

## Document Checklist

### regarding submission of the application for access to biological resources and/or associated knowledge for commercial utilization

1. Declaration regarding Section 3(2) of the Biological Diversity Act, 2002
2. Duly filled and signed **Form (1)** as per the Biological Diversity Act, 2002 and Biological Diversity Rules, 2004
3. **Cover letter** to be addressed to Member Secretary, West Bengal Biodiversity Board
4. Rs. 5000/- **Demand Draft** in favour of West Bengal Biodiversity Board, payable at Kolkata (not required in case of renewal).
5. Duly filled and signed **Form-A**
- \*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/ GST 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