

GUIDELINES FOR FILLING UP THE FORM - IV

**FORM IV**  
**(Rule 19 of the Biological Diversity Rules, 2004)**

Application form for seeking approval of National Biodiversity Authority for third party transfer of the accessed Biological resources and associated traditional knowledge.

1. Full particulars of the applicant

i. Name:

- a. Title - (Mr./Ms./M/s.)
- b. First name, surname and middle name (*or*)
- c. Full Name of the body corporate/ association/ organization as incorporated/ registered under the laws of the respective government
- d. Full Name of the authorized representative with designation
- e. Common seal

***Enclosures***

For Individuals:

1. Copy of relevant pages of passport duly attested.
2. In case of NRIs a copy of Overseas Residence Card/PIO Card/other recognized proof of NRI status duly attested.
3. One additional photo identity and address proof of country of permanent residence issued by the respective government
4. Passport size recent colour photograph (scanned copy also)
5. Scanned copy of specimen signature
6. In case of more than one applicant (co-applicants or joint applicants) letter of representation by all in favour of one (with whom NBA will be communicating) need to be submitted.

For Entities:

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

ii. Address:

- a. Complete address with state/province name/ country and pincode/zipcode.
- b. Telephone number (fixed line) with code
- c. Telephone number (mobile line) with code
- d. Email and website if any

**Enclosures**

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

iii. Professional profile:

**Enclosures**

For Individuals:

1. Complete professional profile / bio-data of the applicant not exceeding two pages.

For Entities:

1. Complete professional profile of the entity not exceeding two pages.

iv. Organizational affiliation: (Please attach relevant documents of authentication):

**Enclosures**

A bona fide letter/Letter of Intent/MoU in original from the institution or university containing all relevant details.

2. Details of the biological material and traditional knowledge accessed.
  - i. Please provide the scientific name
  - ii. Please provide the common name
  - iii. Details of traditional use if relevant and source of such information.
3. Details of the access contract entered (Copy to be enclosed)
  - i. Provide details of agreements signed under Form I.

**Enclosures**

A self-attested copy of agreement signed under Form I.

4. Details of the benefits and mechanism / arrangements for benefit sharing already implemented.
5. Full particulars of the third part to whom the accessed material / knowledge is intended to transfer.
  - i. Provide complete details of the third party
6. The purpose of the intended third party transfer.
7. Details of economic, social, biotechnological, scientific or any other benefits that are intended, or may accrue to the third party due to transfer of accessed biological material and knowledge.
  - i. Please indicate the nature of benefits envisaged
  - ii. Patents filed per year
  - iii. Investment in Research and Development
  - iv. The purpose for which the raw material is used

***Enclosures***

Self-attested copy of relevant proof of the above.

8. Details of any agreement to be entered between the applicant and the third party.
  - i. Provide details of any agreement/MoU between applicant and third party

***Enclosures***

A self-attested copy of the agreement/MoU between the applicant herein and the third party.

9. Estimation of benefits that would flow to India/ communities arising out of the third party transfer of accessed biological resources and traditional knowledge
  - i. Please indicate the nature of benefits envisaged
  - ii. Please specify the time period within which accrual of benefits is envisaged

10. Proposed mechanism and arrangements for benefit sharing arising out of the proposed third party transfer.
11. Any other relevant information

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

### **Declaration**

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

Signed  
Name  
Title

Place  
Date

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

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### **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 online 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 online along with all enclosures shall be sent to the address of National Biodiversity Authority, Chennai within 10 days of online submission.*
- *The processing of application shall commence subject to receipt of full fee and complete application with all relevant enclosures.*