

## **Registration of Farmers Producer Organizations**

### **General Terms & Conditions:**

#### **1. Registration charges**

<b>No. of Directors</b>	<b>Rate for One FPO registration inclusive of DSC+DIN of Directors, ROC, CC &amp; OC etc. (Rs.)</b>
10	10384
11	11210
12	12036
13	12862
14	13688
15	14514

DSC: Digital Signature Certificate; DIN: Director Identification Number; ROC: Registrar of Company filling charges; CC: Consultancy Charges; OC: Other Charges.

2. The rate once approved shall remain unchanged for intervening period of one year. The rates may be increased or decreased in subsequent years based on analysis of charges of Government fees.

#### **3. The execution of work shall be as follows:**

<b>Sn.</b>	<b>Stage/Work</b>	<b>Type of Work</b>	<b>Duty Assigned</b>	<b>Time Frame</b>
1	Application/ Document collection	Submission of application along with all necessary details of farmer like 1. Pan Card 2. Aadhar Card 3. Voter Card/ Driving License/ Passport 4. Farmers Affidavit containing the Khasra & Khotni number dully attested by Tehsildar. 5. Revenue Record / Faradh stamped by Patwari/Kaanugo not old more than 6 month. 6. Bank pass book copy (Ist page & last page with entry not old more than 3 months) 7. 5 photo of each farmer 8. Proposed Registered office address (From where FPO wants to operate). 9. Electricity bill/Telephone bill of proposed registered office address 10. 6 Proposed name of FPO	Beneficiaries will be identified by Govt. officials in concerned district. Documents will be supplied to CA.	-
2	Document Verification DSC/ DIN	Checking & verification of documents and start the procedure of DSC/DIN	Empaneled firm of CA/ CS.	Within 15 days of submission of documents by SFACH Officer.

	Verification			
3	Uploading & Submission of Documents to Registrar of Company	Generation of DSC/DIN & uploading and submission of documentation as per Registrar of Company with minimum paid up capital of Rs. 1,00,000/- and authorized capital 10,00,000/-	Empaneled firm of CA/CS.	
4	Reimbursement of claim	After successful registration of Farmers Producer Company as per Indian Company Act, 2013.	Payment will be reimbursed by SFACH on submission of claim upon generation of CIN.	
5	Company registration and legal compliance within 45 days	After receiving Company identification number (CIN) all the legal compliance to be completed within 45 days as per rule and regulations of Indian Company Act, 2013 regarding issue of share certificates, first EGM meeting, etc.	CA Firm	Within 30 days from the date of Company identification number (CIN).

**4. Payment to firm:**

- Payment will be reimbursed by SFACH on submission of claim by firm upon generation of CIN.
- The claim bill will be submitted directly to SFACH, HQ.

**5. Cancellation of Empanelment:**

- If any empaneled firm violate the instructions/terms & conditions and does not provide after registration of Farmer Producer Organization under Indian Company Act, 2013, services properly well in time, its empanelment shall be cancelled.
- The firm will be liable to execute the work within the stipulated time period as mentioned in scope of work. If the firm fails to do the same with in the said period time firm will be liable to pay the penalty @ 5% of the financial bid accepted in the first 15 days of default and @ 10% of next 15 days of default, thereafter his empanelment shall be cancelled. The penalty amount will be recovered from the financial bid charged fee of the empaneled firm.

**6. Arbitration and Jurisdiction:**

- All disputes of differences relating to empanelment of firms and work shall be referred to the Managing Director, Small Farmers Agribusiness Consortium Haryana.
- If the dispute is not resolved, the matter will be referred to a Sole Arbitrator to be appointed by Additio with the "Arbitration and Conciliation Act 1996". The arbitration shall be held in Chandigarh India and the language English only.
- Subject to the above, the Courts at Panchkula alone only shall have jurisdiction in the matter.

JDH/SFACH  
For Managing Director

SFACH, Panchkula