

Document Checklist

regarding submission of the application for grant of consent for access and commercial utilization of bioresources

1. Duly filled and signed **Form (1)** as per the Biological Diversity Act, 2002 and Biological Diversity Rules, 2004
2. **Cover letter** to be addressed to Member Secretary, West Bengal Biodiversity Board
3. Rs. 5000/- **Demand Draft** in favour of West Bengal Biodiversity Board, payable at Kolkata (not required in case of renewal).
4. Duly filled and signed **Form-A**
5. Duly filled and signed **year wise details of bioresource utilization**
- *6. **Profit and loss statement of the relevant financial year**
- *7. **IT Return copy like ITR-2, ITR-3, ITR-4** (whichever is applicable)
- *8. **Sales Tax return copy of the relevant financial year**
- *9. **Bank statement of the relevant financial year**
10. **Audited balance sheet of the relevant financial year**
11. Valid **Trade License** (Certificate of Enlistment) issued by concerned authority

OR

Certificate of Registration as Industrial Unit issued by Directorate of Industries/
Directorate of Cottage & Small Scale Industries, Government of West Bengal

12. Valid **Drug license** in compliance to THE DRUGS AND COSMETICS RULES, 1945 issued by concerned authority (*applicable to Medicinal units*)
- #13. Valid **Certificate of Importer-Exporter Code (IEC)** and **Certificate of Registration as an Exporter** (*applicable to Exporters*)

* if the turnover is less than one crore

if applicable