

GUIDELINES FOR FILLING UP THE APPLICATION FOR LICENCES

Under Section 14 of the Rubber Act 1947, no person shall sell or otherwise dispose of and no person shall buy or otherwise acquire rubber except under and in accordance with the terms of a general or special licence issued by the Board and as per Section 16 of the Rubber Act no person not being the owner or occupant of an estate or a person who has acquired rubber under a general or special licence issued by the Board under section 14 shall have any rubber in his possession. Rubber Rules 1955 provides the procedure for issue of licences and filing of statutory returns to the Board. The special licences are issued under three categories.

III. Manufacturer Licence (FORM –D)

1.1 Guidelines for applying new Manufacturer licence .

- a) Website: www.rbegp.in. Home page → Apply for Fresh Licence →Manufacturer Licence (Form D).
- b) The online application form to be filled in for all the mandatory fields (highlighted in yellow colour) and mobile number and email id of the applicant. For adding additional information, please **click PLUS(+)** button.
- c) As the licence is issued for enabling the licensee to acquire a specific quantity of particular grade of rubber, the requirement should be shown in the Form ‘D’ application on a realistic basis. Different grades of natural rubber are shown below.
 - i. Sheet Rubber - RSS IX,RSS I, RSS 2, RSS 3,RSS 4, RSS 5 and Off sheet
 - ii. Latex – Latex Normal (non-processed), Latex Centrifuged and Latex creamed (preserved). Weight of Dry Rubber Content only to be shown as required quantity while submitting application.
 - iii. Technically Specified Rubber: ISNR-3L, ISNR 3 CV, ISNR 5CV, ISNR CV60, ISNR-5, ISNR-10, ISNR-20 and ISNR – 50
 - iv. Pre coagulated Crepe PLC IX, PLC 1, PLC 2, PLC 3
 - v. Others – EBC super IX, EBC IX, EBC 2X, EBC 3X, Field Coagulam, Flat Bark Crepe, Sole Crepe, Skim, Skim crepe

(Please check the requirement as well as availability of machines for compounding while selecting the grade)

- d) In case of any difficulty in uploading supporting documents, the same can be sent through e-mail along with signed application form as mentioned in point (h) below.
- e) **Steps for filing the application:**
 - i. Website: www.rbegp.in→Home page→Apply for fresh licence → manufacturer licence→fill all the fields →Submit. During the process applicant will be prompted to create password.
 - ii. Please note the Application number (e.g. **AM12345**) displayed on the screen and the password.
 - iii. Login as existing licensee (using application number as User name and password already created). If there is no change in filled application, **select** the application and **click** submit button. After submission, the application cannot be modified.
- f) After submission, take a **printout** of the application and get it **signed** by:-
 - i. Proprietor, in case of proprietary concern.
 - ii. All partners, in case of partnership firm. Designated partner, in case of LLP.

- iii. Managing Director or Director or Authorised signatory, in case of Company.
 - iv. Secretary, in case of Society, Trust
- g) Make payment of **licence fee** using any of the modes as provided (1.2) below.
 - h) **Process of sending application and documents:** Scanned PDF file to be created in this order → Signed application (as in (f) above), proof of payment of licence fee (refer 1.2 below), copy of documents (refer 1.3 below). Send the file as attachment by email to LED@RUBBERBOARD.ORG.IN and provide **the application number and name of the unit/firm/company** in the subject field of the e-mail. Name and phone number of the contact person shall be provided in the email text.
 - i) On issue of licence, Licence number in the format M123456 shall be communicated through mail. After issue of licence, the user name will be changed to licence number (eg. M123456).
 - j) **To download licence certificate:** On issue of licence, name and licence number will appear in the **list of Manufacturers** available at the home page of www.rbegp.in → Licensee Directory → List of manufacturer. **Licence certificate can be downloaded** by login to your user account at www.rbegp.in. → Home page → login as existing licensee using licence number (eg. M123456) as user name → Application and Request → Licence history details → Download.
 - k) **Filing of statutory returns:** As per Section 20 of the Rubber Act a registered manufacturer is mandated to file online monthly statutory returns in Form K & L before 15th of the succeeding month. *K return has to be submitted first followed by L return.* For filing K return, visit Website: www.rbegp.in → login as existing licensee using licence number (eg., M123456) as user name → open Returns and declarations → fill Form K and **Click Submit** button. Visit the page Returns and declarations again → select the filled K return (update if required) → **Click Submit** button. After submission of K return, prepare and submit return in Form L following the same flow as detailed for Form K.
 - l) **Initiation of Penalty action for violations:** Please note, as per Section 26 of the Rubber Act, non-filing of statutory returns before the due date is an offence liable to penalty, apart from initiating action to revoke the licence or refuse to renew the licence.

1.2 Remittance of Licence Fee:-Rubber Board issues fresh licence for a period of 3 years. The licence fee of **Rs. 1,770/-** (for acquiring rubber **up to 4 MT**) or **Rs. 3,540/-** (for acquiring rubber **more than 4 MT**) both including GST @18% for three years can be remitted using any of the following modes:-

- a. Online payment provision (**iNR Pay**) available in the right top corner of the website www.rbegp.in (<https://pgbiz.omniware.in/RubberboardofIndia>), OR by the following QR code.



While making the payment please select option as - Fee for manufacturer licence – fresh 3 years – up to 4 MTs or above 4 MTs, as the case may be.

- b. Through NEFT- payment can be made to the Account No.3173717326, IFSC No.CBIN0284150, Rubber Board Account, Central Bank Of India, Rubber Board Branch, Kottayam – 686002.

1.3 How to send the application and documents:-The application shall be sent by email attachment as a PDF file along with copy of the following documents (as applicable) in the order mentioned below to LED@RUBBERBOARD.ORG.IN.

- i. Printout of the Form D application duly signed (refer (1.1.f) above)
- ii. Proof of payment of Licence fee (refer (1.2) above).
- iii. Self-attested copy of any identity card issued by Government in respect of proprietor/partners as the case may be, such as Aadhaar card/Voter ID/ Driving Licence/Passport etc as proof of identity and address.
- iv. Self-attested copy of **Pan Card** – in respect of the **proprietor/ firm/ company/ Society**, as the case may be.
- v. Copy of GST Certificate. If not received/applied, a declaration thereof.
- vi. Documents to prove the right of possession over the factory premises and place of storage furnish copy of:-
 - o Building Tax Receipt OR Sale deed OR Power of Attorney etc. in case of owned property.
 - o Plot Allotment letter, in case of plot allotted by an authority/ Society.
 - o Rent OR Lease agreement, in case of rented/leased premises.
 - o NOC/Consent letter and Building tax receipt, if provided free of charges
- vii. Documents in support of constitution of the business entity such as:-
 - (a) Partnership deed, if the applicant is a partnership firm or LLP
 - (b) Certificate of Incorporation, Memorandum of Association, Articles of Association and list of present Directors, if the applicant is a company
 - (c) Bye-law of the Society and copy of registration certificate, if the applicant is Society.
 - (d) Document related to its constitution for other forms of entities.
- viii. Machinery bills related to main machinery installed.
(In case of documents in any regional languages, a self-attested English translation of the same shall be attached for timely processing of the request)

1.4 Requirements related to factory and Storage:- Full details of the factory and storage such as name of building if any, building number/room number allotted by local authorities, postal address with pin code, etc. should be furnished against item 3 in the Form D.

2. Renewal of Manufacturer licence: Manufacturer should submit the renewal application in Form D before 4 months of expiry of the validity period of the licence, preferably during November. Renewal of licence is ordinarily given for a period of 5 years and the licence fee is **Rs. 2,950/-** (for acquiring rubber up to 4 MT) or **Rs. 5,900/-**(for acquiring rubber more than 4 MT) both including GST @18% for five years. If there is change in the details of the factory/ storage or ownership particulars, apply first for amendments in licence (refer ‘3’ below’) and get it approved. Renewal application shall be processed only on furnishing up-to-date monthly returns in Form K and L (by 15th of the succeeding month) and annual return in Form K1 (before 30th April). Please ensure that the returns are filed within the due date in order to avoid initiation of penalty action, as per the law.

3. How to make Changes/amend details in licence:- If any manufacturer desires:-

- **Any amendment to licence** like change of licensed premises (office/factory/godown) on account of shifting of premises, deletion or addition of factory/godown, change of trade name, reconstitution like conversion of proprietorship concern to partnership and vice versa, such changes shall be informed to the Board in time by submitting **online application** in this regard (user login → application and request → Amendments → select the type of amendment). Change of Mobile number & email Id of the manufacturer should also be updated through amendments before submitting the renewal application. **No charges** applicable for submitting the requests for amendments. Please submit the requests for amendments before submitting renewal application, for ensuring renewal of licence with updated details.
- **Changes that cause cancellation of Licence:** Licence issued by Rubber Board is not transferable. In the following cases of changes, licensee should apply for cancellation of the existing licence and apply for new licence.
 - Proprietorship or partnership to Company/Society/other forms of entities.
 - Proprietorship to partnership where the proprietor is not a partner in the new firm.
 - Partnership to proprietorship where the proprietor was not a partner in the dissolved firm.
 - Change of ownership due to demise of the proprietor.
 - Shifting of business premises from one State to another State.

4. Emergency Licence:- Generally a licence to manufacturer in Form E is issued by the Board for acquiring natural rubber and consuming the same for manufacturing rubber goods. However, in special conditions such as quality issues, closure of production unit etc. manufacturer can apply for an emergency licence to sell the acquired rubber to another licenced manufacturer as per provisions contained in rule 40-A of the Rubber Rules 1955. Accordingly, “Any manufacturer holding a special licence in Form E and desiring in an emergency to sell rubber acquired by him under that licence to another manufacturer holding a special licence in Form E, shall [apply online to the Board] in Form 'D1'. If the Board approves, a licence may be issued in [Form E1 by online] for each such transaction. Online application should be submitted on login through the user account → application and request → Request emergency licence. An application in Form D1 should invariably contain the following details

- (a) Stock of rubber held on date of application including that purchased and in transit or awaiting delivery by the applicant and the purchaser.
- (b) Quantity proposed to be sold (Kg)
- (c) Price at which each grade of rubber proposed to be sold was purchased (Rate for 100 kg)
- (d) Price at which each such grade of rubber proposed to be sold (Rate for 100 kg)
- (e) Reason for the transaction
- (f) Declaration by applicant and the purchaser
- (g) Licence fee (annual/per transaction?) of Rs.590/- (including GST)

An emergency licence shall be issued with validity for 15 days and the manufacturer (applicant) to confirm completion of the transaction submitting details as per annexure attached to the licence (E1).

5. Process to apply for cancellation of licence/registration:- In the event of discontinuing the business, online application is to be filed for cancellation of licence and ensure that the returns are filed up to date and no Compounding Charge / Penalty is pending

for remittance. Online application for cancellation should be submitted on login through the user account → application and request → request for cancellation. **No charge** applicable for submitting request for cancellation. A Registered manufacturer shall be liable for submission of monthly returns till cancellation of licence, even if there is no transaction.

Provision for submission of all requests are available under the tab “APPLICATIONS AND REQUESTS”. The licensee shall submit online application and intimate Deputy Director (Excise Duty) through Email to LED@RUBBERBOARD.ORG.IN along with copy of necessary documents.

NOTE:

(1) If the applicant as Proprietor or Partner of any unit holding a licence issued by the Board, defaulted submission of any return prescribed under the Act/ Rules or payment to the Board, issue of licence to such applicant will be considered only after submission of all the pending returns and payment of all the outstanding dues.

(2) If the application is for a licence to a unit set up fully or partially with machinery purchased from any other unit which is or was holding a licence issued by the Board and if such the licensee is a defaulter of any return or payment, issue of licence will be considered only after clearance of all the outstanding dues in the name of the previous owner.