

**PROCEDURE FOR GRANT OF  
RECOGNITION CERTIFICATE TO  
PEANUTS GODOWNS/STORAGE  
FOR EXPORT**



**Agricultural and Processed Food Products  
Export Development Authority**  
3<sup>rd</sup> Floor, NCUI Building, 3 Siri Institutional Area,  
August Kranti Marg, New Delhi 110 016  
Tel: 26534175, Fax: 26519259; E-mail: [agmqc@apeda.gov.in](mailto:agmqc@apeda.gov.in)

**PROCEDURE FOR GRANT OF RECOGNITION CERTIFICATE TO PEANUTS  
GODOWNS/STORAGE FOR EXPORT**

To enhance export of peanuts from India and to ensure an appropriate food safety measure during storage of peanuts, it is essential to adopt the procedure outlined in this document for grant of recognition certificate to godowns/storage for exports. One of the objectives of this procedure is to encourage exporters of peanuts to come up to the international level. Expected benefits of this scheme include infrastructure development, export of good quality produce, adoption of internationally acceptable practices, and creation of a healthy competitive environment among exporters.

01	PROCEDURE FOR APPLICATION FOR RECOGNITION AND RENEWAL	1.1	Application for recognition of godowns/storage units of peanuts for exports shall be made in <b>Form-I</b> to Indian Oilseeds & Produce Export Promotion Council (IOPEPC), Mumbai.
		1.2	The application should be accompanied with the godowns/storage infrastructure data in <b>Form-II</b> .
		1.3	The applications complete in all respects alongwith a Demand draft of Rs. 25,000/- as non-refundable processing fee in favour of IOPEPC to be submitted.
		1.4	The recognised godowns/storage shall apply for annual surveillance alongwith a surveillance fee of Rs. 25,000/- in the form of demand draft payable to IOPEPC. Onus of renewal before expiry of the original recognition shall be of the godowns/storage.
		1.5	Following other documents should be submitted along with the application: <ul style="list-style-type: none"> <li>a) Name &amp; addresses of owners/partners/directors/trustees etc. along with documentary evidence.</li> <li>b) Copy of permission/license from the SSI/DIC/EOU of godowns/storage.</li> <li>c) Copy of the lease agreement in case the godowns/storage is on lease basis (if applicable).</li> <li>d) Lay out of the premises.</li> <li>e) List of machinery and equipment including transport vehicles.</li> </ul>

			<p>f) Health record of workers, maintained if any.</p> <p>g) Record of training provided to workers, if any.</p>
		1.6	The application should be signed by the owner/partner/director/managing trustee duly authorized for the purpose and a documentary evidence/power of attorney/copy of the resolution must accompany the application.
		1.7	Applications for grant of recognition certification for peanut godowns/storage may be made on a voluntary basis.
02	PEANUT GODOWNS/ STORAGE RECOGNITION PROCEDURE	2.1	Preliminary scrutiny of the application with the help of checklists shall be carried out by IOPEPC. In case the application is in order, IOPEPC shall organize inspection of the godowns/storage by a recognition committee constituted by IOPEPC for this purpose.
		2.2	Inspection of 10% of IOPEPC recognized peanut godowns/storage units shall be carried out by a committee constituted by APEDA consisting of official from APEDA, IOPEPC, State Government(s) and Directorate of Groundnut Research (DGR). Selection of 10% applications shall be made at random. The Committee shall furnish inspection report in Form-III to APEDA. IOPEPC shall ensure inspection of 10% units. The expenditure shall be borne by respective departments.
		2.3	Evaluation of the applications and physical inspection shall be carried out on first-come-first-served basis by IOPEPC.
		2.4	IOPEPC shall inform the godowns/storage/exporter one week in advance of the date of inspection so that by such time the godowns/storage should be ready with requisite records, as required for verification by the processing unit recognition committee.
		2.5	The Recognition Committee shall furnish the inspection report with its recommendations to IOPEPC as per format given in <b>Form-III</b> within one week of the physical inspection.

		2.6	Implementation and certification of Good Storage Practices and certification of HACCP and any other food safety management system, quality control system, product recall procedures, etc. by the godown/storage units shall be implemented and certified by APEDA recognised agencies.
03	ISSUE OF GROUNDNUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	3.1	In case the Recognition Committee is satisfied that the godowns/storage unit conforms to the requirements, it will recommend to IOPEPC to issue the Recognition Certificate. The same shall be issued by IOPEPC in <b>Form-IV</b> . The certificate shall bear a unique number allotted by IOPEPC.
		3.2	The Recognition Certificate issued to peanut godowns/storage unit shall be prominently displayed in the unit.
		3.3	Any change in the layout, design, capacity, documentation, title, etc., of the godowns/ storage shall be got approved by IOPEPC within 60 days of such change.
		3.4	The date of validity of the Recognition Certificate shall be for one year from the date of issue.
		3.5	The godowns/storage shall be re-inspected by the godowns/storage Recognition Committee for the purpose of renewal of the certificate. The re-inspection shall be carried out before expiry of validity of the certificate.
		3.6	In case, godowns/storage is leased, the certificate shall be issued to the manufacturer/exporter who is the lessee and not to the owner of the godowns/storage. In case, lease agreement expires before the expiry of the recognition certificate, then validity of the certificate will be limited to the date of expiry of lease agreement. In case of extension of lease agreement, the certificate shall be renewed for such period as appropriate.
		3.7	In case exporter/processor avails the part of facility of godown/storage from a service provider, then the onus of applying for obtaining recognition certificate of godown/storage rests with the service provider and all exporters are entitled to avail such common facility.

		3.8	Notwithstanding the fact that the certificate once issued shall continue to be in force till the date specified in the certificate, IOPEPC may institute surprise checks through its officers in order to ensure that the unit continues to maintain the standard required for issue of the recognition of certificate.
		3.9	The godowns/storage shall also comply with such other instructions as may be issued from time to time.
04.	Functions of IOPEPC	4.1	IOPEPC shall receive and process the applications for recognition of peanut godowns/storage and issue the certificate of recognition.
		4.2	In case any amendment(s) in the Certificate is/are required, the exporter will apply to IOPEPC who will make the necessary amendment. The original and all copies of the certificate issued to the processor/exporter will have to be submitted for the purpose.
		4.3	IOPEPC shall submit to APEDA, a monthly statement of receipt of applications by the 15 <sup>th</sup> of every month.
05	REFUSAL/CANCELLATION/SUSPENSION OF PEANUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	5.1	Issue of certificate may be refused or, if issued, may be cancelled or suspended: <ul style="list-style-type: none"> <li>a) If the godowns/storage does not conform to the prescribed standards.</li> <li>b) If there are adverse reports from the financial institution/banks against any of the owners/directors/partners/trustees.</li> <li>c) In case of un-satisfactory arrangements for disposal of rejected, rotten, and waste.</li> <li>d) In the absence of a valid license from the local bodies.</li> </ul>
		5.2	In the overall interest of exports, from India, IOPEPC reserves the right, at any stage, to withdraw/cancel/suspend recognition given to a godowns/storage.
		5.3	Refusal of application for certificate or its cancellation/suspension, as the case may be, shall be communicated to the applicant.

06	APPEAL AGAINST REFUSAL/SUSPENSION/CANCELLATION OF PEANUT GODOWNS/ STORAGE RECOGNITION CERTIFICATE	6.1	Appeal against refusal/cancellation or certificates may be submitted to IOPEPC within 30 days of the receipt of such refusal/ suspension/cancellation.
		6.2	In case of cancellation of certificates, the original certificate of unit recognition shall accompany the appeal.
		6.3	IOPEPC will consider the application on merits and, if considered necessary, order re-inspection of the godowns/storage during which time the anomalies pointed out by the Committee should be rectified.
		6.4	If approved, a fresh certificate shall be issued on payment of a fee of Rs. 5,000 in favour of IOPEPC. The intervening period between the cancellation of the certificate and issue of fresh certificate shall be deemed to imply that the godowns/storage is not recognized during this period.
07	ISSUE OF DUPLICATE RECOGNITION CERTIFICATE IN CASE OF LOSS OR MULTILATION	7.1	In case of loss or mutilation of any certificate, a duplicate certificate may be issued on payment of Rs. 1,000/-. The validity of the duplicate certificate shall be the same as that of the original.

Place: New Delhi  
Date: 27.06.2011

Sd/-  
Asit Tripathy  
Chairman, APEDA

**FORM OF APPLICATION FOR RECOGNITION/RENEWAL OF  
PEANUT GODOWN/STORAGE**

1	Name and address of the Godown/Storage	
2	Contact person	
3	Telephone No.	
4	E-mail	
5	APEDA Registration No., if obtained	
6	IOPEPC registration No., if obtained	
7	Total Capacity ( in MT) of the Godown/Storage	
8	Owner of godown/storage	
9	Managed by (if not the owner himself)	
10	Type of godown/storage	
11	General Particulars of the godown/storage	
12	Capacity ( in MT)	
13	SSI/DIC/EOU License No. and date	
14	Copy of permission/license from SSI/DIC/EOU to run godown/storage (please enclose self-attested copy)	
15	Copy of the lease agreement in case the godown/storage is being run on lease basis (please enclose self-attested copy)	
16	Copy of certification of HACCP, Food Safety Management System, ISO, Environment Management System, etc.	
17	Name and address of the bankers	
18	Application fee of Rs. 25,000/- DD No.____ dated _____.	

Please attach the following documents in addition to the above:

- (i) Lay out of the premises.
- (ii) List of machinery and equipment including transport vehicles.
- (iii) Health record of workers, maintained if any.
- (iv) Record of training provided to workers, if any.

**DECLARATION**

- (a) I/We declare that I/we possess authority and right to peanut godown/storage in the above premises and to effect any structural and/or other modifications required conforming to the instructions issued from time to time.

(b) I/We also declare that I/we have read and understood the procedure for grant of recognition certificate for peanut godown/storage and have complied with the same in respect of the above stated unit facility. I/we understand that non-compliance will entail cancellation of the recognition certificate issued to me.

Place: Signature\* -----  
Date: Name -----  
Designation -----

\*owner/partner/director/ managing trustee duly authorized

### UNDERTAKING

I/We, ----- undertake to always maintain the above mentioned unit as per the standards prescribed in this document, to abide by any instructions that may be issued by IOPEPC in this respect from time to time and to get the unit inspected whenever called upon to do so by IOPEPC

### VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that I agree to abide by the conditions laid down in this behalf.

Place: Signature -----  
Date: Name -----  
Designation -----



## PEANUT GODOWN/STORAGE INFRASTRUCTURE DATA

Sr. No.	Item	Information by Applicant	IOPEPC Verification
1	Name and address of the godown/storage		
2	Owner of godown/storage		
3	Managed by (if not the owner himself)		
4	Type of godown/storage		
5	General Particulars of the godown/storage		
6	Capacity ( in MT)		
7	Year of Construction		
8	Dimensions (feet/ meters)		
9	Construction details		
<b>Flooring</b>			
10	Type of flooring (wooden, concrete, bare soil etc)		
11	Well cemented		
12	Any cracks		
<b>Walls</b>			
13	Concrete and plastered walls		
14	Any leakage in walls		
15	Number of windows		
16	Number of ventilators		
17	Whether windows are covered with Mesh		
18	Whether the ventilators are covered		
23	No of Doors/shutters		
28	Any holes/cracks in the Roof		
32	Type of compound wall		
39	Any threat of flooding inside WH (Normal monsoon)		
<b>Inside the Godown/storage</b>			
47	Is the Godown/storage Clean		
48	Any stocking already done		
49	If yes, What is the commodity stored		
52	Whether tagged and segregated		
53	Whether using Stack Cards		
54	Whether maintaining registers at WH		
55	Whether Fire Fighting arrangements		

	available		
56	If Yes, No. of Fire Extinguishers		
57	Expiry Date of equipment		
58	Whether Weighbridge facility available in the godown/storage		
59	If Yes, Electronic or Manual weighbridge		
60	If No, how far is Weighbridge from the godown/storage		
<b>Other details</b>			
66	Insurance of Godown/storage/Stock		
68	Insurance Policy No		
69	Insured amount		

PLACE:  
DATE:

AUTHORISED SIGNATORY

**INSPECTION REPORT  
FOR PEANUTS GODOWNS/STORAGE**

1. Name and Address of godown/storage unit :
2. Storage capacity of the unit
  - (a) For raw material :
  - (b) For finished goods :

RECOMMENDATION:

**SIGNATURE OF RECOGNITION COMMITTEE MEMBERS**

1. Signature :  
Name :  
Designation :  
Date :
2. Signature :  
Name :  
Designation :  
Date :
3. Signature :  
Name :  
Designation :  
Date :



**INDIAN OILSEEDS AND PRODUCE EXPORT PROMOTION COUNCIL**

**CERTIFICATE OF PEANUT GODOWN/STORAGE RECOGNITION**

This is to certify that the peanut godown/storage unit described below has been inspected by the Peanut Godown/Storage Recognition Committee constituted by IOPEPC, and the existing facilities are considered adequate to meet the prescribed level for export of peanuts:

1. Name and Address of godown/storage unit :
2. Certificate No. :
3. Certificate valid up to :
4. Address of the unit :
5. Storage capacity of the unit :
  - (a) For raw material :
  - (b) For finished goods :

For and on behalf of IOPEPC

Place:

Date:

**S E A L**

Authorized signatory

78-79, Bajaj Bhawan, Nariman Point  
Mumbai 400 021 INDIA

## **CHECKLIST FOR PEANUTS GODOWNS/ STORAGE**

1. Whether the Godown/Storage has Signboards in English as well as in local languages displaying in bold letters regarding strictly prohibition of smoking, pan chewing, spitting etc. in the premises.
2. Whether there is a provision at doors, windows to prevent entry of rodents, birds and insects by providing at least wire/plastic mesh/net (Dust Plastic Flaps at main Entry/Air Curtains)
3. Whether the Godown/Storage premises including compound have rodent and pest control policy
4. Whether equipments which can trap pest and rodents are provided, (Bait Station Plan & Pest Control Contract/Procedure for Pest Control)
5. Whether effective control mechanism in Godown/Storage area for insects, rodents and pest has been set up (Through Pest o Flash or flier catcher etc.)
6. Whether cracks and holes in the walls and Floor are sealed to avoid likely entry & Infestation of rodents, birds or insects.
7. Whether the Godown/Storage area are damp-proof and properly ventilated.
8. Whether sufficient light reaches in the Godown/Storage area
9. Whether the roofing is of RCC or asbestos sheets or any other materials
10. Whether all windows and light fittings in Godown/Storage areas are protected
11. Whether the cargo is being properly stacked by leaving
  - a) At least 1 foot of space between the wall of the godown and the stack.
  - b) At least 1 foot free space made available in between two stacks
  - c) Minimum of 2 feet is left between the ceiling of the godown and the top of the stack.
12. Whether sufficient passage for moving about for inspection and disinfestations and also for facilitating movement of bags has been provided. (Pathway Identification & Area Identification Sign Board)
13. Whether the finished goods in bags are placed on wooden crates/pallets/tarpauline at the time of stacking to avoid floor seepage.
14. Whether the empty bags to be used for packing the cargo are fumigated including the strings used for stitching.
15. Whether the containers on arrival are inspected for any perforation or damage and are export worthy
16. Whether the container is cleaned, dried prior to stuffing and is fumigated after stuffing.
17. Whether the rejected goods are kept separately in the Godown/Storage with identification mark "REJECTED" so that the same do not mix up with accepted goods.
18. Whether different commodities or materials which give off odors are stored separately to avoid cross contamination.
19. Whether First Aid Boxes are available at suitable places.
20. Whether the Godown/Storage have separate toilets for gents and ladies with water taps, wash basin, sufficient quantity of water and soap for cleaning hands and legs.
21. Whether sufficient Fire fighting equipments are kept ready in the Godown/Storage and staff is adequately trained to use the same.