

GUIDELINES FOR FILLING UP THE FORM – II

FORM II **(Rule 17 of the Biological Diversity Rules, 2004)**

Application for seeking prior approval of National Biodiversity Authority for transferring the results of research to foreign nationals, companies, NRI`s, for commercial purposes.

1. Full particulars of the applicant

i. Name:

- a. Title - (Mr./Ms./M/s.)
- b. First name, surname and middle name (or)
- c. Full Name of the body corporate/ association/ organization as incorporated/ registered under the laws of the respective government
- d. Full Name of the authorized representative with designation
- e. Common seal

Enclosures

For Individuals:

1. Copy of relevant pages of passport duly attested.
2. In case of NRIs a copy of Overseas Residence Card/PIO Card/other recognized proof of NRI status duly attested.
3. One additional photo identity and address proof of country of permanent residence issued by the respective government
4. In case of Indian citizens two photo identity cards accepted by the Government
5. Passport size recent colour photograph (scanned copy also)
6. Scanned copy of specimen signature
7. In case of more than one applicant (co-applicants or joint applicants) letter of representation by all in favour of one (with whom NBA will be communicating) need to be submitted.

For Entities:

1. Document of incorporation or registration as per the law governing such incorporation or registration
2. Memorandum of Association and Articles of Association, Bye-laws or other such documents duly attested
3. Scanned copy of company seal and authorized representative's specimen signature
4. Passport size photograph of authorized representative

ii. Address:

- a. Complete address with state/province name/ country and pincode/zipcode.
- b. Telephone number (fixed line) with code
- c. Telephone number (mobile line) with code
- d. Email and website if any

Enclosures

Enclosures under serial number 1.(i) containing particulars of above address will be treated as enclosures for this category. In all other cases please submit relevant self-attested proof of address mentioned above.

iii. Professional profile:

Enclosures

For Individuals:

1. Complete professional profile / bio-data of the applicant not exceeding two pages.

For Entities:

1. Complete professional profile of the entity not exceeding two pages.

iv. Organizational affiliation: (Please attach relevant documents of authentication):

Enclosures

A bona fide letter/Letter of Intent/MoU in original from the institution or university containing all relevant details.

2. Details of the results of research conducted.

- a. Please provide details of the research conducted using the biological resource and traditional knowledge from the time of access.

- b. Please provide details of collaboration, if any held during the course of research.

Enclosures

1. Self-attested copy of summary of research proposed to be transferred
2. Self-attested copy of document of collaboration
3. Details of the Biological resources and /or associated knowledge used in the research.
 - i. Please provide the scientific name
 - ii. Please provide the common name
 - iii. Details of traditional use if relevant and source of such information.
4. Geo-graphical location from where the biological resources used in the research are collected
 - i. Details of collection point (village, Panchayat, Block, Taluk, District & State):
 - *Provide exact details of geographical point of collection (if the material is to be collected from trader/ local market/ store/ Institutions/ Individuals and/ or collection points, please provide the source of material to such entities).*
 - Give contact details of such trader/ local market etc.
 - ii. Please indicate whether the material is to be sourced from wild or cultivated. **Information could be verified.*
5. Details of any traditional knowledge used in the research and any identified individual /community holding the traditional knowledge.
 - i. Please provide full details of the individual / communities.
 - ii. Please also provide the source of such information (attach photocopies where ever applicable)
6. Details of institution where R&D activities carried out.

Please provide full contact details of such institution

7. Details of the individual / organization to whom the research results are intend to transfer.
 - i. Please provide details of past, ongoing and anticipated collaboration with the institute to whom the research results are to be intended to be transferred.
 - ii. Provide information on the intended use of the research results transferred

8. Details of economic, biotechnological, scientific or any other benefits that are intended, or may accrue to the individual /organization due to commercialization of transferred research results.
 - i. Please indicate the nature of benefits envisaged
 - ii. Patents filed per year
 - iii. Investment in Research and Development
 - iv. The purpose for which the raw material is used

Enclosures

Self-attested copy of relevant proof of the above.

9. Details of economic, biotechnological, scientific or any other benefits that are intended, or may accrue to the applicant seeking approval for transfer of results of research.
 - i. Please indicate the nature of benefits envisaged
 - ii. Please specify the investment made for this specific research

10. Details of any agreement or MOU between by the proposed recipient and applicant seeking approval for transfer of results of research.

Enclosures

Attested copy of the document.

Declaration

I/we declare the Information provided in the application form is true and correct and I /We shall be responsible for any incorrect / wrong information.

Signed
Name
Title

Place
Date

Instructions

- *This form can also be used for transfer of research results for commercialization or other purposes.*
- *Attestation means the due attestation of the copies of documents by persons competent to notarize and attest.*
- *Self-attestation means the signature and in cases where applicable, the seal of the applicant on the documents.*
- *Applications may be submitted online along with all enclosures in a scanned (.pdf) format, including scanned copy of proof of payment of relevant fee. The original hard copy of the application so submitted online along with all enclosures shall be sent to the address of National Biodiversity Authority, Chennai within 10 days of online submission.*
- *The processing of application shall commence subject to receipt of full fee and complete application with all relevant enclosures.*