



## SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)  
Sugandha Bhavan  
N.H.By-pass  
P.B.No. 2277  
Palarivattom P.O.  
Kochi - 682 025, India

## स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)  
सुगन्ध भवन  
एन.एच.बाईपास  
पी. बी. नं. 2277  
पालारिवट्टम पी.ओ.  
कोच्ची - 682 025, भारत

No.MKT-AUC/NSWS/02/2022

Dated 19.06.2023

### CIRCULAR

Sub : Online Issuance / Renewal of Auctioneer License as per the Cardamom (Licensing and Marketing) Rules 1987.

The validity of licenses issued for the block period (2020-23) by the Spices Board under the Cardamom (Licensing and Marketing) Rules 1987, for conducting e-auction & Manual auction of Cardamom (Small) & Cardamom ( Large) will expire on 31st August, 2023. To facilitate ease of doing business, the Board has introduced an online facility for processing fresh /renewal applications for the said license for the block period 2023-26. The online facility is on boarded to the National Single Window System (NSWS) and accessible at <https://www.nsws.gov.in/>.

Now, the Board invites applications for fresh license / Renewal of Cardamom Auctioneer License for small and large cardamom through the NSWS Portal. The License will be valid for a block period of three years, unless specifically extended by the Board. The license is issued for conducting e-auction for small cardamom at Spices Board's e-auction centres at Puttady in Kerala and Bodinayakanur in Tamil Nadu, manual auction for small cardamom in states other than Kerala and Tamil Nadu and manual auction for large cardamom, as required.

Before proceeding to file fresh application / Renewal for Cardamom Auctioneer License in NSWS Portal, all are advised to read the user manual for registration in NSWS may be referred in the link <https://www.nsws.gov.in/portal/user-guide>, user manual of filing application for Cardamom Auctioneer License (Annex I) ; guidelines for auctioneer licence (Annex II), terms and conditions of Auctioneer licence (Annex III), available in the portal.

The last date for receipt of applications for renewal of license through the NSWS Portal shall be 15th July, 2023 till 11.59 p.m. For fresh applications, the said time limit will not apply.

The application fee shall be made through the Payment Gateway of NSWS. The applicable bank transaction charges shall also be borne by the applicant.

The submission of application is not a guarantee for awarding the License. License will be awarded subject to fulfilment of the criteria prescribed for awarding the license and verification of the documents submitted (please refer the link <https://www.nsws.gov.in/portal/approvaldetails/spices-board-cardamom-auctioneer-license-e-auctioneer>). Failure to furnish complete information / documents as mentioned in the guidelines will result in rejection of the application. Applications found incomplete will be rejected and no further correspondence will be entertained in this regard. By submitting an application for the said license in NSWS Portal, each applicant shall be deemed to have acknowledged that he/she has carefully read the Guidelines, terms & conditions and annexures thereto and agreed to comply with the same.

The Board reserves the right to incorporate additional criteria, which is found necessary, for the benefit of the Industry / public Interest for awarding the license.

The decision of the Spices Board regarding the award of the auctioneer license shall be final and binding. The Board reserves the right to amend or modify any of the eligibility conditions or reject the applications without assigning any reason or may call fresh application without assigning any reason whatsoever, if it appears appropriate in the public interest.



DIRECTOR(MKTG)



# National Single Window System

## User Guide:

### Auctioneer License Application

*Updated on 26<sup>th</sup> December 2022*

# Agenda

#	Topics covered in this presentation:
1.	Auctioneer License Application



# Auctioneer License Application Process for NSWS portal

#	Auctioneer License Application Process	Reference slide
1.	NSWS Home Page	<u>4</u>
2.	Login using – Investor Credentials	<u>5</u>
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5.	Apply For The License	<u>9</u>
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उद्योग संवर्धन और आंतरिक व्यापार विभाग  
DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE

INVEST INDIA  
NATIONAL INVESTMENT PROMOTION  
ENCOURAGEMENT AGENCY

About FAQs Guide Contact ENG

National Single Window System

CENTRAL APPROVALS  
Issued by Central Ministries

STATE APPROVALS  
Issued by States and Union Territories

GOVERNMENT SCHEMES  
Avail the benefits of Govt incentives

LOGIN

Investor Login

Ministry Login

Hover the cursor on Login and select 'Investor Login'.

Access over **660 Central** Approvals and **4230 State** Approvals

## Explore, Apply and Get all the **approvals** required to start your business in India

Central Approvals Search Approvals EXPLORE ALL

Don't know which approvals are required? [Click Here & Know Your Approvals](#)

*"We are laying a red carpet for all global companies to come and establish their presence in India. Very few countries will offer the kind of opportunities India does today."*

Hon'ble Prime Minister Narendra Modi

**National Single Window System**

## Sign In

To access your dashboard and apply for approvals.

Email Address  
[Redacted]@mail.com

Password  
Qwertuiop@0902

**Sign In** [Forgot Password ?](#)

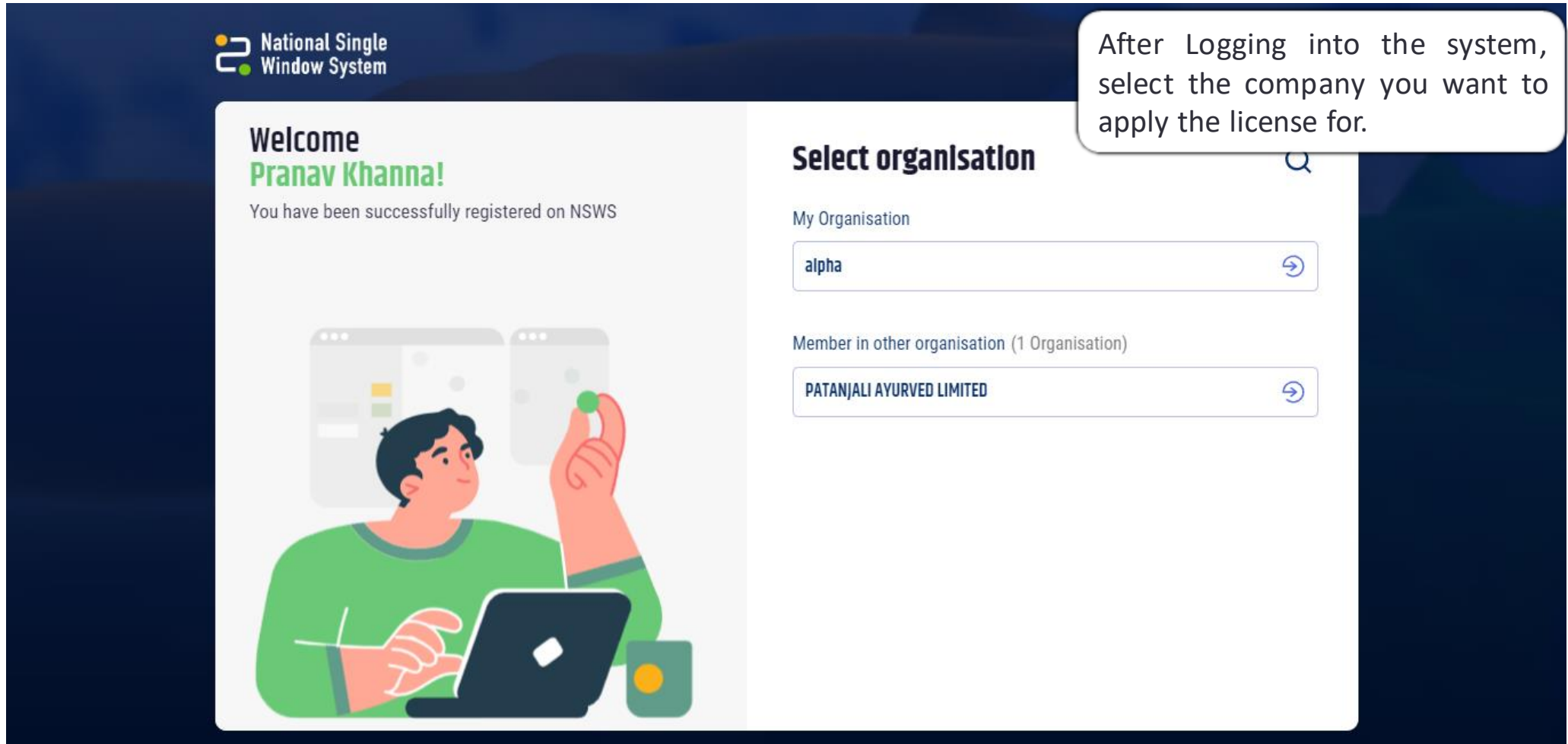
Don't have an account? [Sign Up Now](#)

## We have

**27 Ministries** ~ **19 States**

- Ministry of Atomic Energy, Government of India
- Ministry of Culture, Government of India
- Ministry of Textiles, Government of India
- Ministry of Power, Government of India
- Ministry of Health and Family Welfare, Government of India
- Ministry of Housing and Urban Affairs, Government of India
- Ministry of Jal Shakti, Government of India
- Ministry of Petroleum and Natural Gas, Government of India
- Government of Tamil Nadu
- Government of Telangana
- Government of Tripura
- Government of Uttarakhand
- Government of Punjab
- Government of Madhya Pradesh
- Government of Odisha
- Government of Uttar Pradesh

[Privacy - Terms](#)



**National Single Window System**

**Welcome Pranav Khanna!**  
You have been successfully registered on NSWS

**Select organisation**

My Organisation  
alpha

Member in other organisation (1 Organisation)  
PATANJALI AYURVED LIMITED

After Logging into the system, select the company you want to apply the license for.



# Investor Dashboard

**National Single Window System**

**CENTRAL APPROVALS**  
Issued by Central Ministries

**STATE APPROVALS**  
Issued by States and Union Territories

**GOVERNMENT SCHEMES**  
Avail the benefits of Govt incentives

**MY DASHBOARD**

**alpha**

**All Approvals**

PESO Approvals

**My Dashboard** **My Documents** **Members** **Profile**

## My Dashboard

Manage and track the status of your application

**21** My Central Approvals

**3** My State Approvals

### Central Approvals in List (21 approvals)

18 Not Applied | 3 In Progress | 0 Query Raised | 0 Approved | 0 Rejected

Search by Approval Name **Add More Approvals**

Approval Name	Applied on	Applied by	Assigned to	Status	Sub Status	Application fees	Action
Application for Uplinking, Downlinking, Uplinking and Downlinking of Satellite TV		Pranav Khanna	Ministry of Information and Broadcasting	Not Applied		NIL	<b>Apply Now</b>



# Search For Auctioneer License

The screenshot displays the National Single Window System (NSWS) website interface. At the top, there is a navigation bar with the NSWS logo and several menu items: 'CENTRAL APPROVALS Issued by Central Ministries', 'STATE APPROVALS Issued by States and Union Territories', and 'GOVERNMENT SCHEMES Avail the benefits of Govt incentives'. A search icon and a 'MY DASHBOARD' button are also present.

The main heading is 'Central Approvals Issued by Central Ministries (Govt. of India)'. Below this, a search bar contains the text 'Spices Board'. A callout box explains: 'Type "Spices Board" in the search toolbox to filter out all of Spices Board's Licenses.'

On the left, there is a 'FILTERS' section with 'Ministries' and 'Departments' categories. Under 'Ministries', there is a search icon and a list of options: 'abcd (1)', 'Arms Division (3)', and 'Atomic Energy Regulatory Board'. Under 'Departments', there is also a search icon.

The main content area shows '3 Approvals'. The first approval is highlighted in green and is titled 'Ministry of Commerce and Industry Spices Board - Cardamom Auctioneer License - e - Auctioneer'. It includes an 'Apply Now' button and an 'ADD TO DASHBOARD' button. The second approval is 'Ministry of Commerce and Industry Spices Board - Cardamom Auctioneer License - Manual Auctioneer'. The third approval is 'Ministry of Commerce and Industry Spices Board - Cardamom Dealer License'.

A callout box at the bottom explains: 'Hover the cursor over the license you need to apply for and select "Apply Now" to directly fill the application form or click on "Add To Dashboard" to add the license to your dashboard and apply for it later. Alternatively, you can click on the license name to get all the details relevant to the license.'

At the bottom left, there is the logo of the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. At the bottom right, there is the NSWS logo and the text 'National Single Window System (<https://www.nsws.gov.in/>)'.

# Apply For The License

← Go Back

## Fill Application Form

Submit all the mandatory details(\*) in the application form to apply



+ Expand All

### Spices Board - Cardamom Auctioneer License - e - Auctioneer

#### Application Details

Type of Application \*

Select ▾

#### Name of the Organization / Firm

Name of the Person / Firm \*

Passport size photo \* ⓘ

Select Document Type ▾

Remove File



After Clicking on "Apply Now", you will be taken to the application form. Fill all the mandatory fields (with an asterisk (\*)) and submit the form.

# Apply For The License

The screenshot shows the 'Apply For The License' page on the National Single Window System. The top navigation bar includes the logo and name of the system, and links for 'CENTRAL APPROVALS', 'STATE APPROVALS', and 'GOVERNMENT SCHEMES'. A 'MY DASHBOARD' button is visible in the top right. The main content area contains a list of sections: 'Tax Registration Details', 'Manual Auctioneer', 'Documents Required - All Applicants', 'Additional Documents - Proprietorship', and 'Self Declaration'. Below the 'Self Declaration' section, there is a note: 'Your applicable fees (if any) will be displayed on next screen'. At the bottom of the form, there are two buttons: 'Review & Submit' (highlighted with an orange arrow) and 'Save as Draft'. A callout box on the left points to the 'Review & Submit' button.

Click on "Review & Submit" to review and submit the form.



# Apply For The License

Once the entered details are reviewed, click on "Submit Application". Otherwise, if any changes need to be made, click on "Back to edit details" and follow the same procedure.

Application Fee  
**NIL**

### User Registration Details

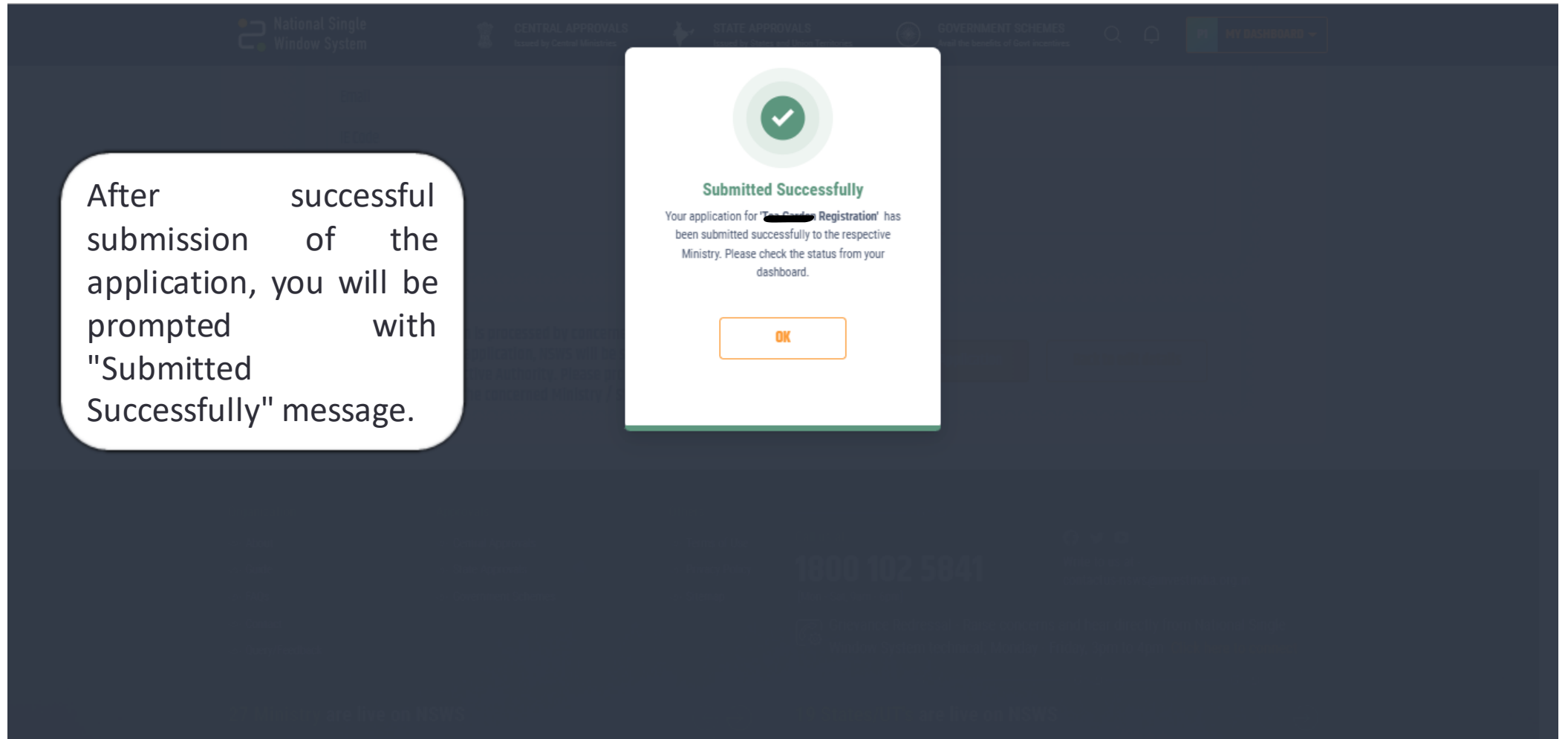
Applicant Name	PK
Email	[REDACTED]@mail.com
IE Code	[REDACTED]
Mobile Number	+91 [REDACTED]

This application is processed by concerned Ministry / State. To ease the process of application, NSWS will be sharing your information with the respective Authority. Please provide your consent to enable redirection to the concerned Ministry / State portal.

[Submit Application](#) [Back to edit details](#)



# Successful Application



The screenshot shows the National Single Window System dashboard. The top navigation bar includes 'National Single Window System', 'CENTRAL APPROVALS', 'STATE APPROVALS', 'GOVERNMENT SCHEMES', and 'MY DASHBOARD'. A central white notification box with a green checkmark icon displays the message: 'Submitted Successfully. Your application for [redacted] Registration' has been submitted successfully to the respective Ministry. Please check the status from your dashboard.' Below the message is an 'OK' button.

After successful submission of the application, you will be prompted with "Submitted Successfully" message.



# Disclaimer

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If you face any issues with submission of the application, please reach out to us for assistance on the contact details given on the following page.



DEPARTMENT FOR PROMOTION OF  
INDUSTRY AND INTERNAL TRADE  
MINISTRY OF COMMERCE & INDUSTRY  
GOVERNMENT OF INDIA

National Single Window System (<https://www.nsws.gov.in/>)



Have any further questions?  
Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: [contactus-nsws@investindia.org.in](mailto:contactus-nsws@investindia.org.in)

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)

### GUIDELINES FOR ISSUE OF AUCTIONEER LICENCE

The following are the Guidelines for the issue of Auctioneer License in accordance with the Cardamom (Licensing & Marketing) Rules 1987 and subsequent amendments till date.

1. The Board has established e-auction centers for Small cardamom at Puttady, Kerala and Bodinayakanur, Tamil Nadu. License for e-auction will be issued only to conduct e-auction at these centers.
2. Manual auction centre for small cardamom can be established anywhere in India but in States other than Kerala and Tamil Nadu.
3. Manual auction centre for Large cardamom can be established anywhere in India.
4. Separate License shall be necessary for an auctioneer in respect of manual auction for each centre if he desires to conduct manual auction in more than one centre.
5. It is the responsibility of the Auctioneer to set up the facility for conducting manual auction as per the guidelines of Spices Board.
7. The applicant shall be registered under Companies Act, 1956 or Multi-State Cooperative Societies Act, 2002 or the Indian Partnership Act, 1932, or under the Societies Registration Act 1860.
8. Upon completion of scrutiny, the Board will inform the eligible applicant, to submit Security Deposit in the form of Bank Guarantee for the block period before issue of the license to safeguard the cardamom farmers against any default in payment. The Bank Guarantee shall be from a Nationalized Bank or any Bank approved by the Government. (Based on the average sale value of cardamom in e-auction for the block period of 2020-23, the approximate amount of Bank Guarantee would be around Rs.6 crore). However, the actual amount to be remitted as Security Deposit in the form of Bank Guarantee will be intimated to the selected applicants.
9. Bank Guarantee is not applicable for awarding Manual Auctioneer License.
10. Documents to be uploaded in the NSWS portal along with online application are given below:

Sl.No	Documents for Cardamom Auctioneer Licence
1.	Copy of GST Registration Certificate
2.	Copy of latest GST Return Acknowledgement, if applicable
3.	IT Returns latest Assessment Year
4.	Copy of the License issued by the Local Administration for conducting the Cardamom Trade
5.	Rental /Lease Agreement of Godown / Pooling depots in the case of Rented / Leased Buildings, If it is owned a copy of latest Building tax receipt.
6.	Copy of Last three Years Audited / CA Certified Balance Sheet
7.	Copy of ESI Registration (if applicable)
8.	Copy of PF Registration (if applicable)

Additional documents required in the case of	
<b>A.Companies:</b>	
1.	Copy of Certificate of Incorporation
2.	Copy of Self declaration that none of the directors of the Company are disqualified to act as Director as on date of application in the format
<b>B.Partnership:</b>	
1.	Copy of Partnership firm Registration Certificate
2.	Copy of Partnership deed
<b>C. Multi-State Co-operative Societies Act,2002(39 of 2002) or a charitable society registered under the Societies Registration Act,1860 (21 of 1860)</b>	
1.	Copy of Registration Certificate
2.	Copy of Bye Laws

\* \* \* \* \*

**GENERAL TERMS & CONDITIONS**

## 1. Fee for issue of Auctioneer License.

Manual Auction / E-auction	Issue / Renewal / Amendment	Fee (Rs.)	GST (18%) Rs.	Total (Rs.)
Manual Auction License	Issue / Renewal	15,000/-	2,700/-	17,700/-
	Amendment	5,000/-	900/-	5,900/-
E-Auction License	Issue / Renewal	1,00,000/-	18,000/-	1,18,000/-
	Amendment	5,000/-	900/-	5,900

2. For conducting e-auction using Board's common facility, an auctioneer shall pay a user fee of Rs.600/- + 18 % GST per ton of cardamom sold in an auction, which is fixed in accordance with Cardamom (Licensing and Marketing )Rules.

3. No Manual auctioneer license will be issued in a State where the Board has established common e-auction centers.

4. 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 License, the Board will be entitled to invoke the Bank Guarantee and use the proceeds for arranging settlement of amount due to growers and to initiate steps for suspension and / or cancellation of the License.

5. In the case of manual auction, if the auctioneer defaults to make payment as per the terms and conditions of the License, the Board will initiate steps against the Auctioneer including suspension and/or cancellation of the License.

6. The Auctioneer shall provide necessary storage facilities including electronic weighing machine and moisture meters for pooling the cardamom in places convenient to the farmers.

7. The auctioneer shall have sufficient storage or godown or collection depots facility to store the cardamom pooled and the facility for cleaning and grading of cardamom.

8. The auctioneer shall conduct the auction at a place and on a day and time specified by the Board. If the auctioneer wishes to cancel / is not able to conduct an auction as scheduled by the Board, the same shall be informed to the Board promptly in writing with valid reasons to the satisfaction of the Board. Any cancellation/ non conduct of the auction shall be only with the prior approval of the Board.

9. 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 center. The remaining 1350 grams of Cardamom can be used by the auctioneer for distributing as samples during the bidding process of the said lot. The auctioneer shall refund to the person who pooled the cardamom, the value of 1350 grams of cardamom used for distribution in the auction.

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.

10. As the e-auction is cloud based, two sets of samples as mentioned in the Sl no (9) are collected to facilitate the conduct of auction simultaneously in both the e-auction centres at Bodinayakanur and Puttady.

11. No additional charges other than one percent commission can be deducted from the person who pooled the cardamom in any name be it wastage, weight loss, charity etc. If an auctioneer is found to have collected any additional charges other than the one percent commission, action will be initiated by the Board including suspension /cancellation of License.

12. The auctioneer shall ensure that the cardamom pooled in an auction is free from any adulteration, contamination and artificial coloring.

13. If the auctioneer violates the terms and condition of the License/instructions of Spices Board, the Board will take necessary steps, against the Auctioneer, including but not limited to, suspension and/or cancellation of the License.

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**[Hindi Version will follow]**