



**SPICES BOARD INDIA**

Ministry of Commerce & Industry, Govt of India

**स्पाइसेस बोर्ड भारत**

व्यापारिक एवं उद्योग मंत्रालय, भारत सरकार

## **GUIDELINES FOR ISSUE OF AUCTIONEER LICENCE FOR MANUAL AUCTION FOR CARDAMOM (SMALL) AND CARDAMOM (LARGE)**

The following are the Guidelines for the issue of Auctioneer Licence for cardamom (small) and cardamom (large) as per the Cardamom (Licensing & Marketing) Rules 1987 and subsequent amendments from time to time.

- Manual auction centre for cardamom (small) can be established anywhere in India other than in the States of Kerala and Tamil Nadu.
- Manual auction centre for cardamom (large) can be established anywhere in India.
- It is the responsibility of the Auctioneer to set up the infrastructure facility for conducting manual auction as per the terms and conditions of Spices Board.
- The applicant shall be registered under Companies Act, 1956 or Multi-State Cooperative Societies Act, 2002 or the Indian Partnership Act, 1932 or a Charitable Society registered under the Societies Registration Act 1860.
- The applicant shall submit separate application for cardamom (small) and cardamom (large).

## **I. GENERAL TERMS & CONDITIONS**

- i. The fee payable along with the application for issue of auctioneer licence for Manual auction is Rs.15,000/- plus 18% GST (Total Rs.17,700/-). The fee shall be submitted in the form of Demand Draft favouring Spices Board payable at Ernakulam. The fee shall be remitted through NEFT / RTGS into Board's account.

SPICES BOARD RECEIPTS ACCOUNT NO: 7176002100002354

Name of the Bank: PUNJAB NATIONAL BANK

Branch: Vennala, Ernakulam

IFS Code: PUNB0717600

- ii. No Manual auctioneer licence will be issued in a State where the Board has established common e-auction centres.
- iii. The auctioneer shall pay the growers, whose cardamom is pooled, the applicable sale value of the cardamom sold in an auction within 10 working days from the date of auction. If the auctioneer defaults to make payment as per the terms and conditions of the Licence, the Board shall initiate steps against the Auctioneer including suspension and/or cancellation of the Licence.
- iv. The auctioneer has to provide the required facility to the satisfaction of the Board for pooling the cardamom as well as storage. In such pooling centres, the auctioneers shall provide electronic weighing machines and moisture meters.
- v. The auctioneer shall conduct the manual auction at a place and on a day and time specified by the Board.
- vi. The auctioneer shall draw 1500 grams out of each lot of (the quantity of cardamom pooled for auction as desired by the farmer), of cardamom offered for pooling and the quantity of sample drawn should be recorded in the Crop Slip issued to the person whose cardamom is pooled. Out of the sample drawn, 100 grams will be set aside as purchaser sample and 50 grams will be put on display at the auction centre. The remaining 1350 grams can be used by the auctioneer for distributing as samples during the bidding process of the said lot. The auctioneer shall refund the value of 1350 grams of cardamom (from the sample drawn). Therefore, the total amount payable by the auctioneer to the person who pooled the cardamom shall be the sum of the sample refund value and the value for which the lot has been sold in an auction after deducting the eligible 1% commission on the total amount. No additional charges can be deducted in the name of wastage, weight loss, charity etc.
- vii. The auctioneer shall not charge more than one per cent of the sale price as commission for the services rendered by them.
- viii. The auctioneer shall ensure that the cardamom pooled in an auction is free from any adulteration, contamination and artificial coloring.

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Street

City  Pin

State

Tel.

Mobile

Fax

E-mail ID

(5) Permanent Account Number (PAN)

(6) Tax Registration  
(Attach self-attested copies)

Goods & Services Tax (GST)

Date of Issue

Place of Issue

(7) Indicate whether the applicant was issued with licence as auctioneer by the Spices Board  
(Please tick where appropriate)

YES  NO

If YES, indicate

(a) Licence Number

Date of Issue

Type/mode of Auction.....

Place of Auction .....

Day of Auction .....

Time of Auction .....

(b) Quantity and value of cardamom auctioned during the last three years of operation

Year	Quantity (MT)	Value (Rs. in Lakhs)

(c) Indicate category based on average turnover per auction in the last three years of operation  
(Please tick where appropriate)

A       B       C       D

(A- Rs. 10 crore & above, B- Rs. 5-10 crore, C- Rs.1- 5 crore, D- less than Rs. 1 crore)

(8) If the application is for conducting manual/online auction, indicate the following

Proposed place of auction

Proposed day of auction

Proposed time of auction

Proposed frequency

(9) Details of fee remitted

Amount      Rs.

Mode of Payment      Bank Transfer       DD

UTR/DD No.       Date

Name of the Bank

(10) Infrastructure Facilities

(i) Details of Storage

Type	Location & Address	Floor Area (sq ft)	*Seating/Storage Capacity
Godown			
Collection Depot I			
Collection Depot II			
Collection Depot III			
Auction Hall**			

(Attach additional sheets wherever required)

(\*Seating Capacity of auction hall & storage capacity (MT) of warehouse and collection depots)

(\*\* For conduct of manual & online auction only)

- (ii) Other facilities available
- (a) Grading Facility                      Yes                       No
  - (b) Weighing Machine                      Yes                       No
  - (c) Moisture Meter                      Yes                       No
  - (d) Tables/Chairs                      Yes                       No
  - (e) Computer Facilities                      Yes                       No

(f) Total floor area for storage (sq ft)     

- (g) Transportation Facility                      Yes                       No
  - (h) Parking facility for vehicles                      Yes                       No
  - (i) Road Facility for movement of vehicles to the warehouse/depot                      Yes                       No
  - (j) Packing Facility                      Yes                       No
  - (k) Pallets Facility                      Yes                       No
  - (l) Sieving Facility                      Yes                       No
  - (m) Adequate Lighting                      Yes                       No
- (n) Floor Surface of central warehouse/ collection depot (Cement/Tiles/Others)
- (o) Lot Sample Display Board                      Yes                       No
  - (p) Auction Details Display Board                      Yes                       No

11) Provide details of financial capacity

(a) Working capital available                      Rs.

(b) Capital structure

    Authorized capital                      Rs.

    Paid up capital                      Rs.

DECLARATION

I/We..... declare that the information given above are true to the best of my/our knowledge and belief that I/We shall abide by the Cardamom (Licensing and Marketing) Rules, 1987, Cardamom (Licensing and Marketing) Amendment Rules (amended up to 2018) and any instructions given by the Board from time to time regarding the conduct of business.

Place:

Signature

Date:

Name:

Designation:

Note : Applications which are not accompanied with the prescribed fee shall not be entertained.

SELF ATTESTED COPIES OF SUPPORTING DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

**All applicants**

- a) Copy of PAN card
- b) Copy of GST Certificate Registration
- c) Copy of the Audited Balance sheet upto 31.3.2017
- d) Copy of acknowledgement of IT Return upto 31.3.2017
- e) Copy of GST Return Acknowledgement for March 2018
- f) Copy of ESI registration
- g) Copy of PF registration

In addition to the above, the following additional documents are to be submitted by the applicants.

**Additional documents to be submitted by applicants belonging to the category "Companies" :**

- a) Copy Memorandum of Articles
- b) Copy of Certificate of Incorporation
- c) Copy of Latest Annual Return (form MGT-7)
- d) Copy of Self declaration that none of the directors of the Company are disqualified to act as Director
- e) Name, Residential address of Directors with profile
- f) Copies of Aadhar of Directors
- g) Copies of PAN card of Directors
- h) Copy of DIN Number of Directors

**Additional documents to be submitted by applicants belonging to Firm**

- a) Copy of Partnership firm Registration Certificate
- b) copy Partnership deed
- c) Name, Residential address details of partners
- d) Copy of Aadhar of Partners
- e) Copy of PAN card of Partners

**Additional documents to be submitted by applicants belonging to multi-state co-operative societies registered under the Multi-State Co-operative Societies Act, 2002 (39 of 2002) or a charitable society registered under the Societies Registration Act, 1860 (21 of 1860)**

- a) Copy of registration certificate
- b) Copy of Bye Laws
- c) Name, Residential address details of office bearers / trustees
- d) Copy of Aadhar of office bearers / trustees
- e) Copy of PAN card of office bearers / trustees

## DETAILS OF THE INFRASTRUCTURE FACILITIES

### 1. Details of the Auction Hall

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Total floor area of Auction Hall length x breadth ( in feet)

( In the case of ownership, please attach self attested copies of building certificate from Local authority as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

### 2. Details of Collection Depots

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Collection Depot building length x breadth x height ( in feet)	Storage capacity of the collection depot (MT)	No.of Moisture Meter available in the collection Dept	No.of Electronic weighing balance available in the collection Depot

( In the case of ownership, please attach self attested copies of building certificate from Local authority as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

3. Details of Storage facilities ( storage facilities other than the stroage in collection depots)

Location	Postal address	Nature of building	Ownership of the building ie owned / leased / rented	Storage building / godown  length x breadth x height ( in feet)	Storage capacity (MT)

( In the case of ownership, please attach self attested copies of building certificate as proof for ownership of the building. In case of leased / rented building, please attach self attested copies of the lease deed copy / rental agreement with the building owner)

4. Facilities for cleaning and grading of cardamom

Location	Postal address	Type of Cleaning facility (Manual / Mechanical )	No.of cleaning equipments and Capacity of the cleaning equipments	Type of grading facility (Manual / Mechanical)	No.of grading equipments and Capacity of the grading equipment