



**Guidelines for Application for Registration
of Individual/Corporate Institutions to
Engage in Pesticide Importation,
Manufacture, Formulation,
Packing/Repacking, Labeling, Distribution,
Offer for Sale and Sale in Sri Lanka
Control of Pesticides Act No. 33 of 1980**

7/10/2014

Office of the Registrar of Pesticides
Department of Agriculture
Sri Lanka

Authority to Request Information

Control of Pesticides Act No. 33 of 1980 as amended by the Acts of No. 06 of 1994 and No. 31 of 2011 requires any individual/corporate institution (hereafter “company”) to engage in pesticide importation, manufacture, formulation, packing/repacking, labeling, distribution, offer for sale and sale in Sri Lanka to be registered by the Registrar of Pesticides. The authority has been published under the Sections 5(a) and 5(b) of the Gazette of the Democratic Socialist Republic of Sri Lanka Extraordinary No.1870/63 dated 10th July 2014. The information must be submitted on the Application for Registration of Individual/Corporate Institutions to Engage in Pesticide Importation, Manufacture, Formulation, Packing/Repacking, Labeling, Distribution, Offer for Sale and Sale in Sri Lanka (Form: RP/RC-General 01), not later than six (6) months of the date of publication of the above notification.

The Office of the Registrar of Pesticides requires information contained in this application to identify the person(s) legally responsible for pesticide importation, manufacture, formulation, packing/repacking, labeling, distribution, offer for sale and sale in Sri Lanka. The Registrar of Pesticide must ensure that no hazard shall occur in the marketing or distribution of pesticides to safeguard the human health, environment, and wildlife resources as required by the regulations.

Compliance

All companies of pesticide industry are required to adopt strict compliance on the laws and regulations instituted under the Control of Pesticides Act No. 33 of 1980 as amended by the Act No. 06 of 1994 and by the Act No. 31 of 2011. In addition, the FAO Code of Conductⁱ is recognized as the globally accepted standard for pesticide management. Complementarily, pesticide industry is required to ensure that this code of document is widely recognized and its recommendations are implemented throughout the life cycle of pesticides.

Guidelines for Application for Registration of Individual/Corporate Institutions to Engage in Pesticide Importation, Formulation, Packing/Repacking, Labeling, Distribution, Offer for Sale and Sale in Sri Lanka

This guideline is concerned with prerequisites in submission of an application for registration of any company to engage in pesticide importation, manufacture, formulation, packing/repacking, labeling, distribution, offer for sale and sale in Sri Lanka. Intended parties are required to submit the completed application along with required documents.

- **Please read all instructions before completing the application.**
- **Please proof-read your application before submittal.**
- **Any lapses and/or errors in your application will delay the process.**
- **Registering a company is only required once.**

How to Complete the Application Form

1. Company Information

- The applicant must be a citizen of Sri Lanka. If the applicant is a corporate body/partnership business, all board of members must be citizens of Sri Lanka.
- Any company must register if it import, manufacture, formulate, pack, re-pack, label/re-label, distribute, offer for sale and sale of a pesticide

before production and/or distribution takes place. However, any company importing a pesticide to be classified under Section 9(b) of the Control of Pesticide Act No. 33 of 1980 as a “restricted pesticide” may be exempted from the requirement subject to the approval of the Pesticides Technical and Advisory Committeeⁱⁱ.

- Any foreign institution manufacturing, formulating and/or supplying a pesticide for importation into Sri Lanka must register before importation or distribution takes place through a local representative.

Item 1.1: Provide the company name as operating the business (i.e. doing business as)

Item 1.2 – 1.5: Provide the complete mailing address and contact information for which future correspondence(s) with respect to registration, importation and advertising of pesticides and/or any other matter will be directed. Please provide the physical address of the business venture. P.O. Box addresses are not acceptable.

Item 1.3: The owner of the company must be the applicant. If the company is a corporate institution, the Chief Executive Officer (CEO) or the Director must be the applicant.

2. Business Registration Information

- Each applicant must submit proof(s) of a valid business registration certificate issued by the local authority or central government authority, authenticated by an Attorney-at-Law.

Item 2.1: Provide the legal name of your company as registered by the local authority or central government authority.

Item 2.2: Provide the registered address. This address may be different than the address you used to obtain your company registration certificate.

Item 2.3: Provide your Business Registration (BR) Number as assigned by the BR certificate.

3. Authorized Agent/ Officer Responsible for Correspondence with the Office of the Registrar of Pesticides

Item 3.1 – 3.4: Provide the complete mailing address and contact information for which future correspondence(s) with respect to registration, importation and advertising of pesticides and/or any other matter will be discussed and communicated.

4. Type of Pesticide Business

- Applicant must submit the exact type of pesticide business e.g. importation, manufacturing, formulation, packing, re-packing, labeling, transport, distribution, storage, sale, and offer for sale of pesticides and/or indenting of pesticides, as may be applicable.

5. Category of Pesticide

- Please select your proposed category of pesticides.
- Applicant must submit the intended plan(s) of formulation/ re-packing if the present activity is only for the importation of finished products with labels pasted on them and/or importation of finished products subjected to labeling in a local facility (as may be applicable).

6. Type(s) of Pesticides

- Please select your proposed types of pesticides.

- A separate detailed reports of distribution/sales plan must be submitted with potential trade personnel involved (e.g. principle dealer, sub-dealer etc.) for general pesticides. If the request is for restricted pesticides, the exact user(s) (with complete address) and the estimated quantity (monthly/annual) must be submitted. For domestic pesticides, there are no special distribution requirements requested.

7. Company Affiliations/Subsidiaries in Sri Lanka (if any)

- The legitimate business premises/address must be as per the certificate specified in the Business Registration.
 - a. All affiliates/subsidiaries of the pesticide business proposed by the applicant including pesticide manufacture, formulation, packing/ re-packing and storage must be obtained a valid registration from the local or central government authority as may be applicable.
 - b. Proofs of certificates must be submitted duly authenticated by an Attorney-at-Law.
 - c. The exact place(s) of pesticide manufacture, formulation, packing, re-packing and storage must be specified in the application for prior inspection and approval by the Registrar of Pesticides.

8. Company Authorization on Health and Environmental Safety, and Quality (if any)

- Applicant must submit environmental and health safety clearance obtained from local authority or central government authority including ISO 9001 (quality), 14001 (environment) and 18001 (worker safety) certifications.

- If the above requirements are being implemented in the existing system, the proposed action plan for achieving the above targets must be submitted for review and records.
- The achievement target must be no later than one year from the date of application.
- Of the applicants of existing compliance must submit proof(s) of certificates authenticated by an Attorney-at-Law.

9. Company Affiliations Outside Sri Lanka

- Proof(s) of duly signed contract agreement(s) for supplying of pesticide(s) with the proposed manufacturer, formulator and/or supplier of the pesticide(s) must be submitted.
- Applicant must not change in the ownership of the registered pesticide without a valid agreement of the original manufacturer, formulator and/or supplier of the pesticide(s) as specified in the application.
- The original declarations must be submitted as proofs.
- Prior approval must be obtained from the Registrar of Pesticides for any change in the status.
- Applicant must be able to engage in direct communication with the overseas manufacturer, formulator and/or supplier of the pesticide(s) without involvement of a second party i.e. independent handling of documents for all correspondence with respect to registration and importation of pesticides.

10. Management Staff Information

- Applicant must submit full details of the personnel involved in the business including name(s), addresses, contact information and positions holding including past position(s).

- At least one managerial position must be filled with a graduate in Agriculture, Science or Veterinary Science for business categories in agriculture and/or veterinary pesticides. For other categories of pesticides, the senior managerial position must be filled with a graduate with qualifications of relevant specialty category as may be acceptable to the Registrar of Pesticides.
- Sales or area representatives must be filled with persons with adequate knowledge on types, risks and hazards of pesticides, preferably from individuals of Diploma in Agriculture or equal training caliber.
- Proof of certificates authenticated by an Attorney-at-Law for the highest educational qualification(s) must be submitted.

11. Assets Used for Operation of the Pesticide Business

- Applicant must submit a detailed record of assets including the type(s) vehicles used for operation of the pesticide business.
- A detailed action plan for security arrangements including firefighting, anti-theft and the measures taken to isolate the facility from the surrounding must be submitted.
- A detailed action plan for disposal of outdated/obsolete pesticides, effluent treatment must be submitted.

12. A Justification for Special Need for Pesticide(s) Imported and/or Marketed in Sri Lanka

- A detailed justification must submit for which there is a special local need for pesticide(s) imported and/or marketed; whether it is a new product or an additional use for an existing registered product or replace already registered product in the country.

- The proposed justification must accompany a report of a relevant research organization/ researcher with respect to principle use category of the pesticide.
- The report must be reliable and precise. Use a separate sheet if the given space is not enough.

13. Pesticides and Container Disposal Method

- A detailed pesticide disposal (of remnants and contaminated clothing) and safety plan(s) must be submitted for each business category including pesticide storage facility/facilities, pesticide labeling/packing/re-packing and/or formulation, as may be applicable.
- All proposals are subjected to prior approval by the Registrar of Pesticides.
 - a. Applicants who propose to have storage facility/facilities must ensure acceptable pesticide residue disposal facility is installed within the premises (e.g. absorbent pit, bio-bed) or any other safe disposal arrangement acceptable to the Registrar of Pesticides.
 - b. Applicants who propose to have labeling/ re-packing facility/facilities must ensure adequate safe pesticide disposal arrangements are installed, catering to the scale of activity which is acceptable to the Registrar of Pesticides.
 - c. Applicants who propose to have their own formulation facilities must build storage and treatment facility/facilities for safe disposal of solid and water effluents and air emissions. A prior authorization from the Central Environment Authority must be obtained (with a routing action plan for compliance monitoring) and proofs must be submitted for records.
 - d. Applicants who employ personnel in pesticide storage facility/facilities, pesticide labeling/ packing/ re-packing and/ or

formulation must obtain necessary authorization from the Occupational Health and Safety Division of the Department of Labor (with a routing action plan for compliance monitoring) for the safety of workers and proofs must be submitted for records.

- e. Registrar of Pesticides or any Authorized Officer is responsible for inspection of all pesticide storage/ manufacture/ formulation/ packing/ re-packing facilities with or without relevant local or central government authorities for pertinent safety requirements and may propose and implement any requirements for fulfillment.

14. Payments

- Every application must accompany a sum of non-refundable filing fee of Rs. 50,000.00. The registration fee of Rs. 50,000.00 must be submitted upon carrying out the field evaluation and acceptance of the application for registration.
- A bank slip drawn in favour of the Director General of Agriculture, Department of Agriculture, Peradeniya must be used as the means of payment which shall be submitted with the application to the Registrar of Pesticidesⁱⁱⁱ.

Option 1:

Name of the bank: Bank of Ceylon, Peradeniya

Account No: 0007042565

Option 2:

Name of the bank: People's Bank, Peradeniya

Account No: 057-1001-39027201

Signature Certification and Other Instructions

- The owner of the company must sign on a Rs. 25.00 stamp and date the application in order for it to be processed. If the company is a corporate institution, the Chief Executive Officer (CEO) or the Director must sign the application in order for it to be processed.
- Any change in information or the status after you file your application, you must report it to the Office of the Registrar of Pesticides in writing on company letterhead, signed by the owner of the company or by the authorized agent (Item 3 above) within 30 days.
- Registration of companies does not assume relaxation of governing rules of any complementary Laws in the country. Therefore, you must adhere to any other prevailing Laws and governing regulations on any aspects of functions associated with storing and handling of hazardous substances and shall give due consideration.

ⁱ FAO (2005) International code of conduct on the distribution and use of pesticides – revised version. Adopted by the 123rd Session of the FAO Council in November 2002. Food and Agriculture Organization of the United Nations, Rome.

ⁱⁱ Pesticides Technical and Advisory Committee (PeTAC) is the multidisciplinary advisory committee appointed under the Section 4 of the Control of Pesticides Act No. 33 of 1980.

ⁱⁱⁱ All applications to be submitted to the Office of the Registrar of Pesticides, 1056, Getambe, P.O. Box. 49, Peradeniya 20400. Tel/Fax: 081 2388135 Tel: 081 2388076
E-mail: pest@slt.lk, Web page: www.agridept.gov.lk/index.php/en/institutes/1687