

Agricultural and Processed Food Products Export Development Authority (APEDA)

(Ministry of Commerce and Industry, Govt. of India)

# <u>Peanut and Peanut Products Online</u> <u>Registration/Renewal User Manual</u>

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# Introduction to Peanut and Peanut Products Online Registration/Renewal

APEDA has taken a progressive step towards Paperless processing and allows the applicants to submit their application for Registration/Renewal of their Peanut and Peanut Products Online. There is no need to submit any physical documents and it is a hassle free system which allows to track the status of applications anytime.

Applicant need to register on the system to create their login credentials. After successful login, they can submit an application for New Registration/Renewal of existing certificates online. Procedure of application filing is provided in the User Manual.

Some of the salient features of this system are:

- 100% Online filing and processing of applications
- Integrated payment gateway to transfer the fees online
- Alerts at each step of processing allow the applicant to know as soon as any deficiency is reported in the application submitted
- Applicants can submit additional information that has been sought by APEDA online
- Certificates are generated with Digital Signatures so applicants can download the validated soft copy from their login. No need to collect the copy of the certificates physically.

To access online peanut registration/renewal system, applicant has to access APEDA website and click on "Unit Registration" tab under "Member Access" section.



# Signup/ Login Page:

		18/2/20	16 05:2
ome to the Online Pack house/Peanut Units/Meat Plants Registration System!		New User Signup	Log
	New User S	ignup	
JA nas taken anotner progressive step towards vapeness processing and allows the applicants to submit their application for stration/Renewal of their Pack houses/Peanut Units/Meat Plants Online. There is no need to submit any physical documents and it is a le free system which allows to track the status of applications anvtime.	Registratio Type*	nPlease Select v	
	Name* Email-Id*	Name	
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	Password*		
e of the salient features of this system are:	Confirm		
1.100% Online filing and processing of applications 2. Integrated payment gateway to transfer the fees online 3. Alerts at each step of processing allows the applicant to know as soon as any deficiency is reported in the application submitted 4. Applicants can submit additional information that has been sought by APEDA online 5. Certificates are generated with Digital Sign atures so applicants can download the validated soft copy from their login. No need to colle the copy of the certificates physically.	ect .	341189	

The online peanut and peanut products registration/renewal system can be access with the login details of exporter provided at the time of APEDA registration. In case of new applicant, signup is required. For signup Click on "New User Signup", then following details are required.

- 1. Registration Type : Peanut and peanut Products
- 2. Name of an applicant
- 3. Email Id
- 4. Mobile Number
- 5. Password
- 6. Confirm password

After submission of basic details and user has to verify the Mobile number & E-mail ID.

# Verify Email Id and Mobile No.

APEDA Agricultural & Processed Food Products Export Development Authority Ministry of Commerce & Industry, Government of India			Online 8/	Registration Syst
Welcome to online registration system			New User Sig	nup    Login
VISION One-stop platform for Packhouses/Peanut & Peanut Products Processing units/Meat Processing Plants to get registered with APEDA The Pack houses/Peanut & Peanut Broducts Processing units/Meat Processing Plants have to submit their application entities. Once the con- process as application with the help of application reference number. The registration certificate will be issued by the competent authority after the sc physical verification.	mplete application is submitted, ts can track the status of their crutiny of online application and	Login with Email/MobileNo. : Email OTP : Mobile OTP : Please Enter Email and Mobi	Verify OTP 989958598 0dilug1 0dilug1 [steam] le Verification code sen respectively.	Resend OTP

To verify Email ID and Mobile Number, applicant has to enter the OTP (One Time Password) received on email and mobile number.

After entering OTP, Click on submit button for verification. After successful verification, system will automatically login the applicant on application page.

# Application form (1) for Registration/Renewal

**Registration:** By default Registration Type "**New Registration**" is selected.

**Renewal:** In Case of renewal user need to check Registration Type as "**Renewal**" then following information is required to input and rest of information will be same including payment and peanut and products profile.

एपीडा АРЕДА	Agricult Agricult Export D Ministry of	DA ural & Processed Food Pr levelopment Authority Commerce & Industry, Governmer	roducts									i-Track S	ystem
Logged in as abhay	/											8/2/2017 (	05:15:18 PM
Home New U	Unit Re	gistration Renewal	Apply For Am	endme	nt List of Issued	Certificate(s	) Chan	ge Password   H	Help C	esk Logout			
						Online	Registratio	n					
Do you have APE	DA RCM	C No.? (In case of exporter)		No	O Yes								
Name and address	s of the c	ontact person with details		abbay									
Address*				ncui bu	ilding no 3 delhi								
City*				delhi			6						
State* District*				Delhi NEW D	FLHT	•							
Pin code*				454354									
Telephone				STD Co	de - Telephone No								
Email-Id*				ranjan.a	anu5@gmail.com		_						
Mobile No.*				786787	5897								
Registration Type	•			New	Registration  ® Renewa	I							
Previuos APEDA p Registration/Certific	eanut rec cate No.*	ognition Certificate details		PN2016	090399								
Issued date*				28/09/2	016								
Valid Upto* UnitType*				04/10/2 GODOW	016								
Peanut & Peanut P	Product U	nit Name and Address(This	address shall be tr	eated as	correspondence addres	s)							
Name of Unit*				name o	f plantsdfds								
Address*				Max Lin	nit 250 Characters								
City*				delhi									
State*				Delhi NEW D	-	, ,							
Pin code*				110068									
Telephone				STD Co	de - Telephone No								
Email-Id*				ranjan.a	anu5@gmail.com								
Mobile No.*				786787	5897								
Type of the Unit						-							
Type of the Unit *	chin firm			Partner	ship								
Name*	,	Address*	City*		State*	Pin Co	de*	Telephone N	0.	Fax No.	Email-Id.*	Mobile No.*	
anuj company Itd		delhi city	delhi	D	elhi	238787					as@yahoo.com	9978876867	Edit Delete
					Please Select			STD-TELEPHONE NO	)	STD-FAX NO			Submit
			1										
Unit Processing Typ	pe*			Peanut	shelling/grading/shellin	•							
Name and address	s of the p	rocessing facility shelling/	grading/shelling-cu	m-gradii	ng unit/ Godown / Pea	nut Product Pro	cessing Un	it Janhana Na		w No. Email	Td X Mol	ile No *	
Godown/Storage	pe.	grading ltd.	delhi city	delhi	Delhi 110	067		sephone No.	- FG	yahoo@uahoo.in	76788867	67 Edit Dele	te
Payment Mode *				Offlir	ne 🔍 Online								
List of documents	to be rec	uired											
<u>Sl. No.</u>	I	Required Documents											
1	1	nfrastructure Data (Form II)											
3	-	elf attested scanned copy of	certificate issued by (	charted E	ngineer								
4	5	elf attested Health records o	fworkers										
5	5	ielf attested scanned copy of	record of Training pro	wided to	workers								
DECLARATION													
I/We declare that understand that no	I/We hav	e read and understood the ince at any point of time du	criteria for grant of ring the entire validit	recognit	ion certificate for peanu shall result in cancellatio	t shelling, gradi n of the recognit	ng, shelling	-cum-grading, proces te.	ssing ur	nit and have complied with	the same in respect of t	he above stated units. I	Further I/We
I/We undertake to	always m	aintain the above mentione	d unit as per the star	dards pr	escribed in the APEDA re	gulation for Pear	nut and Pea	nut products, to abid	e by an	v instructions that may be i	ssued by APEDA from time	to time.	
I/We undertake to	keep all o	riginal records available at th	ne time of visit of the	Inspectio	on Committee.					,,			
I/We undertake to	adhere to	the following product specif	ications for peanuts:										
	.,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,											
Moisture : 7%	/0 eign me	fter: 0.01% may											
Count		and a state of the	and the second second		1.0.5%								
Count variatio	u: Well	graded, not to exceed 2 cou	ints either side impe	Tect kern	eis: 0.5%								
(Damaged, Broken,	, split, shr eclare tha	iveled, sprouted and discolou t the information and docur	ured) ments submitted by	me/us ar	e correct and true to th	e best of my/our	- knowledae	and belief. In case.	it is fou	nd to be false I/We would I	oe held responsible and I/V	Ve hereby indemnify APE	DA from the
implications, if any, I/We also declare th	, arising fr hat there	om submission of wrong info is no child labour is working	ormation in the appli in the Unit.	cation.									
			-					Save & Continue					
								a.					_

After filling all the details, Click on save and continue, the second page of registration will be displayed as given below.

l in as <b>abhay</b>											8/2/2017 (	)5:29
Home New Unit Registration	Renewal	Apply For Amend	ment I	ist of Issue	d Certifica	ite(s)	Change Pas	sword	Help Desk	Logout		
				online Registrat	ion (Form-T)							
s the unit ewood / leased or rented *		Oursed @ La			1011 (101111 1)	,						
stre une onneu / leased of rented		© Owned ⊚ Le	sed / Kell	leu								
Please provide date of incorporation		14/00/2016										
		14/09/2016										
Please provide self attested copy of lea	ise deed at the t	ame of inspection (lease	e snoula b	e for at least 10	) years)							
ate of signing*		15/09/2016										
ease period*		05/10/2016		0								
essor Name*		anurag										
lease mention details of License/Certi	ificate No., date	of issue and validity (P	lease uplo	ad latest versio	n)							
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After filling all the required details and uploading all the required documents, click on save.

Note: In case of any change in previous screen, click on previous button.

After saving the document, click on final submission.

#### Application Preview Page:

Before final submission an applicant can view and modify the application by clicking on "Preview Button" if required.

Do you have APEDA RCMC No.? (In ca	an of summation)		
Name and address. Cit	se or exporter)	40	
mame and address of the contact per	son with details		
Name Address	a	bhay urdinow city	
City		ucknow	
District	L	JUCKNOW Ithar Pradesh	
Pin code	3	165400	
Telephone Fax	-		
EmailId	r	anjan.anu5@gmail.com	
Mobile No.	7	7867876897	
Registration Type	P.	lew Registration	
Peanut & Peanut Product Name and	Address(This address sh	all be treated as correspondence address)	
Name of Unit	uuu essi 11115 uuu ess sii U	unit house	
Address	h	ucknow city peanut unit house	
District	II L	ucknow UCKNOW	
State	L	Jttar Pradesh	
Telephone	1	10092 1654 - 9899586998	
Fax			
Emaild Mobile No.	r g	anjan.anuS@gmail.com 1899586998	
Type of the Unit			
Type of the Unit	P	Yoprietary	
Details of Proprietary firm			
Name /	Address	City State Pin Code Telephone No. Fax No. EmailId. MobileNo.	
Init Processing Type	em,moia pr	ew deini Ottal Pradesn 110092 9099300990 iranjan.anu segmai.com 9099300990	
Name and address of the processing	r facility sholling/grading	reand, sneiming graung sneiming-conn-graung-source	
Unit Type Unit Nam	ie Addr	ess City State Pin Code Telephone No. Fax No. EmailId. MobileNo.	
Grading Unit grding industry	delhi grading uni	t delhi Delhi 110016 delhi@gmail.com 9866567634	
Payment Mode	0	Offline	
Registration/Renewal Fee Details(s)	(Offline payment)		
DD No. Date of Issue	3	123244 15/01/2017	
Drawn on (Bank)	4	Ilahabad Bank	
Branch Name Amount(Rs.)	d	felhi 10250.00	
List of documents to be required	-		
SI. No. Required Docur	nents		
1 Infrastructure Dat	a (Form II)		
2 Self attested scan	ned copy of lease agreemen	it of the unit if applicable	
3 Self attested scan 4 Self attested Heal	ned copy of certificate issue th records of workers	d by Charted Engineer	
5 Self attested scan	ned copy of record of Trainir	ng provided to workers	
		DECLARATION	
I/We declare that I/We have read and ur	derstood the criteria for g	rant of recognition certificate for peanut shelling, grading, shelling-cum-grading, processing unit and have complied with the same in respect of the above	
stated units. Further I/We understand the	at non compliance at any p	oint of time during the entire validity period shall result in cancellation of the recognition certificate.	
I/We undertake to always maintain the a	bove mentioned unit as per	r the standards prescribed in the APEDA regulation for Peanut and Peanut products, to abide by any instructions that may be issued by APEDA from time to	
une.			
I/We undertake to keep all original record	s available at the time of vi	sit of the Inspection Committee.	
I/We undertake to adhere to the following	product specifications for p	peanuts:	
70/			
Moisture : /%			
Admixture/foreign matter: 0.0	1% may		
-	2 Permana		
Count variation : Well graded, not	to exceed 2 counts either s	ide imperfect kernels: 0.5%	
Count variation : Well graded, not	to exceed 2 counts either s	ide imperfect kernels: 0.5%	
Count variation : Well graded, not I (Damaged, Broken, split, shriveled, sprout	to exceed 2 counts either s	ide imperfect kernels: 0.5%	
Count variation : Well graded, not f (Damaged, Broken, split, shriveled, sprout I/We hereby declare that the informa- hereby indemnify APEDA from the implica-	to exceed 2 counts either s ted and discoloured) ation and documents subm tions, if any, arising from s	ide imperfect kernels: 0.5% sitted by me/us are correct and true to the best of my/our knowledge and belief. In case, it is found to be false I/We would be held responsible and I/We ubmission of wrong formation in the application.	
Count variation : Well graded, not I (Damaged, Broken, split, shriveled, sproul 7 I/We hereby declare that the inform hereby indemnify AFEDA from the implica	to exceed 2 counts either s ted and discoloured) ation and documents subm tions, if any, arising from s	ide imperfect kernels: 0.5% witted by mejus are correct and true to the best of my/our knowledge and belief. In case, it is found to be false I/We would be held responsible and I/We ubmission of wrong information in the application. Online Respiration() (rorm-1)	
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After saving the documents click on final submission to submit application in APEDA Once the application is submitted in APEDA, Modification/Amendment is not allowed. After final submission, the applicant will get an acknowledgment as shown in below image

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2	PNUAP2017000100	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	Under Process	07/02/2017	View Application
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For assistance, email to us ] Best viewed in IE 6.0 or above

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#### **RESUBMIT OF APPLICATION WITH CLARIFICATION**

#### **Clarification from Applicant**

In case of any clarification required, the applicant will get an email alert and also the link in online Peanut and Peanut Products Registration/Renewal system to submit clarification as shown in below image.

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2	PNUAP2017000100	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	Under Process	07/02/2017	View Application
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Click on "Submit Clarification" link, the given below screen will be displayed.

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To submit the required information, click on "Click Here" link given under Action Panel. The given below screen will be displayed.

#### User Manual – Online Peanut Unit Registration / Renewal System – Version 1.0

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After updating the data an applicant need to click on final submission to view and update all the points which is shouted by APEDA.

After entering all the details, click on final submit button. After successful submission, the status of application changed to "Under Process" as shown in below image.

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s	st of I	Reference No.	Applicant Name	Unit Name	Unit Address	Region/Country	Registration	Application	Submitted	Action
1		PNUAP2017000101	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	New Application	09/02/2017	View Application
2	1	PNUAP2017000100	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	Under Process	07/02/2017	View Application
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#### **RESUBMIT OF APPLICATION WITH DEFICIENCY OBSERVED DURING INSPECTION**

#### **Upload Deficient Document by Applicant**

In case of any deficiency observed during physical inspection, the applicant will get an email alert and also the link in online Peanut and Peanut Products Registration/Renewal system to submit deficiencies as shown in below image.

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SI.No.	Reference No.	Applicant Name	Unit Name	Unit Address	Region/Country	Registration Type	Application Status	Submitted On	Action
1	PNUAP2017000101	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	Required Deficient Document	09/02/2017	View Application Upload deficient document
2	PNUAP2017000100	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE, NEW DELHI, Delhi-110019	European Union	New Registration	Under Process	07/02/2017	View Application
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Click on "Upload deficient document" link, the given below screen will be displayed.

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After uploading the necessary documents, click on "Forward to APEDA".

After successful submission, the status of application changed to "Under Process" as shown in below image.

#### User Manual – Online Peanut Unit Registration / Renewal System – Version 1.0

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#### UNIT REGISTRATION CERTIFICATE

Once the Registration certificate is approved and digitally signed, the applicant can View the certificate by clicking on "View Certificate" in their login as shown in below image.

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sistance	e, email to us 1 B	est viewed in IE 6	0 or above		© 20	10 All Rights reserv	ed with APEDA				

#### APPLY FOR AMENDMENT

In case any modification after generation of Unit Registration Certificate, Unit can apply for Amendment in certificate by clicking on "Apply For Amendment" Menu as displaying in menu bar as 4<sup>th</sup> Menu. After clicking on "Apply For Amendment" menu, given below screen will be get appear.



Applicant need to click on "Apply for Amendment" link from action column. After clicking on "Apply for Amendment" given below screen will be get appear.

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After changes in Amendment application, Applicant need to click on "Submit" button to forward Amendment application to APEDA.

APEDA will process this application and issue Unit registration certificate with requested changes, which will also reflect in "List of Issued Certificate(s)" Menu as given in below screen.

	APEDA Agricultural & Processed Food Products Export Development Authority Ministry of Commerce & Industry, Government of India         i-Track System           oged in as TRL RICELAND PVT LTD         9/2/2017 11:09:14 /r													
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	SI.No.	Reference No.	Certificate No.	Applicant Name	Unit Name	Unit Address	Region/Country	Registration Type	Application Status	Action				
	1	PNUAP2017000101	PN2017020416	TRL RICELAND PVT LTD	TRL RICELAND PVT LTD	EROS CORPORATE TOWERS, LEVEL 15, NEHRU PLACE,,NEW DELHI,Delhi-110019	European Union	New Registration	Certificate Issued	View Certificate				
For as	sistano	e, email to us ] Be	est viewed in IE 6	.0 or above		Develop	© 2010 All Rights reser oed & Maintained by Logics	ved with APEDA oft Internationa	al Pvt. Ltd.					

# Thank You