

## GUIDELINES FOR FILLING UP FOR FORM-IV

### Application form for seeking approval of National Biodiversity Authority for third party transfer of the accessed Biological resources and associated traditional knowledge

*(Applicable in the case of individual or joint applicants)*

Sl. No.	Contents	Documents/details to be furnished
1	Full particulars of the applicant	
(i)	Name	<p>a) Full name of the applicant(s).</p> <p><b><u>Enclosures to be attached :</u></b></p> <p>a) Self-attested copy of relevant pages of passport of the applicant(s)</p> <p>b) In case of NRI, 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 <b>Annex-I</b>.</p> <p>d) In case of application is submitted through an Agent/ person, authorization letter as in <b>Annex-I</b> to be submitted.</p>
(ii)	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><b><u>Enclosures to be attached:</u></b></p> <p>Self-attested copies of photo identity and address proof of the applicant(s) issued by the concerned Government.</p>
(iii)	Professional Profile	Complete professional profile/ bio-data of the applicant(s) not exceeding one page.
(iv)	Organisational Affiliation (Please attach relevant documents of authentication)	Bona fide letter / letter of intent in original from the institution or organization with whom the applicant (s) is affiliated.
2.	Details of the biological material and traditional knowledge accessed	<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 knowledge used and source of such information, if applicable.</p>
3.	Details of the access contract entered (Copy to be enclosed)	Self-attested copy of agreement issued by the NBA under Section 3 of the BD Act, 2002.

4.	Details of the benefits and mechanism / arrangements for benefit sharing already implemented.	Provide relevant proof for the benefits and mechanism / arrangements for benefit sharing already implemented.
5.	Full particulars of the third part to whom the accessed material/ knowledge is intended to transfer.	Complete details of third party
6.	The purpose of the intended third party transfer	Purpose of the intended third party transfer
7.	Details of economic, social, biotechnological, scientific or any other benefits that are intended, or may accrue to the third party due to transfer of accessed biological material and knowledge	Nature of benefits envisaged
8.	Details of any agreement to be entered between the applicant and the third party	Details of any agreement/ MoU between the applicant and third party
9.	Estimation of benefits that would flow to India/ communities arising out of the third party transfer of accessed biological resources and traditional knowledge.	a) Nature of benefits envisaged b) Please specify the time period within which accrual of benefits is envisaged
10.	Proposed mechanism and arrangements for benefit sharing arising out of the proposed third party transfer	Proposed mechanism and arrangements for benefit sharing arising out of the proposed third party transfer
11.	Any other relevant information	
	<b>Part – B - Declaration</b>	
		Ensure that the declaration has the same wordings as provided in the application format.

## GUIDELINES FOR FILLING UP FOR FORM-IV

### Application form for seeking approval of National Biodiversity Authority for third party transfer of the accessed 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
1.	Full particulars of the applicant	
(i)	Name	a) Name of the entity b) Full name of the authorized representative with his designation  <u><b>Enclosures to be attached :</b></u>  a) Letter of authorization issued by the Competent Authority to the authorized representative /Head of the Organization/Institution as in <b>Annex-I</b> or Board resolution or Office order/ Memorandum. b) In case of application is submitted through an Agent/Attorney, authorization letter as in <b>Annex-I</b> to be issued by the authorised signatory of the entity.
(ii)	Address :	a) Complete address with state/province name/country and PIN code/zip code b) Telephone / Fax Number (Landline with code) c) Mobile Number d) Email address
(iii)	Professional Profile	Complete professional profile of the applicant not exceeding one page.
(iv)	Organisational Affiliation ( Please attach relevant documents of authentication).	a) Document of incorporation or registration as per the law governing such incorporation or registration, duly attested by the authorized signatory of the entity. b) A copy of Memorandum of Association/Articles of Association/Bye laws governing rules and regulations of the entity, duly attested by the authorized signatory of the entity.
2.	Details of the biological material and traditional knowledge accessed	a) Scientific name(s) of the biological resource(s) b) Common name(s) of the biological resource(s) c) Details of traditional knowledge used and source of such information, if applicable.

3.	Details of the access contract entered ( copy to be enclosed).	Self-attested copy of agreement issued by the NBA under Section 3 of the BD Act, 2002.
4.	Details of the benefits and mechanism / arrangements for benefit sharing already implemented.	Provide relevant proof for the benefits and mechanism / arrangements for benefit sharing already implemented.
5.	Full particulars of the third part to whom the accessed material/ knowledge is intended to transfer.	Complete details of third party
6.	The purpose of the intended third party transfer	Purpose of the intended third party transfer
7.	Details of economic, social, biotechnological, scientific or any other benefits that are intended, or may accrue to the third party due to transfer of accessed biological material and knowledge	Nature of benefits envisaged
8.	Details of any agreement to be entered between the applicant and the third party	Details of any agreement/ MoU between the applicant and third party.
9.	Estimation of benefits that would flow to India/ communities arising out of the third party transfer of accessed biological resources and traditional knowledge.	a) Nature of benefits envisaged b) Please specify the time period within which accrual of benefits is envisaged
10.	Proposed mechanism and arrangements for benefit sharing arising out of the proposed third party transfer	Proposed mechanism and arrangements for benefit sharing arising out of the proposed third party transfer
11.	Any other relevant information	
	<b>Part – B - Declaration</b>	
		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.