

# 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.

## II. Processor Licence (FORM – B1)

### 1.1 Guidelines for applying new Processor licence .

- a) Website: [www.rbegp.in](http://www.rbegp.in). Home page → Apply for Fresh Licence → Processor Licence (Form B1).
- 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) 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 (g) below.
- d) **Steps for filing the application:**
  - i. Website: [www.rbegp.in](http://www.rbegp.in) → Home page → Apply for fresh licence → Processor licence → fill all the fields → Submit. During the process applicant will be prompted to create password.
  - ii. Please note the Application number (e.g. **AP12345**) 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.
- e) 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 etc.
- f) Make payment of **licence fee** using any of the modes as provided (1.2) below.
- g) **Process of sending application and documents:** Scanned PDF file to be created in this order → Signed application (as in (e) 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 [LSKOCHI@RUBBERBOARD.ORG.IN](mailto:LSKOCHI@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.
- h) On issue of licence, Licence number in the format P12345 shall be communicated through mail. After issue of licence, the user name will be changed to **licence number** (eg. P12345).
- i) **To download licence certificate:** On issue of licence, name and licence number will appear in the **list of Processors** available at the home page of [www.rbegp.in](http://www.rbegp.in) → Licensee Directory → List of Processors. **Licence certificate can be downloaded** by login to your user account at [www.rbegp.in](http://www.rbegp.in). → Home page → login as existing licensee using licence

number (eg. P12345) as user name → Application and Request → Licence history details → Download.

- j) **Filing of statutory returns:** As per Section 20 of the Rubber Act a registered processor is mandated to file online monthly statutory returns in Form H3 & L1 before 15<sup>th</sup> of the succeeding month. **H3 return has to be submitted first followed by L1 return.** For filing H3 return, visit Website: [www.rbegp.in](http://www.rbegp.in) → login as existing licensee using licence number (eg., P12345) as user name → open Returns and declarations → fill Form H3 and **Click Submit** button. Visit the page Returns and declarations again → select the filled H3 return (update if required) → **Click Submit** button. After submission of H3 return, prepare and submit return in Form L1 following the same flow as detailed for Form H3.
- k) **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. 3,540/-** (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](http://www.rbegp.in) (<https://pgbiz.omniware.in/RubberboardofIndia>), OR by the following QR code.



While making the payment please select option as - Fee for processor licence – fresh 3 years.

- 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 in the order mentioned below to [LSKOCHI@RUBBERBOARD.ORG.IN](mailto:LSKOCHI@RUBBERBOARD.ORG.IN).

- i. Printout of the Form B1 application duly signed (refer (1.1.e) 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**.
- v. Copy of GST Certificate. If not received/applied, a declaration thereof.
- vi. Documents to prove the possession of the Office, factory and place of storage, furnish copy of:-
  - Building Tax Receipt OR Sale deed OR Power of Attorney etc. in case of owned property.
  - Plot Allotment letter, in case of plot allotted by an authority/ Society.
  - Rent OR Lease agreement, in case of rented/leased premises.

- NOC/Consent letter and Building tax receipt, if provided free of charges
- vii. Project Report in respect of the processing unit.
- viii. Documentary evidence as to the sources of finance for the project.
- ix. Self-attested copy of the Consent letter issued by the State Pollution Control Board.
- x. Self-attested copy of licence issued by the local authority
- xi. 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.

*(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 Place of Business and Storage:-** Full details of the proposed place of business 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 items 2, 5 and 6 in the Form 'B1'.

**1.5** Processor licence shall be issued only after verification and submission of a certificate regarding suitability by the Quality Control Division of the Rubber Board

**2. Renewal of Processor licence:** Processors should submit the renewal application in Form B1 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 **licence fees for 5 years is Rs. 5,900/-** (inclusive of GST @ 18%). The processor should produce the copies of valid PCB Consent and licence issued by the local authorities, on its every renewal. If there is change in the details of the storage or ownership particulars, apply first for amendments in licence (refer '3' below) and get it approved. Renewal application shall be processed, in case the Processor timely submitted all the monthly returns in Form H3 and L1 (by 15<sup>th</sup> of the succeeding month) and no penal actions are pending. 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 dealer desires:-

- **Any amendment to licence** like change of licensed premises (office/processing unit/godown) on account of shifting of premises, deletion or addition of processing unit/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 dealer 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, the 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 office address from one State to another State.
- 4. Process to apply for cancellation of licence:-** 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 to be submitted on login through the user account → application and request → request for cancellation. **No charge** applicable for submitting request for cancellation. A Registered processor 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 (Licensing) through Email to [LSKOCHI@RUBBERBOARD.ORG.IN](mailto:LSKOCHI@RUBBERBOARD.ORG.IN) along with copy of necessary documents.