

GUIDELINES FOR FILLING UP THE FORM - III

FORM III
(Rule 18 of the Biological Diversity Rules, 2004)

Application for seeking prior approval of National Biodiversity Authority for
applying for Intellectual Property Right

1. Full particulars of the applicant

i. Name:

- i. Title - (Mr./Ms./M/s.)
- ii. First name, surname and middle name (*or*)
- iii. Full Name of the body corporate/ association/ organization as incorporated/ registered under the laws of the respective government
- iv. Full Name of the authorized representative with designation
- v. 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. Passport size recent colour photograph (scanned copy also)
5. Scanned copy of specimen signature
6. 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 permanent address will be treated as enclosures for this category. In all other cases please submit relevant attested proof of permanent address.

- iii. Professional profile (Please attach relevant documents of authentication):

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 organisation containing all relevant details.

- 2. Details of the invention on which IPRs sought

- i. Please provide full and exact title and abstract of IPR application made (This information will be kept confidential)
 - ii. In case if the application is filed before the patent office indicate the reference number. (Please refer to section 6 of the Act)
3. Details of the Biological resources and /or associated knowledge used in the invention.
 - 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-geographical location from where the biological resources used in the invention 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 invention 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 Research and Development activities carried out.

- i. Please provide details of the research conducted using the biological resource and traditional knowledge from the time of access.
 - ii. Please provide details of collaboration, if any held during the course of research.

- 7. Details of economic, biotechnological, scientific or any other benefits that are intended, or may accrue to the applicant due commercialization of the invention.
 - i. Details of turnover for the last two years
 - ii. Please indicate the nature of benefits envisaged
 - iii. Number of employees
 - iv. Patents filed per year
 - v. Investment in Research and Development
 - vi. The purpose for which the raw material is used
 - vii. Financial details: profit before tax, after tax

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

- *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.*