

NOTICE INVITING APPLICATIONS FOR ACCREDITATION OF NODAL  
AGENCIES TO FACILITATE SINGLE WINDOW CERTIFICATION OF  
PERISHABLE EXPORTS

Under the Foreign Trade Policy 2009-14, a Single Window Clearance system for perishable exports has been introduced and APEDA has been designated as the agency to administer the procedure for accreditation of interested multi-functional agencies. Applications from interested agencies are invited in the prescribed form. The details are available on APEDA Website [www.apeda.gov.in](http://www.apeda.gov.in) under the Announcement Section. The envelope containing the application must be superscribed as "**Application for accreditation as multifunctional nodal agency for single window clearance**".

(Vinod K Kaul)  
Dy. General Manager

Place : New Delhi  
Dated : 14<sup>th</sup> January, 2011

## **NOTE ON EVOLUTION OF SINGLE WINDOW CLEARANCE SYSTEM FOR EXPORT OF PERISHABLES**

With India being the second largest producer of fruits and vegetables and largest cattle population for production of bovine meat for exports, there is immense potential for augmenting export of perishables from the country which is currently abysmally low in comparison to the potential.

One of the bottlenecks plaguing the export of perishables has been the vast array of documentation required from multiple agencies which acts as a deterrent. Realizing this inherent bottleneck, the Ministry of Agriculture in November, 2005 constituted a committee for facilitation and simplification of procedures for enhancing export of fresh produce under the chairmanship of Chairman, APEDA with members drawn from Department of Civil Aviation, D/o Agriculture & Cooperation, Airport Authority of India, Department of Revenue, Board of Excise & Customs, Punjab Agro Industries Corporation, Field Fresh Foods (P) Ltd and Cargo Service Centre.

As a sequel to discussions in the relevant meetings, APEDA commissioned a study to Yes Bank. The study recommended, amongst others to (a) Provide multiple choice of certifying authorities (b) Reduce number of agencies/touch points to bare minimum (c) Delegate powers of various agencies to one or more designated Nodal or Accredited agencies.

The framework for implementation of these recommendations included setting up of a Nodal Agency acting as a Single Window so that a system of single window clearance system for perishable exports. This would reduce the duplication and multiplicities, minimum touch points, to increase cost and time efficiencies and reduction in the number of forms to provide hassle free trade environment.

In subsequent interactions with stakeholders by APEDA the number of forms for completion of export process has been brought down to five viz commercial invoice, Single Export Document (SED), GR Form, Self Declaration Form and Shipping Bill.

Under Chapter 8 (A) of the Foreign Trade Policy 2009-2014, the DGFT announced the procedure for streamlining of procedures relating to the export of perishable agricultural produce. The details of the scheme are given in Appendix 40 to the Handbook of Procedures Vol. I. The scheme aims at (a) streamlining of documentation and processes (b) setting up of a system of multi functional nodal agencies to operate single window system for expeditious clearance of exports (c) setting up of a single point payment system for all levies and charges a (d) introduction of EDI /Web enablement and (e) high responsible redressal system

APEDA has been designated as the Authority to administer and regulate the single Window Clearance System. APEDA has accordingly evolved criteria for accrediting the multi-functional nodal agencies.

The detailed procedure and criteria for accreditation of multi-functional nodal agencies is given in attachment. Appendix 40 is also attached to this notice for ready reference.

## **PROCESS FOR ACCREDITATION OF MULTIFUNCTIONAL NODAL AGENCIES UNDER THE STREAMLINING OF PROCEDURES FOR PERISHABLE ITEMS**

**1.0. PREMABLE:** Under Appendix-40 of the Handbook of Procedures Volume 1 of the Foreign Trade Policy 2009-2014, released by the Directorate General of Foreign Trade, the policy for streamlining of procedures relating to the export of perishable agricultural produce has been introduced. The objective is to introduce a single window system for facilitating export of perishables through nodal agencies to be accredited. APEDA has been designated as the Authority to administer and regulate the Single Window Clearance system and for accreditation of the nodal agencies.

Accreditation shall apply to agencies interested in taking up the role of multifunctional /uni-functional activities and, therefore, the agency(ies) will be accredited only for specific activities which they request for and are covered by the accreditation. Accreditation by APEDA will be based on the evaluation of the authorized nodal agency(ies) for their specified activities. The Scope of activity is initially restricted to perishable products viz Fresh Fruits and Vegetables only.

**2.0. SCOPE OF ACTIVITIES:** the activities covered include:

- ❑ Issuance of Certificate of Origin (in specified format)
- ❑ testing of samples and reports
- ❑ Certificate of AGMARK Grading (issued by AGMARK- only for Europe)
- ❑ Filing of Shipping bills by shipping lines
- ❑ Bills of Lading/Airway bills (issued by Shipping Lines /Airlines), etc.

**3.0. WHO CAN APPLY :** The eligible agencies for application under the process will be laboratories, Custom Handling Agents (CHAs) , Shipping companies possessing IATA affiliation and recognition licence from DG, Shipping etc, Multi-modal transport operator licence would be an added advantage, Inspection agencies like National Plant Protection Organization (NPPO) , Directorate of Marketing and Inspection will discharge their responsibilities under the respective Acts

**4.0.. APPLICATION AND SELECTION PROCEDURE:** The eligible applicant may submit application to APEDA in the prescribed form given in **Annexure – 1** along with the prescribed fee as described in para 5.0. The applications should be signed by head of the organization. Preliminary assessment of the application will be carried out by APEDA. If the information / documents provided are inadequate, the applicant shall be advised to provide additional information / documentation. If necessary the Evaluation Committee (EC) constituted by APEDA shall undertake field verification The date of the visit of the Evaluation Committee (EC) shall be intimated to the applicant in advance. The EC will check, among other things, the manpower and financial capability to handle the responsibilities etc. At the end of the evaluation visit,

EC will present the findings to the Competent Authority in APEDA for a decision on accreditation. In case of discrepancies the EC will also suggest the remedial measures to be complied with by the nodal agency in order to be able to expedite such compliances.

**5.0 Application Processing Fee:** the initial application processing fee to be deposited with the application shall be Rs 25,000/- (Rupees twenty five thousand only). Ineligible applicants will be refunded the fees without any interest. If accredited the fees will be retained as accreditation charge to be valid for three years. After completion of the three year period, the applicant can seek renewal of the same by applying to APEDA in writing and paying a processing fee of Rs 10,000/-. The renewal of the Accreditation will be valid for three years from the date of issue subject to re-evaluation by the EC. In case of lost Accreditation Certificate, the applicant shall request APEDA in writing for issuance of a Duplicate Certificate for which a processing fee of Rs 5,000/- will be payable by the applicant.

**6.0 Grant of Accreditation :** In case, APEDA is satisfied that the prospective nodal agency is compliant with the requisite norms under this program, it would grant accreditation to such nodal agency in the format as given at **Annexure-2**.

**7.0 ALLOCATION OF ACCREDITATION NUMBER:** The accredited Nodal agencies shall be allotted a specific Accreditation Number, which cannot be transferred or reassigned. The assigned number shall be used on all documentation, reports and correspondence entered into by the Nodal Agency.

**ANNEXURE-1**

**APPLICATION FORM FOR ACCREDITATION OF MULTI-FUNCTIONAL\*/UNI-FUNCTIONAL\*\* NODAL AGENCIES UNDER THE STREAMLINING OF PROCEDURES FOR PERISHABLE PRODUCTS EXPORTS**

1.	Name and address of the applicant agency along with contact details	Name Address  Contact Person : Tel with STD Code : Fax with STD code : Email : Mobile No :
2.	Will be able to provide :  (please tick the relevant box(es))	<input type="checkbox"/> Laboratory (Quality testing) <input type="checkbox"/> Certificate of Origin <input type="checkbox"/> AGMARK Certification
3.	Are you already performing the function of (please tick the relevant box(es))	<input type="checkbox"/> Laboratory testing <input type="checkbox"/> Issue of Certificate of Origin <input type="checkbox"/> Issue of GSP Certificate
4.	Authorization possessed along with validity dates of the same	<input type="checkbox"/> NABL accreditation <input type="checkbox"/> APEDA laboratory recognition <input type="checkbox"/> Custom licence <input type="checkbox"/> IATA accreditation <input type="checkbox"/> MTO licence <input type="checkbox"/> Registration with DG shipping  Please furnish self certified copies of such valid authorization documents .
7.	Details of operational locations of the applicant	

\* Agency(ies) seeking accreditation for more than one activity

\*\* Agency(ies) seeking accreditation for single activity

**DECLARATION :** I/We hereby solemnly declare and affirm that the details and information furnished by us in Annexure-1 is true and correct to the best of my/our knowledge and ability and nothing hereinabove mentioned has been concealed .

Name & Designation of the signatory  
Official Seal of the organization/Agency

Place :

Date:

**CERTIFICATE** : I/We hereby certify that I/We hereby undertake to abide by all the rules/regulations/stipulations/terms & condition as formulated/promulgated by APEDA from time to time and I /We shall conform by such rules/regulations/stipulations/terms & condition and perform the activities assigned with due diligence in the best interest of the stakeholders utilizing my/our services .

Name & Designation of the signatory  
Official Seal of the organization/Agency

Place :  
Date:

(FOR OF CERTIFICATE OF ACCDREDITATION)

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT  
DEVELOPMENT AUTHORITY (APEDA)  
(Ministry of Commerce and Industry, Government of India)**

**CERTIFICATION OF ACCREDITATION AS NODAL AGENCY FOR SINGLE  
EXPORT DOCUMENT**

This is to certify that the below described agency has been evaluated by the Evaluation Committee constituted by APEDA and the existing facilities of the agency are considered to be adequate to meet the accreditation criteria for Single Export Document :

1. Name of the Agency :
2. Location/Address of the Agency :
3. Scope of Accreditation :
4. Accreditation Certificate No :
5. Date of Issue :
6. Valid upto :

For and On Behalf of APEDA

(S. Dave)

Place : New Delhi

Date :

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