

कयर उद्योग COIR INDUSTRY

(पंजीकरण)
(REGISTRATION)

नियमावली, 2008
RULES, 2008



कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
(Ministry of MSME, Govt. of India)

एरणाकुलम, कोच्ची - 682 016
ERNAKULAM, KOCHI - 682 016

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

NOTIFICATION

New Delhi, the 18th August, 2008

S.O.2061(E).-Whereas the draft of certain rules to supersede the Coir Industry (Registration and Licensing) Rules, 1958 was published as required by sub-section (1) of section 26 of the Coir Industry Act, 1953 (45 of 1953) in the notification of Government of India in the Ministry of Micro, Small and Medium Enterprises No.S.O.1441(E), dated 12th June, 2008 in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (ii), dated 13th June, 2008 inviting objections and suggestions from all persons likely to be affected thereby and notice was given that the said draft shall be taken into consideration after the expiry of a period of 45 days from the date of publication in the Official Gazette.

And whereas no objection or suggestion has been received from the public on the said draft within the said period;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 26 of the said Act and in supersession of the Coir Industry (Registration and Licensing) Rules, 1958, except as respect things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely:-

1. **Short title and commencement:-** (1) These rules may be called the Coir Industry (Registration) Rules, 2008.
 - 2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions:-** (1) In these rules, unless the context otherwise requires,
 - (a) “Act” means the Coir Industry Act, 1953 (45 of 1953);
 - (b) “Board” means the Coir Board constituted under section 4 of the Act;
 - (c) “Chairperson” means the Chairperson of the Board
 - (d) “Form” means a form annexed to these Rules;

- (e) “Industrial Establishment” means any premise including any part thereof where extraction of coir fibre or spinning of coir yarn or baling of coir fibre or coir yarn or any process for the manufacture or finishing of coir products or blended products or processing of coir pith is carried out with or without the aid of power and with or without hired labour;
 - (f) “Notification” means notification published in the Gazette of India;
 - (g) “Officer” means an officer of the Board or the Central Government;
 - (h) “Person” includes a corporation, a firm, an association of individuals and a co-operative society registered under any law relating to co-operative societies;
 - (i) “Secretary” means the Secretary of the Board;
 - (j) “Year” means the year commencing on the 1st day of April;
 - (k) “Ratt” means a mechanical contrivance used or intended to be used for spinning coir fibre into coir yarn with or without the use of power.
- (2) Words and expression used herein and not defined but defined in the Act shall have the same meanings as assigned to them in the Act.

3. **Need for Registration** – (1) The Coir establishments may register with the Coir Board within one month of the commencement of the business and shall be allotted a number which shall enable the Board to maintain up to date statistics regarding Coir industrial establishments.

- (2) Every industrial establishment shall furnish authenticated data such as business transaction details or statistics, etc. in the first week of every month failing which their registration with Board shall be deemed to have been cancelled.

4. **Application for Registration.**-(1) Every application for registration under rule 3 shall be made to the Secretary or, as the case may be, the Officer authorized by him in this behalf in Form I:

* Provided that the Secretary or, as the case may be, the Officer may, if he is satisfied that there was sufficient cause for not making the application in time, by order and for reasons to be recorded in writing, entertain an application made after one month as referred to in sub rule (1) of rule 3.

** 5. **Grant of certificate.**- On receipt of an application, the Secretary or Officer shall, after making such enquiry as he deems necessary, register the Industrial Establishment, and issue a certificate in Form II with distinctive registration number allotted to it in the certificate within forty five days of the receipt of application duly filled up and supported by requisite documents.

6. **Period of validity.**- Every registration made under these rules shall be valid for a period of three years and may, on application made by the Industrial Establishment, be renewed for any period not exceeding three years at a time.

7. **Application for renewal.**- Every application for renewal of registration shall be made within thirty days in Form III along with the certificate of registration already granted before the date of expiry of registration:

* Provided that the Secretary or, as the case may be, the Officer may, if he is satisfied that there was sufficient cause for not making the application in time, by order and for reasons to be recorded in writing, entertain an application made within thirty days from the date of expiry of registration:

* Provided further that the Chairperson may, if he is satisfied that there were sufficient reasons for not making the application within the period as referred in the first Proviso, by order and for reasons to be recorded in writing, entertain the application within thirty days from the expiry of such period.

* *As amended vide Notification no. S.O.3016 (E) dated 26th November, 2009*

** *As amended vide Notification no. S.O.1252 (E) dated 31st May, 2011*

8. **Fees.-** Every application for registration or renewal of registration of an Industrial Establishment under these rules shall be accompanied by a fee of Rs.10/- (Rupees Ten only).
9. **Duplicate certificate.-** Where a certificate of registration granted under these rules is lost or destroyed, the Secretary may, after making such enquiry as he deems necessary, issue a duplicate certificate on payment of a fee of Rs.25/- (Rupees Twenty five only).
10. **Transfer of Industrial Establishment.-** (1) Where an Industrial Establishment or any machine or equipment installed in such Industrial Establishment is transferred by way of sale, mortgage or otherwise, the transferee shall, within a period of thirty days from the date of transfer, apply to the Secretary or the Officer authorized by him for registering the transfer in Form IV.

(2) The Secretary or the Officer authorized by him shall, after making such inquiry as he deems necessary, register the transfer and record an entry to that effect in the certificate of registration.
11. **Change of Place.-** (1) If during the period when the registration of an Industrial Establishment is in force, the owner thereof desires to change the place where such Industrial Establishment is located, he shall apply to the Secretary or the Officer authorized by him at least thirty days in advance.

(2) Every such application shall specify the new place and be accompanied by the certificate of registration already granted.

(3) The Secretary or other Officer may, where he agrees to the change, enter the new place in the certificate of registration.
12. **Power to call for additional information.-** (1) The Secretary or the Officer authorized by him may require an applicant to furnish within a specified period, such additional information as he may consider necessary for the purpose of registration and every such applicant shall be bound to furnish such information within the specified period.

- (2) The Secretary or the Officer authorized by him may, by order, refuse an application to register an Industrial Establishment, if the applicant fails to furnish the information or furnishes incorrect information:

Provided that a copy of the order together with the reasons for the refusal shall be communicated to the applicant.

13. **Cancellation of registration.**- Where the Secretary or, as the case may be, the Officer authorized by him is satisfied that any person has obtained a certificate by furnishing incorrect information or that he has contravened any of the provisions of these rules or of the conditions mentioned in the registration, the Secretary or, as the case may be, the Officer may, without prejudice to any other action that may be taken against such person, by order cancel the certificate:

Provided that before canceling the certificate, the person concerned shall be given an opportunity to make his representation:

Provided further that a copy of the order together with the reasons for the cancellation shall be communicated to the persons concerned.

- * 14. **Appeal.**- Any person aggrieved by an order under rule 12 or rule 13 may, within thirty days from the date of receipt by him a copy of the order, appeal to the Chairperson, who shall dispose of the appeal within thirty days from the date of receipt of such appeal.
15. **Exemption.**- Notwithstanding anything contained in the foregoing rules, the Board may, by notification, exempt any industrial establishment located in any specified area from the operation of these rules, either permanently or for a specified period and may from time to time, by like notification, hike such period.
16. **Registration of exporter.**- No person shall, after coming into force of these rules, export coir fibre, coir yarn or coir products or blended products unless he has been registered as an exporter under these rules.

17. **Application for Registration.** - (1) every application for registration as an exporter under rule 16 shall be made to the Chairperson or, as the case may be, other Officer authorized by him in Form V and shall be accompanied by,-
- (a) a certificate regarding financial status issued by any bank, copy of PAN Card and copy of Importer-Exporter Code, and
 - (b) a fee of Rs.10/- (Rupees Ten only)
- (2) The fee once remitted to the Board shall not be refunded under any circumstances.
- (3) If the application is not in the proper Form as annexed to these rules or does not contain or accompany the required particulars, the application shall be summarily rejected.
- ** (4) The Board may, if satisfied as to the suitability of the application, issue a certificate within fifteen days to the effect of having registered the applicant as an exporter in Form VI.
- (5) The applicant shall furnish within the period specified in this behalf such additional information in respect of the application as the Chairperson or the Officer authorized by him in this behalf may require.
18. **Period of validity.**- Every registration granted to the exporter under these rules shall be valid for a period of three years and may, on application made by the exporter, be renewed for any period not exceeding three years at a time.
19. **Renewal of registration:**- An exporter may apply for renewal of registration as an exporter in Form VII to the Secretary, Coir Board with a fee of Rs.10/- on or before 30th of the month succeeding the one in which the validity of the certificate expires:
- ** Provided that the Chairperson may entertain an application for renewal of the existing certificate on payment of an additional fee of rupees ten for the delay of first month or part thereof ; rupees twenty for the delay of second month or part thereof; rupees forty for the delay of third month or part thereof; rupees eighty for the delay of fourth month or part thereof and so on subject to a maximum of rupees six thousand only.

Provided further that if the exporter does not carry on any export business during the period in which he holds a valid certificate, the renewal certificate as an exporter for the next three years may not be considered:

Provided also that if the exporter enters into an export contract, he may apply to the Board for a fresh registration.

20. **Cancellation of registration:-** If any person who has been registered as an exporter fails during a period of twelve consecutive months to export any quantity of the goods in respect of which he is registered or fails to comply with any of the provisions of these rules or if the Chairperson is satisfied that such person has become disqualified to continue as an exporter, the Chairperson may, after giving the exporter a reasonable opportunity of making his objection, by order in writing, cancel the registration and communicate to him a copy of such order.
21. **Returns by registered exporter:-** Every person who has been granted registration as an exporter shall furnish in Form VIII, a statement showing the goods exported and the date of export so as to reach the Secretary or the Officer authorized by him on or before the 30th of the month following the month in which the export was made.
- * 22. **Appeal:** Any person aggrieved by an order made under rule 20 may, within thirty days from the date of receipt of a copy of such order by him, appeal to the Central Government, who shall dispose of the appeal within ninety days from the date of receipt of such appeal.
23. **Power to call for returns, etc:-**(1) The Board may, by general or special order, direct the holder of a certificate of registration to maintain such records of his business in such form and manner as may be specified and to submit to the Board returns relating to his business in such form as may be specified in such order;
 - (2) The Chairperson or the Officer authorized by him in this behalf may in writing, with a view to secure compliance with these rules,-
 - (a) require any holder of a certificate of registration to give any information in respect of his business; and
 - (b) inspect any books, accounts or other documents relating to his business.

FORM I
(See rule 4)

**FORM OF APPLICATION FOR REGISTRATION OF AN INDUSTRIAL
ESTABLISHMENT**

(No. and date of the certificate of Registration)

1	Name of Industrial Establishment	
2	Address : (a) Head Office (b) Factory	
3	Ownership whether proprietary, partnership, private limited or public limited	
4	Name of proprietors, partners, directors, and their address	
5	Name and address of the owner of the factory in terms of Note (2) below	
6	Year of establishment	
7	Whether the establishment is registered under the Indian Factories Act, and if so, the number and year of such registration	
8	If rehanding of coir yarn is done in the establishment, state the quantity (in qtls.) of coir yarn rehanding in the previous year (1st April to 31st March)	
9	If baling is done in the establishment, state the quantity (in quintals) of coir yarn and coir fibre (separately) baled in the previous year (with No. of bales) (from 1st April to 31st March)	
10	Manufacturing activities: Whether continuous or seasonal	
	No. of shifts generally worked	
	No. of working days in the previous year (1st April to 31st March)	

11	Name of products manufactured and capacity (in qtls.)	Mats	Mattings	Rugs, Carpets, etc	Other articles	Rope
12	Quantity (in quintals) manufactured in the previous year (1st April to 31st March)	Mats	Mattings	Rugs, Carpets, etc	Other articles	Rope
13	Quantity (in quintals) if any purchased from other establishments in the previous year (1st April to 31st March)					
14	Nature of plant and equipments :					
	a. Matting Looms (in different widths)					
	b. Dobby Looms					
	c. Jacquard Looms					
	d. Creel Mat Looms					
	e. Mat Looms					
	f. Any other types of Looms					
	g. Dutch Mat Frames					
	h. Beaming Machines					
	i. Shearing Machines					
	j. Braiding Machines					
	k. Sewing Machines					
	l. Spray Plant					
	m. Screw Presses					
	n. Rolling Machine					
	o. Stretching Machine					
	p. Steam plant for Dyeing					
q. Direct heating plant for Dyeing						
15	Labour Employed			Men	Women	Total
	Skilled					
	Semi-skilled					
	Unskilled					
	Total					

DECLARATION

I, (Name and Address) _____ do hereby declare that to the best of knowledge and belief the above information is correct and complete, that I am aware of the conditions of the Certificate of Registration and that I agree to abide by them.

Station :

Signature of the Applicant

Date :

Note :

1. A separate application should be sent in respect of each Industrial Establishment, whether in the same town or village, or in different towns and villages.
2. Owner in relation to any Industrial Establishment means the person who, or the authority which has the ultimate control over the affairs of the undertaking and where the said affairs are entrusted to a Manager, Managing Director, or Managing Agent, such Manager, Managing Director or Managing Agent shall be deemed to be the owner of the undertaking.

FORM II**(See rule 5)****CERTIFICATE OF REGISTRATION OF INDUSTRIAL ESTABLISHMENT**

1	No. and date of the certificate of Registration	
2	Name of the Industrial Establishment	
3	Address : (a) Head Office (b) Factory	
4	Name and Address of the owner in relation to the Industrial Establishment in full.	
5	Name of products manufactured (Mats, Mattings, Rugs, Carpets, Ropes, etc.) and / or other work done like rehanding of coir yarn or bailing of coir yarn of coir fibre	
6	Nature of plant and requirement in the factory. (Here the names of plant and equipment as in Form I shall be enunciated.)	

Conditions of the Certificate of Registration

1. The Certificate of Registration is granted subject to the provisions of the Coir Industry (Registration) Rules, 2008
2. The holder of the Certificate of Registration shall display his certificate prominently at the Industrial Establishment.
3. The holder of the Certificate of Registration shall maintain correctly such records as may be specified by the Board.
4. The holder of the Certificate of Registration shall furnish correctly and completely such information as may be demanded on him and carry out such instructions as may from time to time be issued by or on behalf of the Board.
5. The holder of the Certificate of Registration shall permit any officer of the Board authorized in this behalf to inspect the Industrial Establishment and shall produce on demand by such officer such records as specified by the Board.

Renewal Endorsement

Date of renewal	Date of expiry	Signature of registering authority	Remarks
1	2	3	4

Transfer Endorsement

1	Registration number of Industrial Establishment transferred :	
2	If whole establishment is not transferred, particulars of plant and equipment transferred, and registration number of such establishment	
3	Date of transfer	
4	No. of certificate of Registration of new plant and equipment got after the issue or renewal of the Certificate	

Signature of the registering authority
With Seal

FORM III**(See rule 7)****FORM OF APPLICATION FOR RENEWAL OF A CERTIFICATE OF
REGISTRATION IN RESPECT OF AN INDUSTRIAL ESTABLISHMENT**

	Name of Industrial Establishment	
	Address : (a) Head Office (b) Factory	
	Name and address of the owner of the Industrial Establishment in Terms of the Note below:	
	Number and Date of the Certificate of Registration	No. Date:
	Whether the Certificate of Registration is enclosed	Yes/No.

Station :

Date :

Signature of the Applicant

Note: Owner in relation to any Industrial Establishment means the person who, or the authority which, has the ultimate control over the affairs of the undertaking, and where the said affairs are entrusted to a Manager, Managing Director or Managing Agent such Manager, Managing Director or Managing Agent shall be deemed to be the owner, of the undertaking.

Registration renewed up to	
Whether renewal fee remitted	Rs. By M.O./P.O./Cash

FORM IV**(See rule 10)****APPLICATION FOR REGISTRATION OF THE TRANSFER OF OWNERSHIP OR POSSESSIONS OF AN INDUSTRIAL ESTABLISHMENT OR PLANT AND EQUIPMENT INSTALLED IN SUCH ESTABLISHMENT**

1	Name of Applicant in full	
2	Full Address :	
3	Number and date of the certificate of Registration	
4	Name of Industrial Establishment and its address in full a) Head Office b) Factory	
5	Whether whole establishment is transferred, if no particulars of plant and equipment transferred for which registration is required	
6	Ownership - whether proprietary partnership, private limited or public limited	
7	Name of proprietors, partners or Directors and their addresses	
8	Name of the owner of establishment in terms of the Note below.	
9	Reasons for such transfer	

DECLARATION

I, (Name and Address) _____ do hereby declare that to the best of my knowledge and belief the above information is correct and complete, that the transfer of the above mentioned Industrial Establishment / plant and equipment has / have been willfully made by the transfer in my favour

Station :

Signature of the Applicant

Date :

Note :- Owner in relation to any industrial establishment means the person who or, the authority which has the ultimate control over the affairs of the undertaking and where the said affairs are entrusted to a manager, Managing Director, or Managing Agent, such Manager, Managing Director or managing Agent shall be deemed to be the owner of the undertaking.

FORM V**(See rule 17)****APPLICATION FOR REGISTRATION AS AN EXPORTER OF COIR
FIBRE, COIR YARN OR COIR PRODUCTS**

1	Full Name and address of Applicant with email, fax, etc.	
2	Telephone numbers with Mobile number of the contact person.	
3	Permanent residential address of the proprietor, Managing Partner, Chief executive of the company as the case may be	
4	Full particulars of the Applicant a) Year of establishment b) Whether a Public Co., a Private Co., Partnership or an individual firm, or a Cooperative Society c) Names of Proprietors /partners or directors and their addresses d) Name of owner of factory in terms of Note (I) below	
5	Name of Commodity which the applicant wishes to export (coir fibre, coir yarn, coir rope, coir products excluding rope and including coir pith)	
6	Whether the applicant is an established exporter or newcomer	
7	a) Whether the applicant proposes to apply for registration as a manufacturer exporter b) If yes, whether documentary evidence has been attached to this effect	

8	<p>If the applicant is a new comer state Whether the applicant is applying for registration on the basis of manufacturing capacity, purchase turnover or on the basis of an export order.</p> <p>(a) the number and year of registration under the Indian Factories Act, of the factory owned by him and quantity of coir rehanked or baled, or coir products other than coir rope manufactured in the preceding 12 months.</p> <p>(b) The total purchases of coir yarn or coir products other than coir rope he has made during the preceding 12 months.</p> <p>(c) The name and address of buyer who has placed the export order with type, qty. and value of coir items to be exported.</p>	
9	<p>Whether the applicant has produced</p> <p>a) Certificate from a scheduled / Nationalized Bank (indicate name & address of Bank)</p> <p>b) Copy of the PAN Card</p> <p>c) Copy of the Importer Exporter Code</p>	
10	<p>The Number, date and amount of the Demand Draft attached towards service charge with name of the Bank</p>	
11	<p>Whether the applicant is a member of any Chamber of Commerce or Trade Association? If so, particulars should be given.</p>	

DECLARATION

1. I, (Name and Address) _____
do hereby declare that what has been stated above is correct and complete, that I am aware of the conditions relating to the registration of exporter and that I agree to abide by them.

2. I, (Name and Address) _____
also declare that I have not previously applied for registration / I applied for registration on....., but was refused registration.

*strike whatever is not applicable

Signature of the Applicant

Station :

Seal

Date :

Note :

- (1) Owner in relation to any industrial establishment means the person who or, the authority which has the ultimate control over the affairs of the undertaking and where the said affairs are entrusted to a Manager, Managing Director, Managing Agent such Manager, Managing Director or Managing Agent shall be deemed to be the owner of the undertaking.
- (2) If the application is incomplete or defective in any respect, it is liable to be rejected summarily.
- (3) Separate applications should be made in respect of registration as an exporter of (a) coir fibre (b) coir yarn (c) coir products excluding coir rope, and (d) coir rope, as the case may be.
- (4) Proof of coir items manufactured or purchase turnover in the preceding 12 months period should be furnished in the form of a certificate from a Chartered Accountant.

FORM VI

(See rule 17)

CERTIFICATE OF REGISTRATION AS AN EXPORTER

- 1 Registration No.
- 2 Date of Registration

This is to certify that (name and address of exporter) _____ has been registered as a Merchant Exporter of coir fibre, coir yarn, coir rope or coir products subject to the conditions specified in Coir Industry Act, 1953 and Coir Industry (Registration) Rules, 2008, and orders / instructions issued by the Government of India / Coir Board from time to time.

Place :

Signature of the registering authority

Date :

With Seal

FORM VII**(See rule 19)****APPLICATION FOR RENEWAL OF REGISTRATION AS AN EXPORTER
OF COIR FIBRE, COIR YARN, COIR ROPE OR COIR PRODUCTS**

1	Full Name and address of Applicant Company name, address, Tel/Fax, Email	
2	Full particulars of the Applicant a) Year of establishment b) Whether a public Co., a private Co-operative Society c) Name of Proprietors / partners or directors and their addresses d) Name of the owner of factory in terms of Note (1) below e) Name with cell phone no. of the Chief Executive / contact person	
3	Name of commodity which the applicant is exporting (coir fibre, coir yarn, coir products excluding rope, coir rope, coir pith	
4	Date of initial registration with registration number	
5	Whether Merchant / Manufacturer Exporter	
6	Whether the exporter is furnishing the monthly returns regularly?	
7	Whether the applicant has produced a) Certificate from a Scheduled Bank/Nationalized Bank (indicate name & address of Bank) b) Copy of Importer Exporter Code. c) D.D. for the service charge (specify No. date and amount)	
8	Whether Appendix 4, 4A of foreign trade policy are duly filled up and attached	

9	Status category, if any	
10	whether the applicant is a member of any Chamber of Commerce or Trade Association? Is so, particulars should be given	

DECLARATION

I, (name and address) _____, do hereby declare that what has been stated above is correct and complete, that I am aware of the conditions relating to the registration and renewal as an exporter and that I agree to abide by them.

Station :

Signature of the Applicant

Date :

Name of the Applicant

Seal

- Note:- (1) Owner in relation to any industrial establishment means the person who or, the authority which has the ultimate control over the affairs of the undertaking and where the said affairs are entrusted to a Manager, Managing Director, or any other person authorized such Manager, Managing Director or any other person authorized shall be deemed to be the owner of the undertaking.
- (2) If the application is incomplete or defective in an respect, it is liable to be rejected summarily.

FORM VIII
(See rule 21)

FORM OF MONTHLY RETURN - COIR AND COIR PRODUCTS

Name of the exporter :

Registration no. :

Statement of particulars of coir & coir products exported from India in
the month of20.....

Port of export	Date of export	Vessel in which exported	Port to which exported	Description of coir & coir products*	** Specification / guide	Quantity (kgs)		F.O.B Value	
						Manufactured in Licensed Factory owned	Purchased from other sources	In Rs.	In USD
1	2	3	4	5	6	7	8	9	10

DECLARATION

I /We, (name and address) _____, hereby declare that to the best of my/our knowledge and belief the above statement is true in all respects.

Place :

Signature of Exporter

Dated :

Seal

- * Under column 5, “Description of coir products” specify whether mat, rug, mourzouks, bag, net, rope, yarn with variety name, coir pith, coir fibre, etc.
- ** Under Column 6, “Specification/grade” against mat, state whether brush, fibre chain, or creel or, any other. Likewise mattings, rugs and mourzouks and other woven coir products should be described as plain fancy, woven or stenciled. Against rope, specify the circumference. In the case of yarn specify Alappat, Aratory, Ashtamudy, Mangadan, Vaikom, Beach etc,. In the case of coir fibre state whether bristle, short fibre or mixed etc,. In the case coir pith specify whether raw pith or bricks or grow bags or discs or any other form.

(F.No.6 (25)/2000-Coir)

SESH KUMAR PULIPAKA, Jt. Secy.