly proofing is adequate? Whether doors are self closing type?	
6.	Details of machinery for Processing Drying Packing	
7.	No. of workers	
8.	Whether rest room and toilets are adequate?	
9.	Whether drinking water is provided?	

10. Quantity of dried / salted marine products that can be processed in the establishment in 8 hours	
11. Whether the establishment fulfills all the statutory requirements prescribed	Yes / No
12. Mode of payment of fees	Cash / D/D / MO.Receipt No:.....Date

Signature of verifying officer

Name

Designation

(Counter signed by)

DD / AD

Date :

*****

Annexure-53

Form VI (d)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY ACT AND RULES, 1972

Certificate of Registration of Establishment for Packing of Dried / Salted Marine Products

1. Number and date of the certificate of registration :
2. Name & address of the establishment :
3. Name & residential address of the certificate holder (Proprietor /Partner / Director) :
4. Location of the packing centre :
   a) Door No. :
   b) Survey no. of the plot :
   c) Locality :
   d) Name of Street / Road :
   e) Ward Number :
   f) Taluk and District :
5. Packing area of dried / salted marine products in M^2 :
6. Capacity of the establishment to pack dried / salted marine products in a shift of 8 hours :

Certified that this dried / salted fish packing establishment conforms to the standards prescribed / adopted by the Marine Products Export Development Authority and provides for a packing area of ..... M^2 and a packing capacity of ..... tonnes of dried / salted marine products in a shift of 8 hours.

Signature of the officer
Issuing the certificate

Place:

Date :

(Seal of the Authority)

This certificate is issued subject to the provisions of the MPEDA Act and Rules 1972, the Export (Quality Control Inspection) Act 1963 and the subsequent Rules made thereof, and the conditions inscribed overleaf.

CONDITIONS : -

1. In case any change in the layout, design or capacity is required, the owner should get it approved by the Authority.
2. The owner should comply with the regulations or any other instructions, in respect of packaging, preservation and export of the dried / salted fish, issued by the Authority, from time to time.
3. The owner should use only the approved preservatives/ additives, if any required, while packaging the products.
4. No chemical, detergent or repellant should be kept or stored in the packing area of this establishment.
5. This establishment and its premises should be kept neat and tidy, sanitarily and hygienically.
6. The owner should maintain this establishment always conforming to the standards prescribed or adopted by the Authority.
7. The owner should maintain a day-to-day account in a register showing the quantity of dried / salted fish received, handled packed and exported and the register should be made available for inspection by officers of the MPEDA on demand.
8. A copy of this certificate should be prominently displayed in the establishment.
9. The owner should get this certificate of registration revalidated every two years.
10. The transferee should get the change of ownership endorsed in this certificate, in case the ownership is transferred.

*****

Annexure-54

REQUIREMENTS FOR APPROVAL OF INDEPENDENT / DETACHED BLOCK ICE PLANTS SUPPLYING ICE TO ESTABLISHMENTS PROCESSING FISH & FISHERY PRODUCTS FOR EXPORT TO COUNTRIES OTHER THAN EU

To regulate export of fresh, frozen and processed fish and fishery products, Ministry of Commerce, Government of India has brought out Order No.S.O.729 (E) dated: 21/08/1995 and Notification No.S.O.730 (E) dated:21/08/1995. This order and notification was applicable for export of fish and fishery products to all countries including EU. Subsequently it was decided that for export to non-EU countries processing units may either have their own ice plant or procure ice from independent / detached ice plants, which are approved by the Competent Authority.

Following shall be the requirements for approval of independent / detached Ice Plants supplying ice to establishments processing fish and fishery products for export to countries other than EU.

1. **LOCATION**

   1.1. The ice plant shall be located in a site free from stagnant waters and normally free from smoke, dust and other environmental pollutants.

   1.2. The surroundings of the ice plant shall be maintained clean.

   1.3. It is desirable to have a cartilage (i.e. compound wall to enclose the land) to the ice plant premises.

   1.4. The immediate approaches of the unit shall be concreted or tarred or surfed to prevent wind blown dust.

2. **BUILDING :**

   2.1. The ice production unit shall be housed in a building, which provides adequate protection against pests, rain and other climatic hazards.

   2.2. The design and layout shall permit good hygienic practices, including protection against cross contamination.

   2.3. The surfaces that come into contact with water used for ice manufacture and ice shall be durable, non-absorbent, smooth, non toxic and easy to clean and disinfect.

3. **EQUIPMENT :**

   3.1. The equipment used in ice manufacture shall be made of non-corrodible and on-contaminating material.

   3.2. Ice cans shall be made of non-corrodible and non-contaminating material.

   3.3. Ice cans shall have lids made of non-corrodible and non-contaminating material.

   3.4. Ice harvesting equipment be so designed and maintained so as not to contaminate the ice with grease, rust or unclean water.

   3.5. The activities of machine room shall not be source of contamination to the ice making area.

4. **WATER :**

   4.1. An adequate supply of potable water with appropriate facilities for its storage and distribution shall be available.

   4.2. Water used for ice manufacture shall meet at least the requirement of the Municipal / local bodies / IS 4251. Potability certificate issued by a recognized lab. shall be obtained before commencing work. Plumbing diagram should be provided before commencing ice production.

4.3. Non-potable water (if used for fire control, refrigeration and other non-food contact purpose) shall have a separate plumbing system identified by a different colour and there shall not be any cross-connection between potable and non-potable water systems.

5. STORAGE :

Adequate facilities for proper storage of ice in a hygienic manner and separate space for dry and wet chemicals storage for cleaning agents; lubricants, disinfectant etc. shall be available.

6. PLANT SANITATION :

Adequate facilities shall be available for cleaning and / or sanitization of plant and equipment including ice cans. A cleaning schedule will be maintained and the same will be prominently displayed. Proper records of cleaning shall also be maintained.

7. PERSONNEL HYGIENE :

7.1. The workers of the ice plant shall be medically examined and individual health cards be kept to show they are free from contagious diseases and fit to work in a food processing unit.

7.2. There shall be facilities for the workers to clean and sanitize their hands and feet before entering ice-making section of the ice plant.

7.3. There shall be facilities to keep clean work dress and gum boots meant for workers where they can also change into work dress.

7.4. There shall be signboards displayed prominently prohibiting workers from smoking, drinking, eating and spitting in the ice production and handling areas.

8. TOILETS :

8.1. Adequate number of sanitary type toilets shall be provided in the premises.

8.2. The toilets shall be well lit, fly-proof and shall have self closing doors. Foot operated wash basins and closing type waste bin shall be provided near the wash basin(s). There shall be soaps, disinfectants etc. near the washbasins.

8.3. There shall be a signboard directing workers to sanitize their hands and feet after using the toilets and before entering the ice plant.

9. OWN CHECKS QUALITY MANUAL :

9.1. There shall be an Own Check System (preferably HACCP based) Manual wherein the quality system followed to ensure safety of ice produced in the plant is properly documented.

9.2. This manual shall include GMP, SSOP, quality testing of water / ice and maintenance schedule for plant and equipment.

10. RECORDS :

10.1. The ice plant shall maintain necessary records to show production and supply of ice.

10.2. Ice shall be tested periodically for necessary microbiological factors such as total plate count and coliforms and records thereof maintained.

10.3. Maintenance schedule records shall be maintained.

11. TRANSPORTATION :

11.1. Ice shall be transported from the ice plant to the user fish and fish processing establishment in completely covered and sanitized insulated / refrigerated boxes / crates/ vehicles without exposing ice to any safety hazard. Hazard analysis shall cover transportation of ice also.

11.2. There shall be provision to ensure that loading of ice should not cause any chance of cross contamination through handlers and contact surfaces.

12. MAINTENANCE :

12.1. Documented maintenance schedule must be followed for the machinery, cans, ice block harvesting center and ice crushers etc.

12.2. Documented procedure of cleaning / disinfecting of ice cans and other devices shall be maintained.

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Annexure-55

Form II (e)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Seal of the Regional /Sub Regional Office)

Application for Registration of Independent / Common Ice Plants Under the Voluntary Registration Scheme

(See clause No.4)

1. **GENERAL INFORMATION**

1.1. Name & address of the ice plant :

1.2. Name & address of the ice plant owner :

1.3. Status of the independent / common ice plant (Proprietary / Partnership firm / Private limited / Public limited company) :

1.4. Location of the independent / common ice plant :

a) Door No. :

b) Survey No. of the plot :

c) Ward Number :

d) Name of Street / road :

e) Taluk, District and Pin Code :

1.5. Details of communication facilities :

a) Telephone numbers :

b) Fax number, if any :

c) E-mail address, if any :

1.6. Is there on line quality assurance system for the production of ice in the ice plant :

1.7. Number of employees in the ice plant :

a) Supervisory :

b) Workers :

2. **SURROUNDINGS**

2.1. Is the ice plant situated in a site free from stagnant waters and normally free from environmental pollutants :

2.2. Are the approach roads and surroundings good to prevent the risk of contaminating the ice produced in the ice plant :

2.3. Is there a cartilage (i.e. a compound wall to enclose the land) to the ice plant premises:

3. ICE PLANT

3.1. Specify the type of ice manufactured in the unit (block ice, rapid block ice, flake ice, plate ice or tube ice) :

3.2. Capacity of the ice plant(MT/ day) :

3.3. Details of the civil structure :

a) RCC / tiled roofing :

b) Dimensions of the ice plant :

(i) Length in Metre :

(ii) Breadth in Metre :

(iii) Height in Metre :

3.4. Dimensions of the ice tank :

i) Length in Metre :

ii) Breadth in Metre :

iii) Height in Metre :

3.5. Dimensions of the ice can :

i) Length in Metre :

ii) Breadth in Metre :

iii) Height in Metre :

3.6. Specify whether the ice cans are made from non-corrodible and non-contaminating material ? :

3.7. Are the ice cans provided with lids made of non-corrodible and non-contaminating materials? :

3.8. Is the ice production area protected from birds, animals and rodents? :

3.9. Are there provisions to harvest ice hygienically? :

3.10. Are there provisions to store the ice hygienically? :

3.11. Are there provisions to transport ice hygienically? Give details of the facility :

3.12. What is the refrigerant used in the ice plant? :

3.13. If freon is used as a freezant, whether adequate steps have been taken to prevent the leakage of freezant to the minimum extent possible :

3.14. Details of machinery and amenities :

i) No. of compressors with capacity and make :

ii)) No. of motors with its capacity and make :

iii) No. of water pumps with its capacity and make :

iv) Condenser with its capacity and make :

v) Specify other items, if any :

3.15. a) Whether the design and lay-out of the ice plant permits good hygienic practices, including protection against cross contamination. :

b) Whether a copy of the lay-out attached along with the application

3.16. Are the surfaces which will come into contact with ice and the water used for making ice durable, smooth, non-absorbent, non-toxic and easy to clean and disinfect :

4. **WATER**

4.1. What is the source of water used for ice production in the ice plant? :

4.2. Whether potability certificate of water used for ice production obtained from the CIFT or MPEDA or any other competent agency is attached? :

4.3. Are there separate plumbing systems for water used for ice production and water used for cleaning, fire-fighting etc. If so, whether a copy of the plumbing diagram attached with the application :

5. **HYGIENIC AND SANITARY CONDITIONS**

5.1. Whether toilets are provided in the ice plant. If so, whether the door is of self-closing type :

5.2. Whether soaps, disinfectants and towels are provided :

5.3. Are there workers change rooms :

6. **PERSONNEL HYGIENE**

6.1. Whether hand and feet washing facilities are provided :

6.2. Whether workers have been provided with gumboots, gloves, and clean work clothes

6.3. Whether the workers are free from contagious diseases :

7. **MAINTENANCE, CLEANING AND DISINFECTIONS.**

7.1. Whether machinery, cans and ice block harvesting devices are properly maintained and kept clean :

8. **RECORDS**

8.1. Whether a register with details on the production, linkage for supply and quality assurance of the water and ice is maintained :

8.2. Whether the water used for manufacturing ice and ice produced in the ice plant are being tested periodically for necessary microbiological parameters and certificate to that effect kept in the ice plant :

9. **ANY OTHER INFORMATION**

9.1. Whether No Objection Certificate to run the ice plant has been obtained from the local body :

9.2. Whether the registration fee has been paid. If so, give details :

Signature of the applicant

[Seal]

Place :

Date :

DECLARATION

I ..... (name), son of ..... aged years, residing at ..... do hereby declare that

1. I have read and understood the voluntary scheme for registration of independent / common ice plants and opted the scheme for registration of my independent / common ice plant.
2. To the best of my knowledge and belief, the information furnished in the above application is correct and complete.
3. I shall abide by all the provisions of the scheme and conditions incorporated in the certificate of registration that may be issued to me.

Place:

Date: Signature of the applicant

N.B: Separate application should be sent in respect of each ice plant along with the following documents : -

a. A layout of the ice plant, approved by the Local Body.

b. A certificate to the effect that the Local Body has no objection to run the ice plant in the plot.

c. A potability certificate of water used for manufacturing ice from CIFT or MPEDA or any other competent agency.

d. List of machinery.

e. Documentary evidence in support of the name and address of the ice plant owner.

f. An agreement on non-judicial stamp paper worth Rs.50/- to the effect that the applicant shall abide by all the provisions of the scheme and the conditions incorporated in the certificate of registration.

g. Copy of the lease agreement, if any.

h. Copy of Partnership Deed if the application is for a Partnership Firm.

i. Copy of Articles and Memorandum of Association in case of company applications.

j. Copy of the plumbing diagram.

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Annexure-56

(In Rs.50/- non judicial stamp paper)

UNDERTAKING

I/We ..... declare that I/We have read and understood the MPEDA Act and Rules and also, the standards for Ice Plant laid down by the Marine Products Export Development Authority and shall abide by all the provisions of the scheme and conditions incorporated in the certificate in respect of my/our Ice Plant located at .....

I/We also agree to maintain the Ice Plant as per the above standards always and also agree to abide by any instructions that may be issued by the MPEDA in this respect from time to time and get my/our above Ice Plant inspected once in two years or whenever called on to do so by the Authority. I/We also understood that non-compliance will entail cancellation of certificate issued to me/us under the MPEDA Rules and also liable to be punished as per para 13 of the voluntary scheme for registration of the independent/common ice plants.

Signature:

Name :

Address :

Place:

Date:

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Annexure-57

FORMAT OF THE VERIFICATION REPORT / CHECK LIST FOR GRANTING MPEDA REGISTRATION FOR INDEPENDENT / COMMON ICE PLANTS SUPPLYING ICE TO ESTABLISHMENTS PROCESSING FISH AND FISHERY PRODUCTS FOR EXPORT

Name and address of the ice plant:

1.	**LOCATION**	
1.1	Is the ice plant located in a site free from stagnant water / smoke / dust and other environmental pollutants?	Yes/No
1.2	Is the surroundings of the ice plant maintained clean?	Yes/No
1.3	Is there a cartilage?	Yes/No
1.4	If not, is it necessary to have a cartilage (i.e compound wall to enclose the land) to the ice plant premises?	Yes/No
1.5	Is the immediate approaches of the units concreted or tarred or surfed to prevent wind blown dust	Yes/No
2.	**BUILDING**	
2.1.	Is the ice production unit housed in a building which provides adequate protection against pests, rain and other climatic hazards?	Yes/No
2.2.	Is the design and layout of the building permit good hygiene practices, including protection against cross contamination?	Yes/No
2.3.	Are the surfaces that come into contact with water used for ice manufacture and ice durable, non absorbent smooth, non-toxic and easy to clean and disinfect	Yes/No
3.	**EQUIPMENT**	
3.1.	Is the equipment used in ice manufacture made of non-corrodible and non-contaminating material?	Yes/No
3.2.	Are the ice cans made of non-corrodible and non-contaminating material?	Yes/No
3.3.	Are the lids of the ice cans made of non-corrodible and non-contaminating material? Yes/No	
3.4.	Is the ice harvesting equipment designed and maintained in such a way not to contaminate the ice with grease, rust or unclean water?	Yes/No
4.	**WATER**	
4.1.	Is there adequate supply of potable water?	Yes/No
4.2.	Are there appropriate facilities for water storage and distribution?	Yes/No
4.3.	(a) Does the water used for ice manufacture meet the requirements of the Municipal/local/IS 4251 standards?	Yes/No

	(b) Has the unit furnished to MPEDA a copy of the potability certificate issued by a recognized lab?	Yes/No
	(c) Has the unit furnished a copy of the plumbing diagram of their ice plant?	Yes/No
4.4.	(a) Is the plumbing system for non-potable water (if used for fire control, refrigeration etc) identified by a different colour?	Yes/No
	(b) Is there any cross contamination possible between potable and non-potable water systems?	Yes/No
5.	**STORAGE**	
5.1.	(a) Is there adequate facility for the proper storage of ice in a hygienic manner in the unit?	Yes/No
	(b) Is there separate space for the storage of dry and wet chemicals, cleaning agents, lubricants, disinfectant etc. in the unit?	Yes/No
6.	**PLANT SANITATION**	
6.1.	(a) Are there adequate facilities available in the unit for cleaning/ sanitation of plant and equipment including ice cans?	Yes/No
	(b) Is there a written cleaning schedule?	Yes/No
	(c) Is the cleaning schedule prominently displayed in the unit?	Yes/No
	(d) Is the prescribed cleaning schedule being practiced in the unit?	Yes/No
	(e) Does the unit maintain proper records of cleaning?	Yes/No
6.2.	(a) Is there facility to keep clean work dress and gum boots meant for workers?	Yes/No
	(b) Is there facility for the workers to change into work dress?	Yes/No
7.	**PERSONAL HYGIENE**	
7.1.	Are the workers provided with gum boots, gloves and clean work clothes?	Yes/No
7.2.	Are the workers free from contagious diseases and fit to work in the ice plant?	Yes/No
7.3.	Are there health cards for the workers	Yes/No
7.4.	Are there facilities for the workers to clean and sanitize their hands and feet before entering ice making section of the ice plant?	Yes/No
7.5.	Are there signboards displayed prominently in the ice production and handling areas advising/prohibiting workers from smoking, drinking, eating, spitting in the work area?	Yes/No
8.	**TOILETS**	
8.1.	Are there adequate number of western type of closets in the premises for the use of workers?	Yes/No
8.2.	Are the toilets well lit, fly-proofed and fitted with self-closing doors?	Yes/No
8.3.	(a) Are the taps of the wash basins in the toilets foot-operated?	Yes/No
	(b) Are the waste bins provided near the washbasin foot-operated and with lids/covers?	Yes/No
8.4.	Are soap solution and disinfectants provided near the washbasins for the use of the workers?	Yes/No

9.	**OWN CHECKS QUALITY MANUAL**	
9.1.	Is there an own check system (preferably, HACCP) in the unit?	Yes/No
9.2.	Does this manual cover GMP, SSOP, quality testing of water/ice and maintenance schedule for plant and equipments?	Yes/No
9.3.	**RECORDS**	
9.3.	(a) Does the ice plant maintain necessary records to show production and supply of ice	Yes/No
	(b) Does the ice plant test the ice manufactured by them periodically for necessary microbiological factors such as Total Plate Count and Coli-forms and do they maintain records thereof?	Yes/No
	(c) Does the ice plant maintain records for items in 9.2?	Yes/No
10.	**TRANSPORTATION**	
10.1	(a) Is the ice transported from the ice plant to the user fish & fishery processing establishment in completely covered and sanitized/ refrigerated boxes/crates vehicles without exposing ice to any safety hazard?	Yes/No
	(b) Does hazard analysis of the own check system cover transportation of ice also?	Yes/No
	(c) Are there provisions to ensure that handling of ice does not cause any chance of cross contamination through handlers and contact surfaces?	Yes/No
11.	**MAINTENANCE**	
11.1.	Does the unit strictly follow documented maintenance schedule for the machinery, cans, ice harvesting equipments, crushers etc?	Yes/No
12.	**GENERAL INFORMATION**	
12.1.	Capacity of the ice plant	....MT/day
12.2.	Dimensions of the ice plant	....Sq. Mtrs
12.3.	Roofing (RCC/tiled)	
12.4.	Source of water used for ice production : borewell/tapwater / others	
12.5.	Date of last test certificate for testing of water	
12.6.	Date of last test certificate for ice	
12.7.	NOC from the local body to run the ice plant	Yes/No
12.8.	Whether registration fee has been paid	Yes/No

The unit was physically verified on ..... As the unit meets the stipulated standard/specifications the case is recommended for granting registration by MPEDA.

Signature, name and designation of the officer who conducted the physical verification:

Signature, name and designation of the officer of the Regional Office / Sub-Regional Office recommending the case to MPEDA Office

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Form VI (e)

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

Certificate of Registration of Independent/ Common Ice Plants under the Voluntary Registration Scheme

[See clause No 5.4 of the scheme]

1. Number and date of the certificate of registration :
2. Name & address of the ice plant :
3. Name & residential address of the ice plant owner (Proprietor /Partners / Director) :
4. Location of the ice plant :
   a) Door No. :
   b) Survey no. of the plot :
   c) Locality :
   d) Name of street / Road :
   e) Ward number :
   f) Taluk and District and Pincode :
5. Type of ice made in the plant :
6. Capacity of the ice plant in MT/ day :

Certified that this independent / common ice plant conforms to the standards prescribed / adopted by the Marine Products Export Development Authority and has a manufacturing capacity of ..... MT/DAY.

Signature of the registering officer

(Designation Seal)

Place:

Date :

(Seal of the Authority)

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CONDITIONS OF THE CERTIFICATE OF REGISTRATION

This certificate is issued subject to the provisions of the voluntary scheme of MPEDA for registration of independent/common ice plants and the conditions inscribed hereunder.

1. In case any change in the layout, design or capacity is required, the ice plant owner shall get it approved by the Registering Officer.
2. The ice plant owner shall comply with all the provisions of the voluntary scheme for registration of independent/common ice plants and any regulations or instructions that may be issued by the Authority from time to time.
3. The ice plant owner shall maintain a quality assurance register denoting the production, linkage for supply, and quality assurance of the water used and ice produced in the ice plant, which shall be made available to officers of the Authority for verification.
4. The ice plant owner shall get this certificate of registration revalidated on the expiry of its validity.
5. The transferee of the ice plant shall get the change of ownership endorsed in this certificate, in case the ownership is transferred.
6. The ice plant owner shall display a copy of this certificate in a prominent area in the ice plant.

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