

INSTRUCTION/DOCUMENTS REQUIRED FOR VARIOUS REGISTRATIONS OF MILL

4. **For change in title/partnership deed/ownership:-**

(i) Provisional Registration :- No provisional registration required.

(ii) For Final Registration:-

1. Copy of old partnership deed.
2. Copy of retirement deed. In case of death of a partner/owner, copy of death certificate.
3. Copy of new partnership deed.
4. Copy of latest electricity bill.
5. Copy of PAN Card, Aadhar card and last 3 year income tax returns of newly added partners/owner.
6. Proof of requisite land – copy of registry, latest fards, patwari report regarding one-piece of land.
7. An undertaking by the existing partners/POA(Power of Attorney holder):-

a) That right from the first purchaser of land of the rice mill till the last sale, no purchaser or seller in the entire chain of sale-purchase comes within the purview of defaulter as defined in the Custom Milling Policy of the respective Kharif Year. District Controller, Food, Civil Supplies shall verify and attest this undertaking submitted by the miller.

Note:-This condition will be applicable for old mills as well which apply for fresh registration after sale/purchase/lease etc. of old rice mill.

b) That he shall abide by the instructions/guidelines issued by the Department from time to time regarding setting up/ operations of Rice Mill/s/custom milling of paddy etc.

c) The paddy shall be allocated to rice mill as per the provisions of Custom Milling Policy of the relevant year.

8. An undertaking by the outgoing partner(s) that he is bound to pay any recovery/due of his tenure, if any.
9. An undertaking by the newly added partner(s)/owner that he is not a defaulter of any procurement agency or defaulter as defined in Custom Milling Policy of the relevant year
10. A valid Licence from Market Committee/Mandi Board.
11. An NOC from Punjab Pollution Control Board regarding establishment of his/her mill.
12. CIBIL score of Partners/Directors/Members of Society/Trust Members, duly attested from the concerned bank.
13. A report from concerned revenue official i.e. Patwari of the area regarding Measurement of Land in Acres, Fair Title/Ownership of the land where the mill is established, duly countersigned by the Revenue Official of the area.
14. Certificate of Registration from Registrar of Firms (in case of Partnership), from Registrar of Companies (in case of Pvt. Ltd or Public Ltd. Co.), Registrar of Societies (in case of Societies/Trusts) and from GST authorities in case of Proprietorship business entity.
15. A non-refundable registration fee of Rs. 10,000/- (Rupees Ten thousand only) for registration/re-registration of a single mill. Such fee shall be paid to the DFSC of the concerned District and shall be deposited with Government of Punjab under head Head-1456-Civil Supplies-800-other Receipts-05 Miscellaneous Receipts (Registration Fee).