

Standard Operating Procedure for Export of Dried Chilli



Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)
Directorate of Plant Protection, Quarantine & Storage
N.H.IV, Faridabad-121001, India
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1. Document issue and revision:

The issue and revision of the document “Standard Operating Procedure (SOP) for Export of Dried Chilli” is controlled by the Directorate of Plant Protection, Quarantine & Storage (DPPQS) the National Plant Protection Organization (NPPO) of India, NH-IV, Faridabad-121001 (Tel: 0129-2413985; fax:0129-2412125; e-mail: ppa@nic.in). Subsequent revision of the SOP will be issued in entirety together with a revision number and issue date, and posted at <http://www.ppps.gov.in> and <http://plantquarantineindia.nic.in> for use of all stakeholders.

The document holder, upon receipt of a revised SOP shall make the older version “obsolete” and replace it with revised version and it is the responsibility of the document holder to ensure that all the sections of this SOP are intact and complete.

2. Distribution of SOP:

The manual shall be uploaded on public domains; <http://www.ppps.gov.in> and <http://plantquarantineindia.nic.in> for use of all stakeholders.

3. Background:

This document provides guidance and prescribes the Standard Operating Procedures of a national system for export of pest free dried chilli. The storage pests of dried chilli and other species are Khapra beetle (*Trogoderma granarium*), Red flour beetle (*Tribolium castaneum*), Cigarette beetle (*Lasioderma serricorne*), Drug store beetle (*Stegobium paniceum*), Lesser grain borer (*Rhyzopertha dominica*), Almond moth (*Ephestia cautella*) and Indian meal moth (*Plodia interpunctella*), and any other pests concerned with the importing country.

4. Purpose:

The purpose of this document is to provide guidance for operation of a national system for Registration of Warehouses for export of dried chilli from India. The Registration of Warehouses is aimed to eliminate Khapra beetle (*Trogoderma granarium*) and other storage pests associated with dry chilli for pest free export and to ensure a valid and credible Phytosanitary Certification fulfilling the International obligations enshrined under the International Plant Protection Convention and WTO -SPS Agreement.

5. Definitions & Terms:

All technical terms used in this document are as defined in *Glossary of Phytosanitary Terms, ISPM 5, FAO, Rome*.

6. References:

1. *Standard Operating Procedure (SOP) for Export Inspection & Phytosanitary Certification of Plant/Plants Products and other Regulated Articles*, 2008, DPPQS, Faridabad
2. *Phytosanitary certification system*, ISPM 7 (2011), FAO, Rome
3. *Glossary of Phytosanitary Terms*, ISPM 5 (2016), FAO, Rome.
4. *Phytosanitary Certificates*, ISPM 12 (2011), FAO, Rome.
5. *Guidelines for Inspection*, ISPM 23 (2005), FAO, Rome.
6. *Methodology for sampling of consignment*, ISPM 31 (2008), FAO, Rome
7. *International Plant Protection Convention*, FAO, Rome.

7. General Requirements:

The export of dried chilli from India shall be from the Warehouses registered with the Directorate of Plant Protection Quarantine and Storage, NH-IV, Faridabad-121001.

Registration of Warehouses is subject to Joint Inspection by DPPQS and Spices Board in accordance with the procedures laid down in this SOP.

A Merchant Exporter has to furnish a declaration in the prescribed format that the produce has been exported from their Registered Warehouses.

The exporter shall furnish a Certificate of Origin from an agency authorized by Government of India for each consignment of dried chilli.

8. Procedure for registration of Warehouses:

Application and Fees for Registration:

The Warehouses intending to export dried chillies shall apply to National/Regional Plant Quarantine Station of the concerned area for registration of their unit in the prescribed application form (**Annexure-I**). The addresses of the National/Regional Plant Quarantine Stations and list of States/UTs are given in **Annexure-II**.

Each application shall be accompanied with a registration fee of Rs.5,000/- (Rupees Five Thousand Only) to be paid through public Portal NTRP (www.bharatkosh.gov.in) and payment receipt thus generated must be attached.

Officer In charge of Regional Plant Quarantine Station shall nominate officer for inspection/audit of Warehouse within 07 days from the receipt of complete application and intimate to Spices Board through E-mail with a request for joint inspection.

Nominated officers of DPPQS & Spices Board will conduct inspection/audit within 15days from the date of nomination.

Procedure for Registration:

The Inspection team shall carry out detailed Physical Inspection/audit of the Warehouse and ascertain its Phytosanitary compliance as per SOP. The Inspection team shall furnish the Inspection Report (**Annexure – III**) to the Officer-in-charge of concerned NPQS/RPQS within two days from the date of inspection. The Officer-in-charge of NPQS/RPQS will forward inspection report with his recommendations to the Plant Protection Adviser within three days. PPA will issue certificate within 07 days from the receipt of the inspection report. The registration will be valid for two years.

9. Monitoring (renewal) of registered Warehouses:

Regional PQS shall conduct the Joint Inspection of the registered Warehouses by a team of Officers, one each from DPPQS and Spices Board. The Joint Inspection Shall be conducted once at least in two years for verification of Warehouse continued compliance to SOP.

A fee of Rs.2,000/- to be paid through public Portal NTRP (www.bharatkosh.gov.in) and payment receipt thus generated must be attached.

A list of registered Warehouses shall be maintained by DPPQS at National Level and updated from time to time, based on inspection reports.

10. Responsibilities:

Management Responsibilities:

- The DPPQS shall bear overall responsibility for implementation of this SOP and accordingly, identify the duties and lines of communication of all personnel authorized to issue Phytosanitary Certificates.
- DPPQS and Spice Board shall conduct Joint Inspections for registration of Warehouses and monitoring/renewal to ensure the effectiveness of the safeguard mechanism of the warehouses for freedom from all storage pests.
- DPPQS shall also conduct need based supervisory visit of the registered Warehouses.
- The Spices Board shall be responsible for creating awareness about the SOP to the Warehouses, exporters, etc and impart training to all the stake holder in the supply chain. Necessary assistance required for certification etc. may be extended.

Responsibilities of Registered Warehouses:

- The Warehouse shall apply for renewal, 60 days in advance of expiry period of two years for registration in the prescribed proforma along with necessary fee.
- The Warehouse shall maintain register for source of the product like area of production, date of procurement, quantity etc.
- The Warehouses shall have a separate earmarked area for Quarantine Inspection. The Inspection area shall have ample space, inspection table, lighting source for sampling and inspection, basic laboratory equipment like magnascopes and inspection kits shall be made available to facilitate proper inspection.
- Warehouses shall have intact floors and walls free of cracks and crevices to avoid breeding and sheltering of storage pests.
- Warehouses shall apply prophylactic treatment in and around the Warehouse and maintain records.
- Warehouses preferably will use new burlap bags for packaging of dried chillies for export.
- All the containers shall be cleaned prior to loading and documentations shall be maintained in this regard.
- The containers shall be loaded only at Registered Warehouse to avoid mixing with other commodities to prevent cross infestation.
- Warehouses shall fumigate the dried chilli consignments as per the requirement of the importing country and through Fumigation Agencies duly approved by the Plant Protection Adviser to ensure that the shipment is free from Khapra beetle (*Trogoderma granarium*) and other storage pests.
- Warehouses shall issue a Certificate to the exporter in prescribed format for each consignment stating that the dried chillies, as the case may be, have been stored in their warehouses for export. The Registration number allotted by DPPQS and the quantity of the consignment shall invariably be mentioned in each such Certificate.

Responsibilities of Merchant Exporters:

- Merchant Exporters shall procure dried chillies for export, only from the Warehouses Registered with DPPQS.
- Merchant Exporters shall arrange inspection at the Registered Warehouse.
- Warehouses preferably will use new burlap bags for packaging of dried chillies for export.
- All the containers shall be cleaned prior to loading and documentations shall be maintained in this regard.
- The containers shall be loaded only at Registered Warehouse to avoid mixing with other commodities to prevent cross infestation.
- Merchant Exporters shall obtain Certificate in the prescribed proforma for each consignment from the Registered Warehouses mentioning therein the registration number and quantity of commodity.
- Merchant Exporters shall arrange for Phytosanitary Inspection, treatment and obtain a Phytosanitary Certificate for each consignment sourced from the Registered Warehouses.
- Merchant Exporters shall load the containers at the Registered Warehouses to avoid mixing with other commodities to prevent cross infestation.
- Merchant Exporters shall provide the undertaking as per **Annexure – IV**.

11. Issuance of Phytosanitary Certificate (PSC):

The exporter shall apply to the concerned notified PSC issuing authority (List available at: <http://plantquarantineindia.nic.in>) for obtaining PSC for each consignment prior to export through online Plant Quarantine Information System (PQIS) (<http://plantquarantineindia.nic.in>). Phytosanitary Certificates will be issued in 1-2 working days except those requiring fumigation will be issued after 3 working days.

Phytosanitary Inspection Procedures:

- Exporter shall provide logistic support to the Plant Quarantine (PQ) officials for Phytosanitary Inspection of consignments. The PQ Inspection shall be carried out only at Registered Warehouses.

- PQ Inspector will conduct inspection of the consignment as per inspection, certification and sampling regime to ensure freedom from pests of concern to the importing country including Khapra beetle and other storage pests.

Sampling regime

- For Bagged Cargo:

Lot size	No. of bags to be sampled
Up to 100 bags	20
101 to 300 bags	32
301 to 500 bags	50
501 to 1000 bags	80
1001 and above	125

- For Bulk Cargo:

Lot size	No. of primary samples to be drawn
Up to 300 MT	30
301 to 1000 MT	20
1001 and above	100

Phytosanitary Treatment:

Dried chilli consignment will be fumigated as per the requirement of the importing country by the Agency duly approved by the Plant Protection Adviser to ensure that the shipment is free from Khapra beetle (*Trogoderma granarium*) and other storage pests.

Phytosanitary Certificates shall be issued as per model format prescribed under the IPPC with an Additional Declarations as per requirements of the importing country;

- ☐ e.g. “This is to certify that the consignment has been officially inspected and found free from Khapra beetle (*Trogoderma granarium*) and other storage pests”.

12. Noncompliance:

Any notification of noncompliance due to interception of pests in the consignment or inadequate declaration on Phytosanitary Certificate will be investigated by the DPPQS within 15 days from the receipt of noncompliance and suitable action will be taken against the person/warehouse found responsible for such noncompliance.

APPLICATION FORM

**FORM OF APPLICATION FOR REGISTRATION OF WAREHOUSES FOR EXPORT
OF DRIED CHILLIES**

1. GENERAL INFORMATION

Name and address of the applicant (owner) along with complete contact details

Name:

Address:

Tel with STD Code:

Fax with STD Code:

E mail:

Mobile:

Name & Address of warehouse with name of Manager and his contact details

Name & Address of warehouse:

Name of Manager:

Contact Tele/Mobile No:

License no. and date (enclose self-attested copy)

License No :

Issued for:

Issued by:

Issue Date:

Valid Up to:

If the warehouse is hired / leased, full address of the owner (attach copy of lease agreement)

Date of Issue:

Valid up to:

Leased to:

Name:

Address:

Tel No:

Mobile No.:

1.6. Storage capacity:

Quantity and Value of dried chillies exported during preceding three years.

A list of machinery and equipment available to be attached. Give details of practices and procedures for their disinfestations

Is the warehouse HACCP or ISO 22000 or SQF or BRC or IPQC implemented by EIC etc certified; if so attach copy of the certificate

Details of the laboratory facility (attach list)

2. INFORMATION ABOUT PERSONNEL

2.1. The name/qualification/designation and experience of Quality Control Chief

Number of Workers:

Number of Supervisors:

Number of Technical personnel employed in Quality Control:

3. SANITARY AND PHYTOSANITARY FACILITIES

Is there adequate space for free movement in all the sections for workers?

Whether workers are provided with clean working cloth, apron, etc., to prevent contamination of consignment with sweat and dust/dirt.

Is there arrangement in all the sections for preventing entry of flying insects, rodents, birds and pigeons?

Are the doors of all sections fitted with fly proof net and self-closing device?

Is there adequate protection from entry of pest in the unit during loading and unloading of consignment?

Facilities of toilets / washing for workers with liquid soap or disinfectant.

Are the toilets having self-closing doors and kept in clean?

Whether the walls and floors of the premises are free from pits, crevice peeling off and white washed.

Whether there is an adequate facility of fumigation.

Is there separate warehouse arrangement for finished product?

Is there separate ware house for packaging material?

Is there separate warehouse for export rejections?

Is there any in-house inspection/ testing facility available?

Whether the surrounding kept clean. Whether the unit is maintained in good hygienic condition to prevent pest & rodent harbourage and other flying insects?

Does the warehouse have cleaning schedule with disinfectants used?

Whether periodic prophylactic treatments are done in the storage area?

Is systematic record is maintained for the treatments applied?

Whether records of fumigation of dried chillies are maintained in formats duly approved by Plant Protection Adviser? (Attach verification of 2-3 random cases).

Whether an exclusive storage area for dried chilli for export are maintained.

Is the process flow unidirectional?

Is the Quality Control Chief aware of phytosanitary requirements for export of dried chillies & other spices, detection and control of storage pests viz., Khapra beetle *Trogoderma granarium*, Red flour beetle *Tribolium castaneum*, Cigarette beetle *Lasioderma serricorne*, Drugstore beetle *Stegobium paniceum*, Lesser grain borer *Rhyzopertha dominica*, Almond moth *Ephesia cautella* and Indian meal moth *Plodia interpunctella* and other storage pests.

Is there a documented procedure for control of storage pests of dried chilli including Khapra beetle (*Trogoderma granarium*)?

Identify training needs of quality control head and other technical personnel in Phytosanitary issues including detection and identification of common and specific storage pests and means to control them.

4. DOCUMENTATION

Are essential records systematically maintained at all the above stage including the following

- a. Staff training schedule
- b. Quality system records, I (e.g., HACCP /ISO 22000/SQF/BRC)
- c. Medical record / history sheet for each individual staff member
- d. Record of Inspection visits
- e. Record of dried chilli arrival & dispatch
- f. Ware house cleaning records
- g. Equipment calibration records
- h. Fumigation related records
- i. Trace back / product recall
- j. Complaint handling records
- k. Legal status and compliance to statutory requirements of Government of India
- l. Any other

5. OTHER PARTICULAR / REMARKS, IF ANY.

Details of the Bank draft towards payment of Fee

DD No:	Drawn on (Bank
Date of issue	Amount (Rs.)

DECLARATION

(a) I/We-----, declare that I/we possess the authority and right to store Dried chillies 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 approval/registration of Warehouse export of dried chilli. I/we understand that noncompliance at any stage will entail cancellation of the Registration Certificate issued to the Warehouse.

Place : Signature -----

Date : Name -----

Designation

UNDERTAKING

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

Place : Signature -----

Date : Name -----

Designation

VERIFICATION

I/We -----, hereby, declare that to the best of my knowledge and belief, the above information is complete and correct and that no facts have been concealed. I/We also agree to abide by the conditions laid down in the SOP.

Place : Signature -----

Date : Name -----

Designation

Annexure-II**LIST OF NPQS / RPQS AND STATES UNDER THEIR JURISDICTION**

Sl. No.	Name of NPQS/RPQS	Contact No. @ E-mail address	Name of States / UT	No. of States/ UT
1.	National Plant Quarantine Station (NPQS), Vasant Kunj Enclave, Near Kendriya Vidyalaya, Rangpuri, New Delhi-110 037	011-26899297 011-26138382 (Fax) 011-26363623 npqfsc@nic.in	Delhi, Haryana, Uttar Pradesh, Rajasthan and Uttarakhand.	05
2.	Regional Plant Quarantine Station (RPQS), Ajnala Road, Near Air Force Station, Raja Sansi Airport, Amritsar (Punjab)	01858-233775 01858-233776 (Fax) rpqfsa@nic.in	Punjab, Himachal Pradesh, Jammu & Kashmir, Chandigarh	04
3.	Regional Plant Quarantine Station (RPQS), GST Road (Near Trident Hotel), Meenambakkam, Chennai-600 027 (Tamil Nadu)	044-22323888 044-22347522 044-22342949 (Fax) rpqfsc@nic.in	Tamil Nadu, Andhra Pradesh, Telangana, Andaman & Nicobar, Kerala, Karnataka and Pondicherry	07
4.	Regional Plant Quarantine Station (RPQS), FB-Block, Sector III, (Opp Shrabani Abasan), Salt Lake City, Kolkata – 700 097 (WB)	033-23597679 033-23213168 033-23580025(F) 033-24697679(F) rpqfsc@nic.in	West Bengal, Bihar, Orissa, Jharkhand, Assam, Meghalaya, Tripura, Manipur, Mizoram, Nagaland, Sikkim and Arunachal Pradesh	12
5.	Regional Plant Quarantine Station (RPQS), Haji Bunder Road, Sewri (E), Mumbai-400 015 (MS)	022-23757459 022-283478476 022-23748548(F) rpqfstm@nic.in	Maharashtra, Madhya Pradesh, Goa, Chhattisgarh, Laksh Dweep, Gujrat, Daman & Diu, Dadra & Nagar Haveli	08

WAREHOUSE INSPECTION REPORT

1. Name and address of the warehouse:
Name & Address:
Name of the manager:
Email address:
Contact No.:
2. Date and time of visit:
3. Composition of Expert Team for Joint Inspection

Sl. No.	Organization	Name of Expert	Designation
I.	DPPQS		
II.	SPICES BOARD		

4. Details of Warehouse representative associated in the joint inspection

5. INFORMATION ABOUT PERSONNEL

The name/qualification/designation and experience of Quality Control Chief.

Number of workers

Number of supervisors

Number of technical personnel employed in quality control

6. LABORATORY FACILITY

61. Check a few instruments in relation to their history cards and state whether-

- (a) They are accurate
- (b) They were calibrated as per laid down frequency

7. SANITARY AND PHYTOSANITARY FACILITIES

Is there adequate space for free movement in all the sections units for workers?

Whether workers provided with clean working cloth Apron, etc., to prevent contamination of consignment with sweat and dust/dirt.

Is there arrangement in all the sections for preventing entry of flying insects, rodents, birds and pigeons?

Are the doors of all sections fitted with fly proof net and self-closing device?

Is there adequate protection from entry of pest in the unit during loading and unloading of consignment?

Facilities of toilets / washing for workers with liquid soap, disinfectant and towel.

Are the toilets having self-closing doors and kept in clean?

Whether the walls and floors of the premises are free from pits, crevice peeling off and white washed.

Whether there is an adequate facility of fumigation.

Is there separate warehouse arrangement for finished product?

Is there separate arrangement for warehouse of packaging material?

Is there separate warehouse arrangement for export rejections?

Whether the surrounding kept clean. Whether the unit is maintained in good hygienic condition to prevent pest & rodent harbourage and other flying insects?

Does the warehouse have cleaning schedule with disinfectants used?

Whether periodic prophylactic treatments are done in the storage area?

Is systematic record is maintained for treatments applied?

Whether records of fumigation of dried chilli are maintained in formats duly approved by Plant Protection Adviser? (attach verification of 2-3 random cases)

Whether an exclusive storage area for dried chilli for export are maintained.

What are the percentage of rejection as per records and what were the reasons? How the rejections were disposed? State whether-

- (i) Rectified and exported?
- (ii) Locally sold?
- (iii) Any other disposal method?

Is there any in house inspection/ testing facility available?

Is the process flow unidirectional?

Is the Quality Control Chief aware of Phytosanitary requirements for export of dried chilli & other spices, detection and control of storage pests viz., Khapra beetle *Trogoderma granarium*, Red flour beetle *Tribolium castaneum*, Cigarette beetle *Lasioderma serricorne*, Drugstore beetle *Stegobium paniceum*, Lesser grain borer *Rhyzopertha dominica*, Almond moth *Ephesia cautella* and Indian meal moth *Plodia interpunctella* and other storage pests?

What kind of monitoring instruments and methods are being used to monitor storage pests including Khapra beetle (*Trogoderma granarium*) in warehouses? (details may be given)

Is there a documented procedure for control of storage pests of dried chilli including Khapra beetle (*Trogoderma granarium*)?

Identify training needs of quality control head and other technical personnel in Phytosanitary issues including detection and identification of common and specific storage pests and means to control them.

Suggestions for improvement.

8. PERSONNEL HYGIENE

Has any person been made responsible for maintenance of personnel hygiene of employees?

Are the workers apparently free from any form of communicable diseases, open sores and wounds or any other source of contamination?

Are the workers medically examined periodically?

Are workers medically examined after each illness from any contagious diseases?

Are the workers provided with sufficient sets of clean work dress?

Suggestions for improvement.

9. RODENT / VERMIN CONTROL

Is there any documented procedure for rodent/vermin control?

Whether responsibility has been fixed for this work?

Whether Vermin / rodent control carried out by own arrangement or through outside agency?

Whether bait map showing serially numbered bait stations has been provided?

Whether chemical / rodenticides are approved?

Suggestions for improvement.

10. PACKING CONTROL

Are the packing materials accepted conforming to specifications? (IIP packaging standards or equivalent.

Suggestions for improvement.

11. MAINTENANCE OF RECORDS

Whether any documented maintenance procedures for different sections / equipments / machinery, laboratory items etc.

Whether maintenance records are in order?

Whether all the equipment are marked with identification numbers?

Suggestions for improvement.

12. TRANSPORTATION

Is the unit having adequate transportation?

Is there arrangement for cleaning of transport vehicles before loading?

Are the records of the above maintained?

Whether such arrangement creates environmental problems?

Whether there is a documented procedure for cleaning the vehicles?

Suggestions for improvement.

13. DOCUMENTATION

Are essential records systematically maintained at all the above stage including the following

Staff training schedule

Quality system records, I (e.g., HACCP or ISO 22000 or SQF or BRC or IPQC implemented etc.

I Medical record / history sheet for each individual staff member

Record of inspection visits

Record of dried chilli arrival

Dispatch records

Warehouse cleaning records

Equipment / temperature control devices calibration records

Fumigation related records

Trace back / product recall

Complaint handling records

Legal status and compliance to statutory requirements of Government of India

Any other

14. ANY OTHER RELEVANT INFORMATION

15. CONCLUSION

The warehouse may be / may not be considered for approval and registration for export of dried chilli.

Sl.No.	Organization represented	Name and Designation of the team member	Signature
I.	DPPQS		
II.	SPICES BOARD		

16. SIGNATURE OF THE AUTHORIZED REPRESENTATIVE OF THE WAREHOUSE

Name:

Signature

Designation:

Seal of the Firm

Date:

**DECLARATION TO BE PROVIDED BY THE REGISTERED WAREHOUSE UNIT
TO MERCHANT EXPORTERS FOR EXPORT OF DRY CHILLI**

DECLARATION

It is declared that M/S.....(name of the registered warehouse unit with Registration No. -----) has procured and processed ----- MT of ----- dry chilli in our unit as per “SOP for Export of Dry Chilli” and sold to M/S -----(complete address of the merchant exporter) as per attached Invoice Nos. -----dated -----for export.

The merchant exporter/trader has loaded the containers at our approved processing facility to avoid mixing with other commodities to prevent cross infestation. The inspection of the consignment has also been carried out by the Plant Quarantine Officer at the premises of registered Warehouse.

We own responsibility for any interception in the referred consignment. The merchant exporter/trader shall be responsible for Phytosanitary security of the consignment and any delay in dispatch or mishandling of container at ICD/Port shall be intimated to the registered Warehouse and concerned PQ Office.

Signature:

Name:

Designation:

Name of the registered warehouse unit:

Registration Certificate No.

Date:

Signature:

Name:

Designation:

Name of the merchant exporter:

Date: