

(Strike of which is not applicable)

**FORM-IV**

**Application for renewal of registration certificate under the Punjab Regulation of  
Compounded Cattle Feed, Concentrates and Mineral Mixtures Order, 1988**

1. Name and Address of the Registered manufacturer/dealer.
2. Date of first registration.
3. Number of quality tests performed during the last three years.
4. Whether facility of quality control availed from the Laboratory, is yes, number of tests carried out.
5. Whether found guilty of any contravention of any provision of the Punjab Regulation Compounded Cattle Feed, Concentrates and Mineral Mixtures Order, 1988, if yes, give details.
6. Whether your license has been suspended or cancelled at any stage?
7. Quality of each products manufactured/ distributed/sold during the last three years (give details year-wise)
8. Any addition made in the facilities of quality testing in the premises of manufacturer during three proceeding years.
9. Number, date of challan; vide which the fee has been deposited and name of treasury.
10. State, if renewal is required for all the product as specified in previous registration or an alteration is required to be made.

Signature of the Applicant.

**7. Check List of Document:**

- i) Details of machinery installed.
- ii) Inspection report.
- iii) Bank Draft verified by the treasury officer.
- iv) Recommendation of the inspecting officer.

**8. Verification Procedure if any:**

On receipt of application, the Registration Authority direct the Deputy Director, Dairy/Dairy Development Officer of the concerned district, to visit the place of the applicant for making inspection and submit his report within a period of fifteen days from the receipt of such direction, having regard to the following matters namely: -

- a) The details regarding machinery, equipment, staff and matter related to establishment of the units.
- b) The standard of raw material being used and of final product being distributed or sold and the provision made for its testing, if any.
- c) The system of implant quality control, and
- d) The method of final inspection, if any.

**9. Prescribed Time Schedule-Activity wise:**

- i) On receipt of application for registration from the applicant, the Registration Authority direct the Deputy Director, Dairy/Dairy Development Officer of the concerned district to send the inspection report of the unit within fifteen days.
- ii) The registration certificate is issued to the applicant within two months after completing all formalities.
- iii) An application for the renewal of registration certificate shall be made at least thirty days before the expiry of the term of the registration certificate.
- iv) The application of the renewal of registration certificate shall be disposed of within a period of one month from the date of receipt of application.
- v) If the application for renewal of registration certificate is not made within the period as specified, then the applicant can make an application for renewal along with late fee of fifty rupees within a period of one month after its expiry.

