

NATION FERTILIZER SECRETARIAT

MINISTRY OF AGRICULTURE

INSTRUCTION PAPER FOR THE ENTREPRENEURS FOR REGISTRATION OF FERTILIZER DISTRIBUTION AND SELLING OF FERTILIZER

(For small scale , whole sale and retail shops)

1. All the shops shall register annually in National Fertilizer Secretariat
 - The registration application shall collect from the National Fertilizer Secretariat in Badulla District Secretariat and duly completed applications should forward by hand or send via registered post to the National Fertilizer Secretariat in Badulla District Secretariat along with the copies of Business Registration Certificate /Receipt of Pradeshiya Sabha /National Identity Card of the owner.
 - After inspecting the business premises by the District Assistant Director and if you have completed the relevant qualifications only, the registration certificate will be issued.
 - For extending the registration request should be made for the coming year, before 60 days from the date of ending the registration.
 - If you fail to do the registration on the specific date upon an unavoidable reason, it is compulsory to renew the registration within one month from the deadline.
2. Fertilizer application rejecting times
 - I. When it is prohibited the owner to sell by National Fertilizer Secretariat
 - II. When the copy of the registration certificate or receipt of Pradeshiya Sabha was not attached
 - III. When the copy of the national identity card is not attached
 - IV. When the official frank with the information of the shop was not stated
 - V. At a time the offences mentioned in the act were done
 - VI. When the application was not correctly filled
 - VII. When the information of the fertilizer buying companies/ sales representatives were not correctly mentioned

3. Following matters should be specially considered when storing the fertilizer
 - Proper light and ventilation should be there in the fertilizer store
 - The store should be clean in every time
 - The fertilizer should be stored on the plates or any other alternative covers without directly touching the open floor
 - Different type of fertilizer should be stored separately
 - The fertilizer should not store with human food or animal feed or medicines or seeds
 - The fertilizer should be stored in a way without damaging to its quality
 - One feet distance should be kept with the wall of the store and fertilizer bags
 - When the fertilizer bags are used by fixing hooks, that should be done with the minimum damages.
 - Bags should be stored in first in first out method
 - The storing floor should be concreted, cemented without letting the floor to touch the moisture
 - The roof of the store should be well constructed without leakage in rainy situations
 - Use of iron materials should be reduced inside the storage and a stainless paint should apply to all the equipment made of iron.
 - Weighing scales should be annually calibrated and obtain the verification certificate
4. When selling the fertilizer it should only be done with the fertilizer mentioning the type of fertilizer, composition, mixing proportion, weight, price, name, address and phone number of the production or distribution company.
5. The price index of the fertilizer kept for selling should be exhibited in the shop
6. All the account records should be kept on buying and selling of all the fertilizer types. When requested those account records should be provided to National Fertilizer Secretariat
7. Every seller should fix a notice board in his shop in a clearly visible place to everyone for exhibiting notices, orders or any advice given by National Fertilizer Secretariat.

8. The bills should be issued to every customer. Following things should be included in the bills
 - I. Date of sale
 - II. Amount of fertilizer sale
 - III. Unit price of one kilogram of fertilizer
 - IV. Price for sold fertilizer quantity
9. Trade license and registration certificate of National Fertilizer Secretariat should be displayed in a visible place of the business premises.
10. The officers of the National Fertilizer Secretariat have the legal right to enter the relevant premises in a reasonable time upon a reasonable reason for inspecting all the fertilizer types in the fertilizer shop. In here you should provide all the support for such inspections and should not disturb it in any manner. You should provide the information and samples requested by the relevant officers and it is a punishable offence to provide written or oral statements which are false and mislead.
11. It is a punishable offence to have the fertilizer under your custody, rejecting the selling of any fertilizer or misleading the customers saying that the fertilizer is not under your custody in fertilizer scarcity period.
12. It should not keep and store the fertilizer in the own shop which are more than your requirement.
13. It is a punishable offence to mix other materials with the fertilizer in your custody and produce low quality fertilizers, storing or selling or transporting low quality fertilizer.
14. It is a punishable offence to sell the fertilizer with low physical conditions
15. Every fertilizer sellers should not mislead or lie to the customer or any other businessman while implementing his duty.
16. It is highly prohibited to use or sell fertilizer for any reason which are excepted the soil nutrition and plant growth
17. When some offence had made the owner and all the servants of the business premises should responsible for that.

Applications should send to the following address

Assistant Director

National Fertilizer Secretariat

District Secretariat

Badulla

Please take the information from the following Assistant Directors

	Name of the Assistant Director	Telephone number

National Fertilizer Secretariat

Ministry of Agriculture

Application for registering Fertilizer wholesale and retail shops

(Please [v] tick on the relevant)

1. Information on the shop

1.1.Type of the shop :-Private/Agrarianservice/Cooperative/Farmer

organization/other (Please indicate the type)

1.2. Name of the shop :-.....

1.3. Address of the shop :-.....

1.4. Telephone number :-.....

1.5. Legal status of the shop :- Individual business ☐ Joint business ☐

Cooperative ☐

1.6 .Ownership :- Freehold ☐ Lease ☐ Rent ☐

1.7. District :-.....

1.8. Divisional Secretary Division :-.....

1.9. Agrarian service center area :-.....

2. Information of the owner of the shop

2.1 Name of the shop owner :-.....

2.2 Private address of the owner :-.....

.....

2.3 Telephone number of the owner :- Home fixed

Mobile.....

2.4 Fax number :-.....

2.5 Email address :-.....

3. Buying of fertilizer

[illegible]

4. Fertilizer buying institutions

4.1 Name of the company/companies if the fertilizer is purchased directly via fertilizer companies

4.2. If the fertilizer is purchased via a representative/representatives of the fertilizer company

Name of the representatives	Address	Telephone number

5. Fertilizer store

5.1.Capacity of the store (Mt):-

5.2 Size of the store length * width (square feet):-

5.3 Proper ventilation was provided Yes ☐ No ☐

5.4 Proper light was provided Yes ☐ No ☐

5.5Fertilizer is separately stored Yes ☐ No ☐

5.6 Fertilizer is stored on plates or alternative covers Yes ☐ No ☐

5.7 Floor of the store is cemented/concreted/tiled Yes ☐ No ☐

6. Fertilizer weighing scales

6.1 Annual calibration has done Yes ☐ No ☐

6.2 Verification certificate was obtained Yes ☐ No ☐

7. Details of the registrations previously taken

Registration number	Date of issue	Date of cancellation

8. Other

8.1 Bills are issued for the customers

Yes ☐

No ☐

8.2 Account records are maintained

Yes ☐

No ☐

8.3 Price index is displayed

Yes ☐

No ☐

8.4 Employee details relevant to fertilizer selling

Type	Amount
Permanent	
Temporary	
Daily wage receivers	

9. Please fill this part if the applicant is not the owner

9.1 Name of the applicant :-.....

9.2 Relationship in between the applicant and the shop owner:-.....

9.3 Address of the applicant :-.....

9.4 Telephone number of the applicant :-.....

10. Following certified documents should be provided along with the application

10.1 Copy of the business registration certificate/receipt of the Pradeshiya Sabha

10.2 Copy of the national identity card

10.3 Copy of the national identity card of the applicant when the applicant is not the owner

10.4 Copy of the registration certificate if registered in the previous year

10.5 Deed of the land/deed of lease or any other document showing ownership of the land where the shop is established

I do hereby certify that the above information is true and accurate. The shop have proper knowledge on the conditions related to the license issued and I know the registration will be cancelled if the conditions and limitations are violated. Accordingly I agree to work as the limitations and conditions.

.....

Signature of the owner/applicant

Date:

I do hereby recommend the registration

.....

District Assistant Director

National Fertilizer Secretariat(Place the official frank)

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Official frank of the shop