

1. Infrastructure Support for Establishment of Procurement Centres by FPOs

The scheme is proposed to encourage and empower the FPOS and provide them support to initiate procurement centre for aggregation and marketing of coconut leading finally to change the farmer from a price taker to a price fixer.

a. Eligibility For Financial Assistance For Establishment of Procurement Centres by FPOs :

1. The FPO should be at least one year old.
2. The FPO should be registered with the Board
3. The FPO should have undertaken group activities.
4. The proposed procurement centre should be for undertaking group activities like procurement and supply of produce such as mature coconut/tender coconut/copra/coconut husk etc.

b. Procedure for Submission of Proposal for assistance :

1. The proposal for initiation of procurement centres should be submitted 30 days before the planned date of initiation of procurement.
2. The FPO should attach copies of documents - registration with CDB, details of group activities undertaken with volumes and values etc and other documents listed at d'.
3. Assistance would be provided for the establishment of necessary infrastructure for procurement as reimbursement only

c. Financial Assistance Proposed under the Scheme :

CDB will extend assistance as reimbursement of expenses for the establishment of infrastructure for undertaking procurement of produce.

Infrastructure supported*	Assistance proposed
<ol style="list-style-type: none"> 1. Construction of semi permanent/permanent shed/godown space for temporary storage of produce (attach lease agreement of land) <ol style="list-style-type: none"> i. Plinth area of Shed/ Godown should not be less than 50 Sq.M. ii. Height of Shed/ Godown from plinth level to the bottom of the trusses should not be less than 3M. 2. Platform balances 3. Minimum Office furniture of one office table and two chairs 4. Books of accounts – cash book, purchase and sales register, Farmer ledger and trader ledger 5. De-husking machines 6. Iron mesh baskets 7. Trolleys for carrying coconuts 8. Other post harvest handling equipments for coconut 	Reimbursement of 50% of the expenditure incurred subject to a maximum of Rs.3.00 lakhs only as subsidy

**Serial No. 1,2,3& 4 are essential for procurement centre; others may be on need basis.*

The attested copy of the title deed of the land should be submitted along with the proposal if the land is owned by the FPO. In case of leased land, the attested copy of the lease agreement between the FPO and the owner of the land should be submitted. The lease agreement should include the clause: *“The FPO is permitted to undertake construction of semi permanent/permanent shed/godown space in the leased premise for procurement and marketing of coconut/shell/husk/any other by-product of coconut”*. **The lease period of land should be for a minimum of five years"**

d. Documents to be attached with application

- Registration Certificate of FPO with CDB,
- Details of group activities undertaken with volumes and values etc.
- Copy of the land document (if land is leased lease document with lease period not less than 5 years. In the case of leased land, consent of the lessor to construct the structure is to be submitted).
- Plan & estimate of the structure proposed.
- Permit for the proposed building from the concerned authority.
- Quotation of the equipments/furniture proposed to be procured.
- Location map of the proposed procurement centre.

e. Procedure for submission of claim:

After establishment of the procurement centre and initiation of procurement, the claim for reimbursement of expenses should be submitted within 120 days, indicating date of start of the initiation of procurement.

f. Documents to be furnished for claiming subsidy:

1. Building completion certified by Chartered Civil Engineer.
2. GST bill for equipments/furniture purchased and installed in the Procurement centre.
3. An Affidavit from the beneficiary agreeing for continuing the activities of procurement of mature coconut/tender coconut/copra/coconut husk at the centre; and that the centre will not be kept idle/ utilized for any other purpose. (Format enclosed).

g. Additional documents for release of subsidy

1. Monthly volume and sales returns for 3 months from the date of initiation of procurement activities with details of transactions- both in terms of volume and sales turnover .(Format enclosed).
2. Audited statement for the above specified 3 month period
3. Photographs of transactions.

**APPLICATION FOR ESTABLISHING PROCUREMENT CENTRE BY
CPS/CPF/CPC**

1) **Name of CPS/CPF/CPC:**

2) **Registration No. & Date of CPS/CPF/CPC:**

3) **Date of renewal of CPS/CPF/CPC (if applicable):**

4) **Details of contact person:**

a. Name.

b. Address:

c. Phone number: d:Email:

5. Production & Procurement details

a. No. of farmer members b. No. of yielding palms :

c. Estimated annual production(in Nos.) :

d. Envisaged quantity to be procured per week from members(in Nos.):

e. Mode of disposal of procured coconuts:

f. Infrastructure already in place for primary processing:
(dehusking / defibring / copra dryer/others(specify))

6) Details of the proposed Procurement Centre

i. Proposed location of Procurement Centre: (location map may be attached)

ii. Nature of ownership of the land:

a. Own.....(mention Yes/No)

b. If leased, mention lease period: years; Date of expiry of lease period

c. If rented, mention monthly/yearly rent: Rs.

d. Extent of land...(cents)

iii. Plinth area of Procurement Centre..... sq M
 (Plinth area should not be less than 50 Sq. M)

iv . Height of the Procurement Centre..... Meter
 (Height from plinth level to the bottom of the trusses should not be less than 3M)

v. Nature of structure: (Permanent/Semi-permanent)

vi. Details of existing infrastructure facility at the proposed location:

Sl.No.	Particulars
1	
2	
3	
4	
5	

vi. Details of infrastructure facility proposed for the Procurement Centre:

Sl.No.	Particulars	Estimated Expenditure(in Rs.)
1		
2		
3		
4		
5		
	Total	

7) Means of finance for the Procurement Centre

Particulars	Amount(in Rs.)
Own fund	
Loan	
Other sources(specify)	
Total	

8). Details activities proposed to be undertaken after setting up of the Procurement Centre.(a)

(b)

(c)

Dec
larat
ion:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:.....

Name:.....

Place:.....

Designation:.....

Seal of FPO

Documents to be attached with application

- Registration Certificate of FPO with CDB,
- Details of group activities undertaken with volumes and values etc and other documents listed at d'
- Copy of the land document (if land is leased lease document with lease period not less than 5 years. In the case of leased land, consent of the lessor to construct the structure is to be submitted).
- Plan & estimate of the structure proposed.
- Permit for the proposed building from the concerned authority.
- Quotation of the equipments/furniture proposed to be procured.
- Location map of the proposed procurement centre.

AFFIDAVIT

I (Name)

.....(Designation) of

M/s.....

.....

.....

.....(Name and Address of concerned FPO)do hereby solemnly affirm

and declare as under:

I hereby declare that I will fulfill the following procedures for Infrastructure support for establishment of Procurement Centres

at.....(Location),ens

ure the following:

- Monthly volume and sales returns and the details of transactions will be furnished along with photographs of transactions.
- The activities of procurement of mature coconut/tender coconut/copra/coconut husk etc. at the centre; and that the centre will not be kept idle and not utilized for any other purpose.
- The procurement centre will be utilized for aggregation of produce, to the benefit of the coconut farmers.

Date:

Place:

Name and Signature of the Promoter with seal

**PROFORMA FOR FURNISHING MONTHLY SALES DETAILS FOR
PROCUREMENT CENTRES by**

M/s.

Month & Year :

Monthly Sales/Purchase/Stock Statement					
Month :					
Sl.No	List of Products (Tender nuts/matured nuts/etc.) Please mention the name of the item	Quantity in Opening stock (In MT)	Sale quantity during the month (In MT)	Sales Turnove r (In Rs)	Quantity in Closing Stock (In MT)
1) 2					
2) 3					
3) 4					
4) 5					
5) 6					
6) 7					
7) 8					
8)					

*Monthly Account statement of Receipts and Payments by					
M/s :					
Date	Payments	Amount (Rs)	Date	Receipts	Amount (Rs)
	Opening Balance				
	Purchases (List of Products)			Sales (List of Products)	
				Closing Balance	
	Total			Total	

***Shall be supported by Corresponding Bank Account Statement.**

Signature of authorized signatory:

Name and Address of authorized signatory :

Date: