

GUIDELINES FOR FILLING FORM-I

Application form for access to Biological resources and associated traditional knowledge

(Applicable in the case of individual or joint applicants)

Sl. No.	Contents	Documents/details to be furnished
Part - A		
(i)	Full particulars of the applicant	
(ii)	Name	<p>a) Full name of the applicant (s).</p> <p><u>Enclosures to be attached :</u></p> <p>a) Self-attested copy of relevant pages of passport of the applicant(s)</p> <p>b) In case of NRI, a self-attested copy of overseas residence card/ PIO card/ other recognised proof of NRI status.</p> <p>c) In case of more than one applicant (co-applicants or joint applicants) letter of authorization in favour one applicant or more may be submitted as in Annex-I.</p>
(iii)	Permanent Address :	<p>a) Complete address with state/ province name/ country and PIN code/ zip code</p> <p>b) Telephone/ Fax Number (Land line with code)</p> <p>c) Mobile Number</p> <p>d) Email address</p> <p><u>Enclosures to be attached:</u></p> <p>Self-attested copies of photo identity and address proof of the applicant(s) issued by the concerned Government.</p>
(iv)	Address of the contact person/agent, if any, in India	<p><u>In case the agent/ contact person is an individual:</u></p> <p>a) Full name of the contact person/ agent</p> <p>b) Full name of the institution or organization of the contact person/agent</p> <p>c) Complete Address (State & PIN code)</p> <p>d) Telephone/ fax Number (fixed number) with code</p> <p>e) Mobile number</p> <p>f) Email address</p> <p><u>In case the agent/contact person is an entity:</u></p> <p>a) Full name of the institution or organization</p> <p>b) Full name of the authorized representative with designation</p> <p>c) Complete Address (State & PIN code)</p> <p>d) Telephone/ fax number (fixed number) with code</p> <p>e) Mobile number of authorized representative</p> <p>f) Email address & website</p>

		<p><u>Enclosures to be attached :</u></p> <p>a) Document of authorization as in Annex-I issued in favour of Agent/person by the applicant, in original</p> <p>b) Self-attested copies of photo identity and address proof of the agent</p>
(v)	Profile of the Organization (personal profile in case the applicant is an individual). Please attach relevant documents of authentication.	Complete professional profile or bio-data of the applicant(s) not exceeding one page.
(vi)	Nature of business	Not applicable
(vii)	Turnover of the organization in US \$	Not applicable
2.	Details and specific information about nature of access sought and biological material and associated knowledge to be accessed.	
a)	Identification (scientific name) of the biological resources and its traditional use	<p>a) Scientific name(s) of the biological resource(s)</p> <p>b) Common name (s) of the biological resource(s)</p> <p>c) Details of traditional use, if relevant and source of such information</p>
b)	Geographical location of proposed collection	<p>a) Indicate the name of village, panchayat, block, taluk, district and state from where the biological resource(s) is to be collected.</p> <p>b) If the biological resource(s) is to be collected or procured from the Institute/ Organization/ Company/local trader/individual, provide exact contact details (address and contact number).</p> <p>c) Indicate whether the material is to be sourced from wild/cultivated.</p>
c)	Description/ nature of traditional knowledge (oral / documented)	<p>a) Description/ nature of traditional knowledge (oral/ documented)</p> <p>b) Source of such information (<i>photocopies of relevant information may be attached wherever applicable</i>)</p>
d)	Any identified individual/ community holding the traditional knowledge	Full details of individual/ communities holding such traditional knowledge
e)	Quantity of biological resources to be collected (give the schedule)	Exact quantity of the biological resources to be collected, with parts thereof.
f)	Time span in which the biological resources is proposed to be collected	Exact duration of the period proposed for collecting the biological resources with schedule.
g)	Name and number of person authorized by the company for making the selection	Name and contact details of the person(s) authorized to make the collection/ selection of the biological resource(s).

		<p><u>Enclosures to be attached :</u></p> <p>a) Authorization letter in favour of persons authorized to make a collection/selection of the bioresources.</p> <p>b) Self-attested photo identity proof of the person(s) so authorized.</p>
h)	The purpose for which the access is requested including the type and extent of research, commercial use being derived and expected to be derived from it.	A brief summary (not to exceed one page) regarding the purpose, use and proposed or expected outcome.
i)	Whether any collection of the resource endangers any component of biological diversity and the risks which may arise from the access.	If the reply is in affirmative, provide details
3.	Details of any national institution which will participate in the Research and Development activities	<p>If yes, detailed role of such National Institute which will participate in the Research and Development activities.</p> <p><u>Enclosures to be attached :</u></p> <p>Self-attested copy of MoU/ MoA with the National Institution or letter of intent or original <i>bona fide</i> letter from the National Institution containing details of the applicant and activity.</p>
4.	Primary destination of accessed resource and identity of the location where the R&D will be carried out	Full contact details of such destination.
5.	The economic and other benefits including those arriving out of any IPR, patent obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.	<p>a) The nature of benefits envisaged</p> <p>b) Investment in Research and Development</p>
6.	The biotechnological, scientific, social or any other benefits obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.	The nature of benefits envisaged.
7.	Estimation of benefits, that	Details of estimated benefits (quantified if possible) and

	would flow to India/ communities arising out of the use of accessed bioresources and traditional knowledge	intended timelines for the flow.
8.	Proposed mechanism and arrangements for benefit sharing	A copy of Material Transfer Agreement containing mutually agreed terms between the applicant and the provider of bioresources and or traditional knowledge, if any.
9.	Any other information considered relevant.	
	Part – B – Declaration	
		Ensure that the declaration has the same wordings as provided in the application format.

GUIDELINES FOR FILLING FORM-I

Application form for access to Biological resources and associated traditional knowledge

(Applicable where the applicant is an Entity such as Organization/ Institution/ Company/ Government agencies)

Sl. No.	Contents	Documents/details to be furnished
Part - A		
(i)	Full particulars of the applicant	
(ii)	Name	<p>a) Name of the entity b) Full name of the authorized representative with designation</p> <p><u>Enclosures to be attached :</u></p> <p>a) Letter of authorization issued by the Competent Authority to the authorized representative /Head of the Organization/Institution. – Annex-I or Board resolution or Office order / Memorandum. b) Document of incorporation or registration as per the law governing such incorporation or registration, attested by authorized signatory of the entity. c) A copy of Memorandum of Association/Articles of Association/Bye laws governing rules and regulations of the entity, attested by authorized signatory of the entity.</p>
(iii)	Permanent Address :	<p>a) Complete address with state/province name/country and PIN code/zip code. b) Telephone/ Fax Number (Land line with code) c) Mobile Number d) Email address</p>
(iv)	Address of the contact person/agent, if any, in India	<p><u>In case the agent/contact person is an Individual:</u></p> <p>a) Full name of the contact person/ agent b) Full name of the institution or organisation of the contact person/agent c) Complete Address (State & PIN code) d) Telephone/Fax Number (fixed number) with code e) Mobile number f) E mail address</p> <p><u>In case the agent/contact person is an entity</u></p> <p>a) Full name of the institution or organisation b) Full name of the authorized representative with designation c) Complete Address (State & PIN code)</p>

		<p>d) Telephone/ Fax number (fixed number) with code e) Mobile number of authorized representative f) E mail address & website</p> <p><u>Enclosures to be attached :</u></p> <p>a) Document of authorization as in Annex-I in favour of Agent/person, by the applicant, in original. b) Self-attested copies of photo identity and address proof of the agent.</p>
(v)	Profile of the Organization (personal profile in case the applicant is an individual). Please attach relevant documents of authentication.	Complete professional profile of the entity not exceeding one page.
(vi)	Nature of business	<p>Indicate whether research/ research and development/ development/ manufacturing/ contract services/ intermediary/ export/ marketing/ others</p> <p><u>Enclosures to be attached :</u></p> <p>In case of commercial nature of business, attach copies of proof of relevant permit to engage in and carry on production/ manufacture/ other commercial activity, if any.</p>
(vii)	Turnover of the organization in US \$	<p>Details of turnover for the last two years</p> <p><u>Enclosures to be attached :</u></p> <p>Self-attested financial statements for the last two financial years.</p>
2.	Details and specific information about nature of access sought and biological material and associated knowledge to be accessed.	
a	Identification (scientific name) of the biological resources and its traditional use	<p>a) Scientific name(s) of the biological resource(s) b) Common name(s) of the biological resource(s) c) Details of traditional use, if relevant and source of such information</p>
b	Geographical location of proposed collection	<p>a) Indicate the name of village, panchayat, block, taluk, district and state from where the biological resource(s) is to be collected. b) If the biological resource(s) is to be collected or procured from the Institute/ Organization/ Company/local trader/individual, provide exact contact details (address and contact number) of such supplier. c) Indicate whether the material is to be sourced from wild/cultivated</p>

c	Description/ nature of traditional knowledge (oral /documented)	a) Description/nature of traditional knowledge (oral/documented) b) Source of such information (<i>photocopies of relevant information may be attached wherever applicable</i>)
d	Any identified individual/ community holding the traditional knowledge	Full details of individual/ communities holding such traditional knowledge
e	Quantity of biological resources to be collected (give the schedule)	Exact quantity of the biological resources to be collected along with parts thereof.
f	Time span in which the biological resources is proposed to be collected	Exact duration of the period proposed for collecting the biological resources with schedule
g	Name and number of person authorized by the company for making the selection	Name and contact details of the person(s) authorized to make the collection/ selection of the biological resource(s) <u>Enclosures to be attached :</u> a) Authorization letter in favour of persons authorized to make a collection/selection of the bioresources. b) Self-attested photo identity proof of the person(s) so authorized.
h	The purpose for which the access is requested including the type and extent of research, commercial use being derived and expected to be derived from it.	A brief summary (not to exceed one page) regarding the purpose, use and proposed or expected outcome.
i	Whether any collection of the resource endangers any component of biological diversity and the risks which may arise from the access.	If the reply is in affirmative, provide details
3.	Details of any national institution which will participate in the Research and Development activities	If yes, detailed role of such National Institute which will participate in the Research and Development activities. <u>Enclosures to be attached :</u> Self-attested copy of MoU /MoA with the National Institution or letter of intent or original <i>bona fide</i> letter from the National Institution containing details of the applicant and activity.
4.	Primary destination of accessed resource and identity of the location where the R&D will be carried out	Full contact details of such destination.
5.	The economic and other benefits including those	a) The nature of benefits envisaged b) Investment in Research and Development

	arriving out of any IPR, patent obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.	
6.	The biotechnological, scientific, social or any other benefits obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/she belongs.	The nature of benefits envisaged.
7.	Estimation of benefits, that would flow to India/communities arising out of the use of accessed bioresources and traditional knowledge	Details of estimated benefits (quantified if possible) and intended timelines for the flow.
8.	Proposed mechanism, and arrangements for benefit sharing	A copy of Material Transfer Agreement containing mutually agreed terms between the applicant and the provider of bioresources and or traditional knowledge, if any.
9.	Any other information considered relevant.	
	Part – B - Declaration	
		Ensure that the declaration has the same wordings as provided in the application format. Common seal of the entity to be affixed in the application below the signature.

AUTHORISATION LETTER FOR AGENT/REPRESENTATIVE*

I/We Mr./Ms./M/s.* _____ hereby authorize Mr./Ms./M/s.* _____ as my/our* agent/representative* to submit an application under Form I/II/III/IV* of the Biological Diversity Rules, 2004, to the National Biodiversity Authority, India (hereinafter referred to as the NBA) for the purpose of obtaining the prior approval as required under the Biological Diversity Act, 2002, for access to biological resources/knowledge associated with biological resources and/or traditional knowledge/transfer of results of research based on biological resources/application for an IPR/third party transfer of accessed biological resources.*

I/We* hereby authorize and declare that all actions committed by the agent / representative* with regard to the above purpose and all communications by the agent/representative* with the NBA in this regard shall bind me/us* entirely.

Signature of Applicant
(Common seal if applicable)

Signature of Agent
(Common seal if applicable)

Date:
Station:

Date:
Station:

Instructions

- * *Strike out whichever is not applicable*
- The signature and seal (wherever applicable) in this authorisation letter must be in original.
- The NBA shall construe that the signature and seal (wherever applicable) of the agent/representative as being verified and confirmed by the applicant.