



NATIONAL BIODIVERSITY AUTHORITY

(An Autonomous and statutory body under the
Ministry of Environment, Forests and Climate Change, Government of India)

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NBA/Tech.Gen/22/97/13/25-26/2274

Dated: 4.12.2025

CIRCULAR

Sub: Instruction to Applicant for filing an application for Access to Red Sanders
from Cultivated Sources or Auctioned/Seized Red Sanders

In supersession of all previous office orders and circulars issued on this subject, the following instructions are issued for the applicants:

1. Any person who intends to access the Red Sanders from cultivated / Artificially Propagated sources or from auctioned Red Sanders, in any form, for commercial utilisation needs prior approval of the NBA as per section 3 of the Biological Diversity Act, 2002, as amended in 2023.
2. Applicants covered under Section 3(2) shall apply to NBA in Form-2 through the online ABS filing portal at: <https://absefiling.nic.in/NBA/login/auth> and shall pay the prescribed application fee of INR 20,000/- as per Rule 13 of the Biological Diversity Rules, 2024.
3. At the time of submitting the application, the applicant shall also submit the duly signed checklist along with the self-attested supporting documents, as provided in the Annexure to this Circular, either through the online portal or by email: secretray@nba.nic.in / techbs@nba.nic.in. The Annexure -1 is applicable for Red sander from Cultivated Sources and Annexure -2 is applicable for auctioned/Seized Red Sanders.
4. No payment should be made other than the application fee of Rs 20,000 to NBA without receiving any communication from NBA. In case any payments are made, the same shall not be taken into account.
5. The application fee and any Access and Benefit Sharing (ABS) amount paid shall be non-refundable and shall not be adjusted against any future application or transaction.

This is issued with the approval of the Chairperson, NBA.


(B. Balaji)
Member Secretary, NBA.

Checklist for Applicant for filing Application in Form-2 for Access to Red Sanders sourced from Cultivated/Artificially Propagated RS from Private land, including Patta land

The applicant(s) to ensure that the following information/documents be furnished while filing the Application along with a duly filled checklist shall be submitted to NBA:

I.	Information to be furnished	Whether provided
1)	Name of the Applicant (Sec. 3(2) importer): Complete address: e-mail ID: Contact Number: Phone/Mobile: Website (if any) :	Yes / No
2)	Name of the Authorised Representative of the applicant/entity i.e., person belonging or representing the company. authorised to sign the agreement with NBA (Signatory): Designation (if Any): Complete Postal address: e-mail ID: Contact Number: Phone/Mobile:	Yes / No
3)	Name of the authorised contact person/agent in India: Designation (if any): ID like Aadhar Card of India- Complete address: e-mail ID: Contact Number: Phone/Mobile:	Yes / No
4)	Quantity of RS to be accessed as per the Certificate of Origin in Kgs / quintal / Tonnes	Yes / No
5)	Details of the trader(s) from whom the Red Sander is to be accessed by the applicant/ importer (Sec. 3(2)): a) Name of the Trader b) Complete Address (Village, Taluk, Mandal, District and State) c) Copy of Aadhaar card d) Mobile Number	Yes / No
6)	Details of the Cultivator(s)/ Farmer(s) / Patta Landowner(s) who cultivated the Red Sanders: a) Name of the Cultivator/ Farmer(s) / Patta Landowner(s) b) Address of the Cultivator/Farmer(s) / Patta Landowner(s) (Village, Taluk, Mandal, District & State) c) Copy of Aadhar Card- d) Mobile Number (if required) e) Email (if any) f) Bank Account details: g) Quantity (in Kg) of Red Sanders supplied to the trader by each Farmer/ cultivator h) Survey number of the Patta/private land along with complete address (Village, Taluk, Mandal, District and State)	To be filled

	Note: The above details shall be provided separately if there is more than one cultivator/farmer.	
Information to be furnished		Whether provided
7)	Duration of Commercial Utilization (From the date of receipt of RS material and end date)	To be filled
II. Self-attested copy of documents to be submitted (in English)		Select (Y/N)
1)	Transaction details / Payment receipt of application fee	Yes / No
2)	Purchase Order/ buyer agreement entered between the applicant and trader (mentioned at no.5 above)	Yes / No
3)	Agreements entered between traders and farmers/ cultivators	Yes / No
4)	Certificate of Origin issued by the concerned Forest Department along with the details of the cultivators, survey no. Aadhaar card and bank Account number [as per the prescribed format]	Yes / No
5)	The authorisation letter from the importer sec 3(2) entity for the person of the company to sign the agreement with NBA, along with his Identity Proof. In the absence of such authorisation, the importer may authorise the contact person in India to sign the agreement with NBA, along with his Identity Proof (Aadhar card, etc).	Yes / No

Signature of the applicant

AUTHORISATION LETTER FOR /REPRESENTATIVE*of Company / Agent in India

I/We, Mr./Ms./M/s.* _____, hereby authorise (s) Mr./Ms./M/s.* _____ as my/our* agent/representative* to submit an application and execute the agreement under Form-2 of the Biological Diversity Rules, 2024, to the National Biodiversity Authority, India (hereinafter referred to as the NBA) to obtain the prior approval as required under the Biological Diversity Act (Amendment), 2023, for access to biological resources/knowledge associated thereto.

I/We* hereby authorise and declare that all actions committed by the agent/representative* about the above purpose and all communications by the agent/representative* with the NBA shall bind me/us* entirely.

Signature of the Applicant	Signature of the Agent/ Representative (Common seal, if applicable)
Date:	Date:
Station:	Station :

Instructions / Conditions

* Strike out whichever is not applicable

- The signature and seal (wherever applicable) in this authorisation letter must be in original.

- The NBA shall construe that the signature and seal (wherever applicable) of the agent/representative as being verified and confirmed by the applicant.

Annexure -2

Checklist to Applicant for Filing Application in Form-2 for Seeking Approval to Access Seized/Confiscated Red Sanders in the Auctions Conducted by the Different Government Agencies.

The applicant(s) to ensure that the following information/documents be furnished while filing the Application along with a duly filled checklist shall be submitted to NBA:

I. Information to be furnished		Whether provided or not
1)	Name of the Applicant (Sec. 3(2) importer): Complete address: e-mail ID: Contact Number: Phone/Mobile: Website (if any) :	Yes / No
2)	Name of the Authorised Representative of the applicant/entity i.e., person belonging or representing the company authorised to sign the agreement with NBA (Signatory) : Designation: Complete address: e-mail ID: Contact Number: Phone/Mobile:	Yes / No
3)	Name of the contact person/agent in India: Designation: Aadhar Card copy- Complete address: e-mail ID: Contact Number: Phone/Mobile:	Yes / No
4)	Quantity of RS to be accessed as per the Certificate of Origin/ Allotment Order/Letter of Award issued by the concerned department	Yes / No
5)	Name of the State/ agency/ department from where the RS is to be accessed	Yes / No
6)	Duration of Commercial Utilization (from the date of receipt of RS material in applicant's possession and end date)	To be filled
7)	Details of the ABS payment (not less than 5% of the auctioned /sale/ purchase price as per extant Rules/Regulations) to the National Biodiversity Fund, as applicable.	Yes/ No
II. Self-attested copy of documents submitted		Select (Y/N)
1)	Transaction details / Payment receipt of application fee	Yes / No
2)	Confirmation of allotment and Demand notice for payment of Sale value or Allotment order or Letter of Award or agreement (between....) issued by the Concerned Forest Development Corporation/Government Agencies/departments/organisation who are authorised to conduct the sale of seized/ confiscated RS.	Yes / No
3)	Certificate of Origin issued by the concerned Forest Department./ Agency etc	Yes / No
4)	The authorisation letter from the importer sec 3(2) entity for the person of the company to sign the agreement with NBA, along with his Identity Proof. In the absence	Yes / No

	of such authorisation the importer may authorise the contact person in India to sign the agreement with NBA, issued in favour of the person authorised, along with his Identity Proof (Aadhar card) etc.	
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Signature of the applicant

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Signature of the Applicant	Signature of the Agent/ Representative (Common seal, if applicable)
Date:	Date:
Station:	Station :

Instructions / Conditions

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- The signature and seal (wherever applicable) in this authorisation letter must be in original.
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