

GUIDELINES FOR FILLING UP THE FORM - I

FORM- I (Rule 16(1) of the A.P. Biological Diversity Rules, 2009) PART-A

Application form for access to /collection of biological resources for commercial utilization and associate traditional knowledge.

1. Full particulars of the applicant:

a) Name:

- i. Title - (Mr./Ms./M/s.)*
- ii. First name, surname and middle name (or)*
- iii. Full name of the body corporate/ association/ organization as incorporated/ registered under the laws of the respective government*
- iv. Full name of the authorized representative with designation*
- v. Common seal*

Enclosures

- a. Document of incorporation or registration as per the law governing such incorporation or registration*
- b. Memorandum of Association and Articles of Association, Bye-laws or other such documents duly attested*
- c. Scanned copy of company seal and authorized representative's specimen signature*
- d. Passport size photograph of authorized representative*

b) Permanent Address:

- i. Complete address with state/province name/ country and pincode/zipcode.*
- ii. Telephone number (fixed line) with code*
- iii. Telephone number (mobile line) with code*
- iv. Email and website if any*

Enclosures

Enclosures under serial number 1.(i) containing particulars of above permanent address will be treated as enclosures for this category. In all other cases please submit relevant attested proof of permanent address.

c) Address of the contact person/agent, if any, in India:

- i. Title - (Mr./Ms./M/s.)
- ii. First name, surname and middle name (or)
- iii. Full name of the body corporate/ association/ organization as incorporated/ registered under the laws of the respective government
- iv. Full name of the authorized representative with designation
- v. Common seal
- vi. Complete address with state/province name/ country and pincode/zipcode.
- vii. Telephone number (fixed line) with code
- viii. Telephone number (mobile line) with code
- ix. Email and website if any

d) Profile of the organization (personal profile in case the applicant is an individual). Please attach relevant documents of authentication:

Enclosures

Complete profile of the entity not exceeding two pages.

e) Nature of business:

Research/ Research and development/ development/ Manufacturing/ Contract services/ Intermediary/ Export/ Marketing/ Others (Please specify)

Enclosures

In case of commercial nature of business, attach copies of proof of relevant permit to engage in and carry on production/manufacture/other commercial activity.

f) Turnover of the organization in Indian Rupee.

Details of turnover for the last two years

Enclosures

Please attach attested financial statements/tax returns for the previous two financial years.

2. Details and specific information about nature of access sought and biological material and by associated knowledge to be accessed:-

a) Identification (scientific name) of biological resources and its traditional use;

- i. Please provide the scientific name*
- ii. Please provide the common name*
- iii. Details of traditional use if relevant and source of such information.*

b) Geographical location (including village, mandal and district) of proposed collection;

- i. Details of collection point (village, Panchayat, Block, Taluk, District & State):*
 - *Provide exact details of geographical point of collection (if the material is to be collected from trader/ local market/ store/ Institutions/ Individuals and/ or collection points, please provide the source of material to such entities).*
 - *Give contact details of such trader/ local market etc.*
- ii. Please indicate whether the material is to be sourced from wild or cultivated. (Information could be verified).*

c) Description/nature of traditional knowledge and its existing manifestations and uses(oral/documented);

Please also provide the source of such information (attach photocopies wherever applicable)

d) Any identified individual / family/community holding the traditional knowledge;

Please provide full details of the individual / communities.

e) Quantity of biological resources to be collected;

f) Time span in which the biological resources are proposed to be collected;

g) Name and number of person authorized by the company for making the collection;

- i. Please provide full details of the person so authorized*
- ii. Give specific details of transporting method proposed to be adopted up to the point of primary destination*

Enclosures

- a. Document of authorization attested by the applicant*
- b. Photo identity proof of the person attested by the applicant*
- c. Passport size recent colour photograph of the person (scanned copy also)*
- d. Specimen signature of the person (scanned copy also)*

h) The purpose for which the access is requested including the type and extent of research, commercial use being derived and expected to be derived from it:

Please submit a brief summary regarding the purpose, use and proposed or expected outcome not exceeding two pages.

i) Whether any collection or use of the resource endangers any component of biological diversity and to risks which may arise from the access:

If yes please provide details / if no please submit declaration (as per the format given by APSBDB)

3. Details of any national institution which will participate in the Research and Development activities.

Please provide details of nature of participation, research and development activities envisaged

Enclosures

- a. Self-attested copy of Memorandum of Understanding with the national institution; or*
- b. Original bonafide letter from the national institution containing details of the applicant and the activity; or*
- c. Self-attested copy of Memorandum of association with the national institution; or*
- d. Self-attested copy of Letter of intent.*

4. Primary destination of accessed resource and identity of the location where the R&D will be carried out.

Please provide full contact details of such destination

5. The economic and other benefits including those arriving out of any IPR, patent obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.

- i. Please indicate the nature of benefits envisaged*
- ii. Number of employees*
- iii. Patents filed per year*
- iv. Investment in Research and Development*
- v. The purpose for which the raw material is used*
- vi. Financial details: profit before tax, after tax*

Enclosures

Self-attested copy of relevant proof of the above.

6. The biotechnological, scientific, social or any other benefits obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.

Please provide information on how the benefits are intended to be generated and used.

7. Estimation of benefits that would flow communities arising out of the use of accessed bioresources and traditional knowledge.

Please provide details of estimated benefits (quantified if possible), source of information for such estimates and intended timelines for the flow.

8. Proposed mechanism and arrangements for benefit sharing.

Please attach Mutually agreed terms (MAT) under the Material Transfer Agreement (MTA) between applicant and provider of bioresources and or traditional knowledge.

9. Any other information.

Please enclose copies of all other permits/ approvals required under any law for the time being in force in India

Signature of the applicant

Place

Name

Date

Title

PART -B

Declaration

I/ we declare that:

- 1) Collection of proposed biological resources shall not adversely affect the sustainability of the resources;
- 2) Collection of proposed biological resources shall not entail any environmental impact;
- 3) Collection of proposed biological resources shall not pose any risk to ecosystems;
- 4) Collection of proposed biological resources shall not adversely affect the local communities;

I/we further declare the Information provided in the application form is true and correct and I /We shall be responsible for any incorrect / wrong information.

Signature of the applicant

Place

Name

Date

Title

Please ensure that the application is signed by the authorized signatory with name and designation accompanied by the official seal as appropriate.

Instructions

- *Attestation means the due attestation of the copies of documents by persons competent to notarize and attest.*
- *Self-attestation means the signature and in cases where applicable, the seal of the applicant on the documents.*
- *Applications may be submitted through email (Email id: apsbiodiversityboard@gmail.com) along with all enclosures in a scanned (.pdf) format, including scanned copy of proof of payment of relevant fee. The original hard copy of the application so submitted by email along with all enclosures shall be sent to the address of A.P. State Biodiversity Board, 6th Floor, Chandra vihar, Nampally, Hyderabad within 10 days of email submission.*
- *The processing of application shall commence subject to receipt of full fee and complete application with all relevant enclosures.*