DEALING WITH IMPORT OF EXOTIC LIVE SPECIES IN INDIA AND DECLARATION OF STOCK
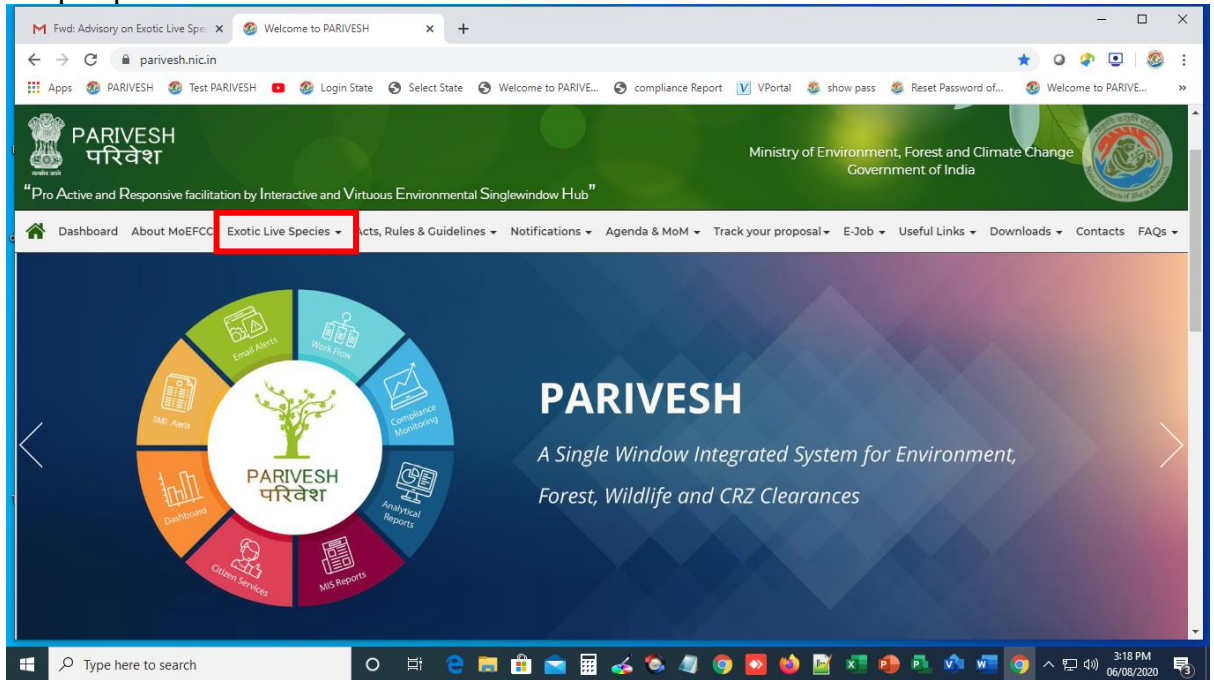
STANDARD OPERATING PROCEDURE
FOR APPLICANT

The Ministry of Environment, Forest and Climate Change has issued an Advisory for dealing with declaration of stock of Exotic Live Species, import of exotic live species, registration of progeny of previously held stock and transfer/transport of stock, in India.
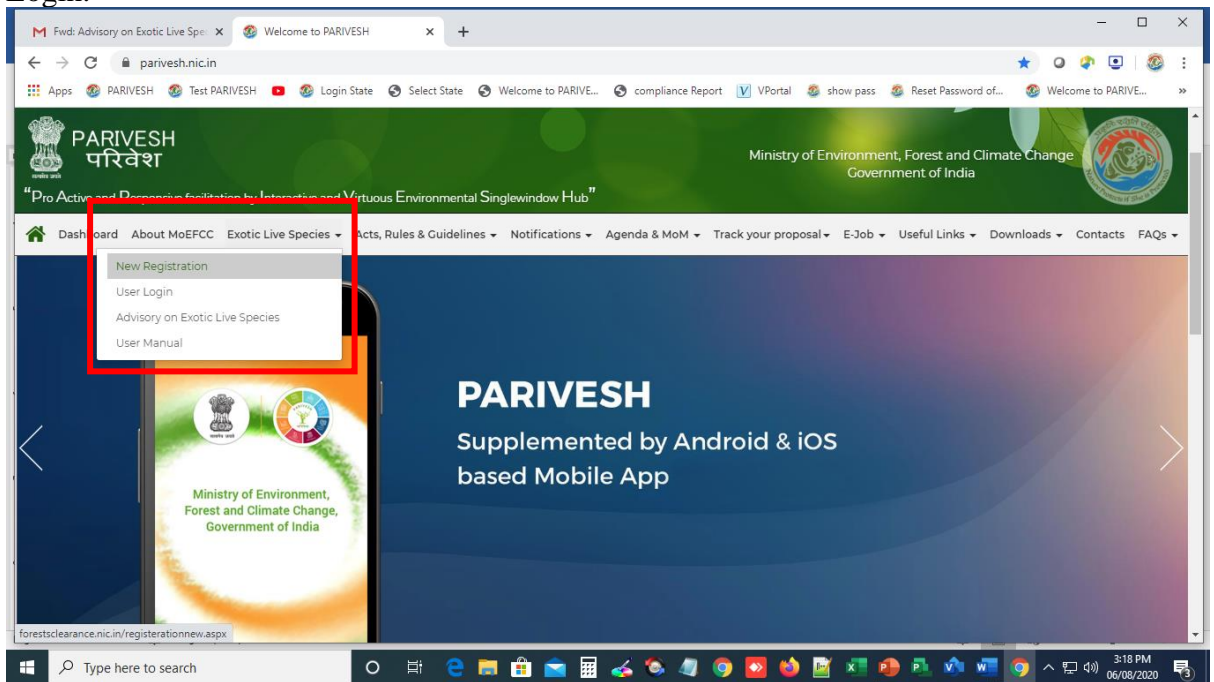
In this regard, the following Standard Operating Procedure for submission of application, as indicated in the advisory, may be followed:

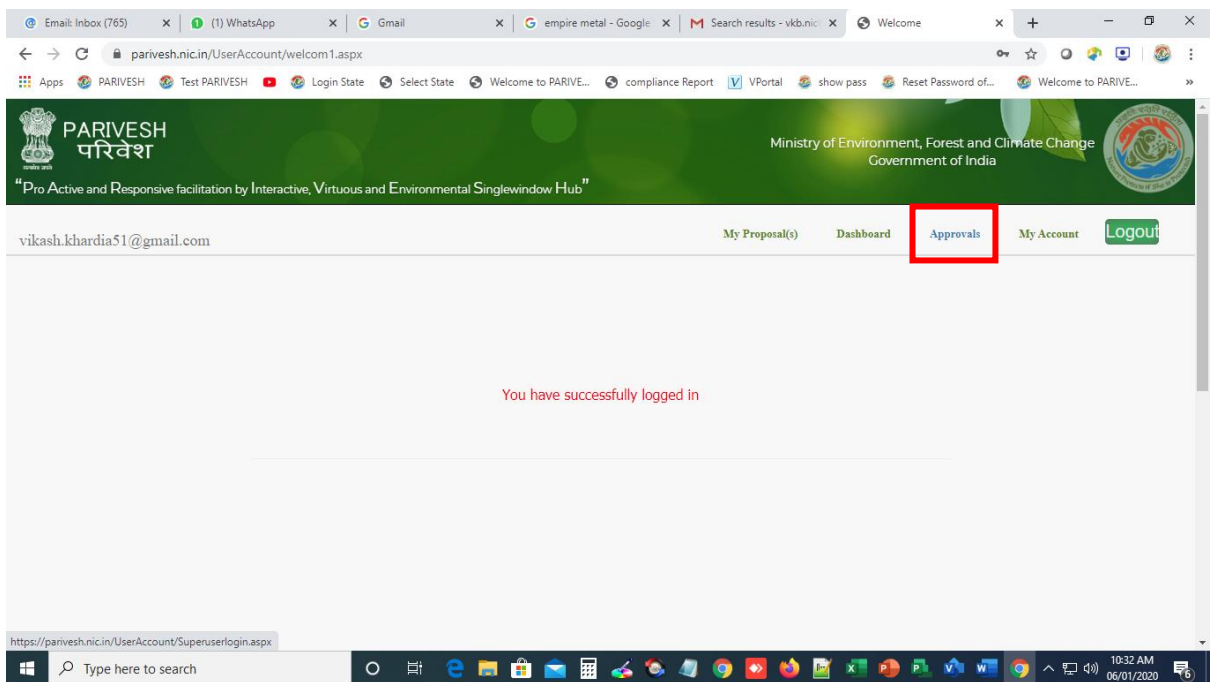1. The application forms are available in the Parivesh portal:

   <https://parivesh.nic.in>

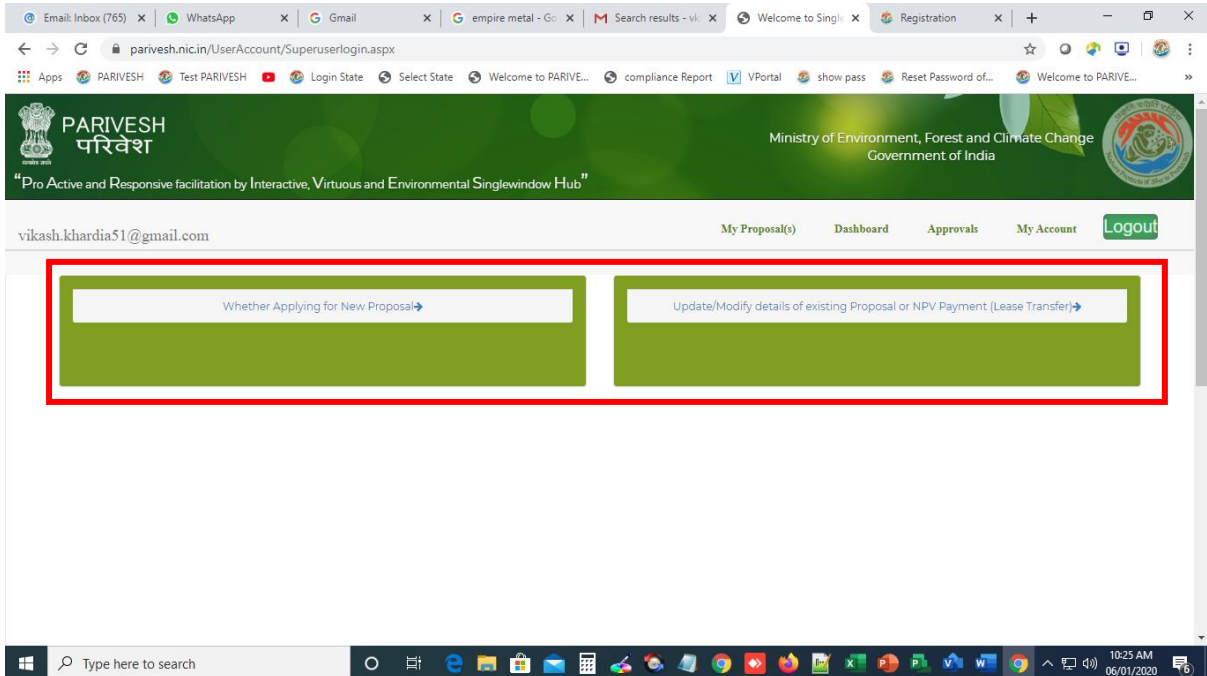2. On the Parivesh Portal, click on the icon "*Exotic Live Species*" for Registration and Login.

3. Once Registered and logged-in, the applicant will have to click on the icon "*Approvals*".
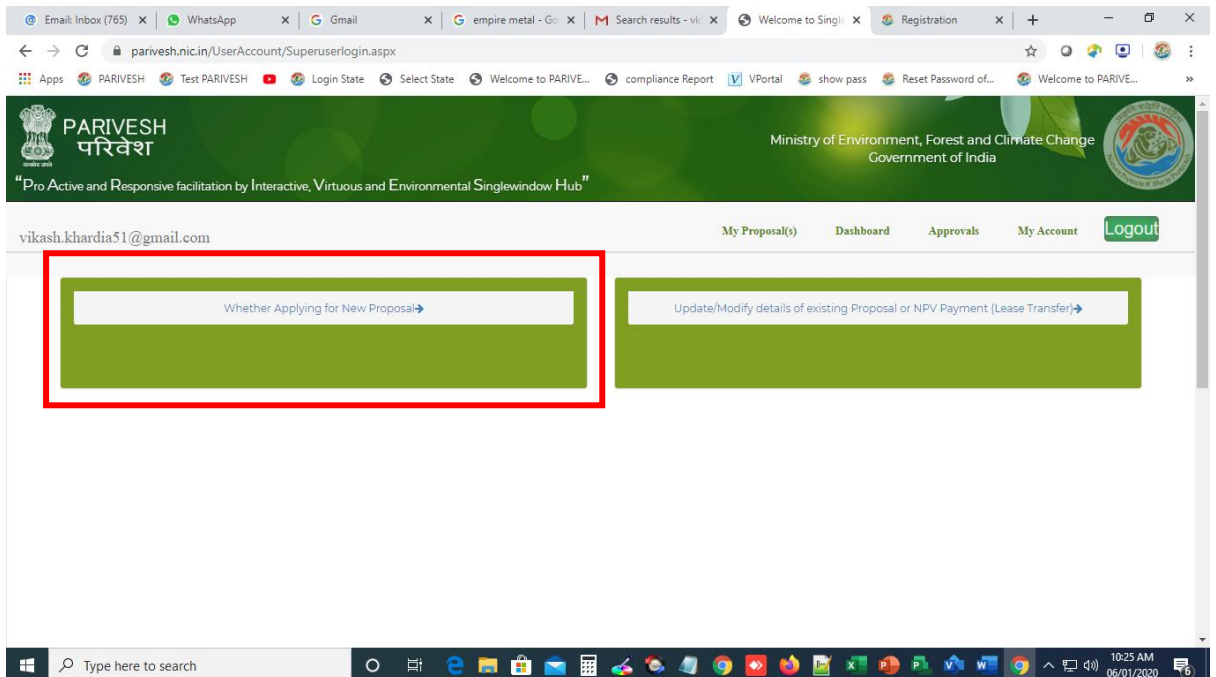
4. On clicking "*Approvals*" two icons will appear:

    - *Whether applying for new proposal*
    - *Updates/modify details of existing proposal or NPV payment (lease transfer)*
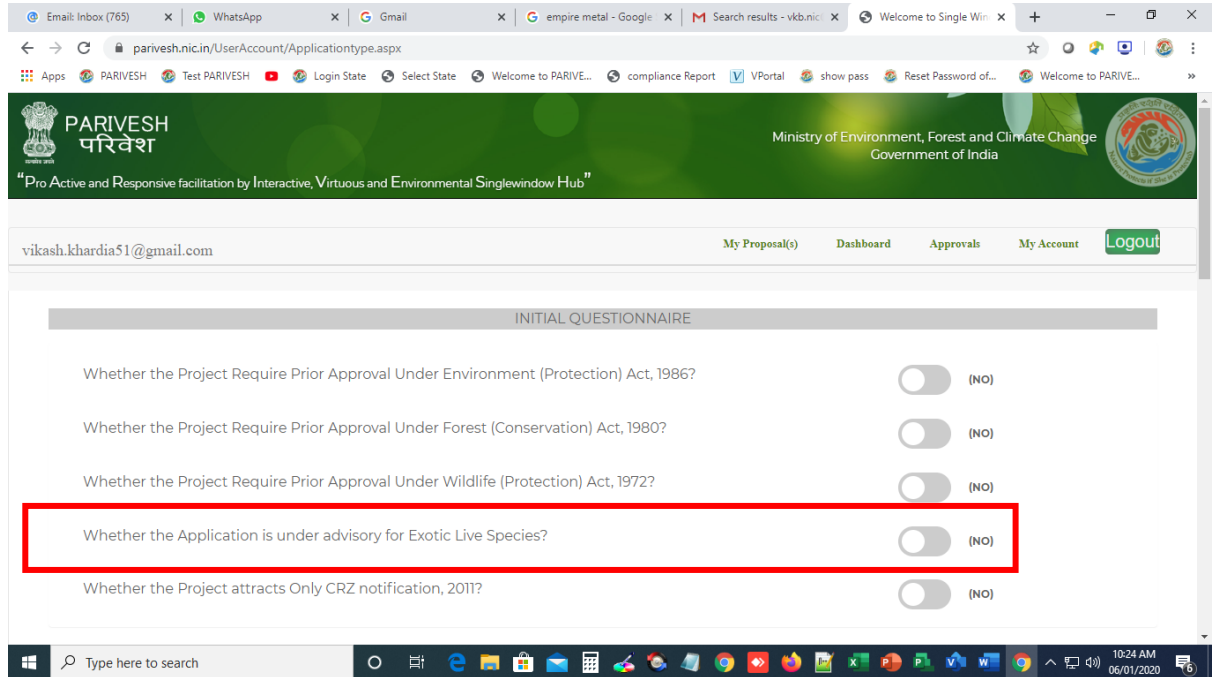

5. The applicant will have to click on the icon "*Whether applying for new proposal*".

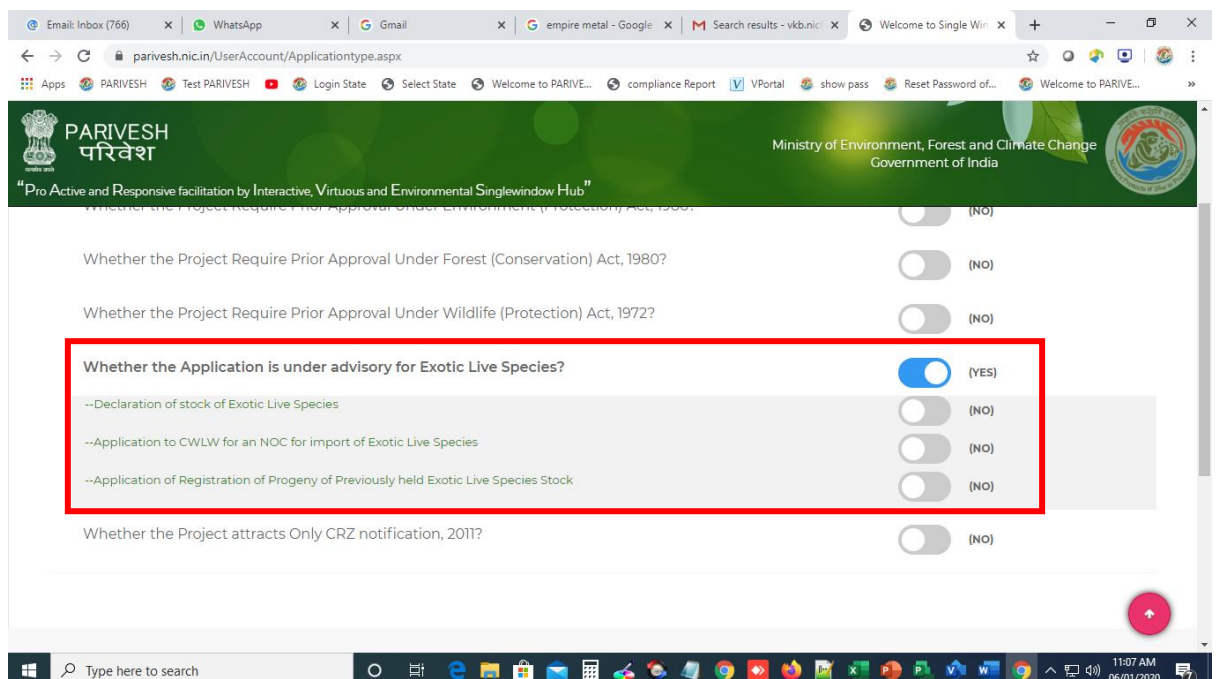6. On clicking the icon "*Whether applying for new proposal*", a window showing initial questionnaire will be displayed for making application for the following:
   - *Environmental Clearance*
   - *Forest Clearance*
   - *Wildlife Clearance*
   - *Exotic Live Species.*
   - *CRZ Clearance*

7. The applicant will have to click on the icon by the side of "*whether the application is under advisory for Exotic Live Species*".

8. Once clicked "*Yes*" on "*whether the application is under advisory for Exotic Live Species*", it will show three options:

- *Declaration of stock of Exotic Live Species*

- *Application to CWLW for an NOC for import of Exotic Live Species*

- *Application of Registration of Progeny of previously held Exotic Live Species stock.*

9. The applicant will have to select one of the options out of these three, as per his requirement and follow the steps given below:

A. For declaration of stock of Exotic Live Species:

1. An applicant intending to declare the stock, will have to click on the icon "*YES*" by the side of "D*eclaration of stock of Exotic Live Species*".
2. Once clicked, four options will appear as follows:
   i. *Voluntary disclosure*
   ii. *Transfer*
   iii. *Death*
   iv. *Acquisition*
3. The applicant will have to click on the icon " *Voluntary disclosure*".

4. The applicant will have to click on "*SUBMIT*" icon.

5. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

6. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

7. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

8. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

9. Once the applicant has satisfactorily filled-in the details,the applicant has to click on the icon "*SAVE & LOCK*".

10. The system directs the application submitted, to the concerned Chief Wildlife Warden.

11. The Chief Wildlife Warden, after due verification/examination shall register the stock of Exotic Live Species and issue an Online Certificate of possession.

12. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter".

B. For import of Exotic Live Species:

1. An applicant intending to import Exotic Live Species will have to click on the icon "*YES*" on the side of"*Application to CWLW for an NOC for import of Exotic Live Species*".

2. The applicant will have to click on "*SUBMIT*" icon.

3. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

4. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

5. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

6. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

7. Once the applicant has satisfactorily filled-in the details, the applicant has to click on the icon "*SAVE & LOCK*".

8. The submitted application is directed by the system to the concerned Chief Wildlife Warden for consideration.

9. The Chief Wildlife Warden, after examination/verification, shall issue a 'No Objection Certificate', to the applicant.

10. The applicant thereafter, along with the NOC obtained from the Chief Wildlife Warden, shall apply to the DGFT through the DGFT prescribed online portalsystem.

11. The DGFT, after completing its due procedures (including referral to MoEFCC, etc.), shall issue necessary import licence/authorization to the applicant for import, with a copy to the concerned Chief Wildlife Warden.

12. On import of the stock, the applicant shall again visit the Parivesh portal and submit an application through '**A**', by clicking on the icon "*YES*" on the side of "*Declaration of stock of Exotic Species*" and follow the procedure for submission.

13. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter".

C. For Registration of progeny of previously held stock of Exotic Live Species:

1. An applicant intending to declare the progeny of stock, will have to click on the icon"*YES*" on the side of"A*pplication of Registration of Progeny of previously held Exotic Live Species stock*".

2. The applicant will have to click on"*SUBMIT*" icon.

3. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

4. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

5. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

6. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

7. Once the applicant has satisfactorily filled-in the details, the applicant has to click on the icon "*SAVE & LOCK*".

8. The system directs the application submitted, to the concerned Chief Wildlife Warden.

9. The Chief Wildlife Warden, after due verification/examination shall register the progeny of previously held stock of Exotic Live Species and issue an online Ownership certificate.

10. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter".

D. For transfer/transport of stock held of Exotic Live Species:

1. An applicant intending to transfer/transport the stock from one State to another, will have to click on the icon "*YES*" on the side of "*Application for declaration of stock of Exotic Live Species*".
2. Once clicked, four options will appear as follows:
    i.   *Voluntary disclosure*
    ii.   *Transfer*
    iii.   *Death*
    iv.   *Acquisition*
3. The applicant will have to click on the icon " *Transfer"*

4. The applicant will have to click on "*SUBMIT*" icon.

5. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

6. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

7. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

8. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

9. Once the applicant has satisfactorily filled-in the details, the applicant has to click on the icon "*SAVE & LOCK*".

10. The system directs the application so submitted, to the concerned Chief Wildlife Warden.

11. The Chief Wildlife Warden, after due verification/examination shall register the stock of Exotic Live Species and issue online certificate for transfer.

12. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter".

E. For reporting death of Exotic Live Species:

1. An applicant intending to report the death of exotic live species, will have to click on the icon "*YES*" by the side of "D*eclaration of stock of Exotic Live Species*".
2. Once clicked, four options will appear as follows:
   v. *Voluntary disclosure*
   vi. *Transfer*
   vii. *Death*
   viii. *Acquisition*
3. The applicant will have to click on the icon " *Death".*
4. The applicant will have to click on "*SUBMIT*" icon.

5. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

6. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

7. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

8. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

9. Once the applicant has satisfactorily filled-in the details, the applicant has to click on the icon "*SAVE & LOCK*".

10. The system directs the application submitted, to the concerned Chief Wildlife Warden.

11. The Chief Wildlife Warden, after due verification/examination shall register the death of Exotic live Species reported.

12. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter"

F. For reporting acquisition of Exotic Live Species:

1. An applicant intending to report the death of exotic live species, will have to click on the icon "*YES*" by the side of "D*eclaration of stock of Exotic Live Species*".
2. Once clicked, four options will appear as follows:
   ix. *Voluntary disclosure*
   x. *Transfer*
   xi. *Death*
   xii. *Acquisition*
3. The applicant will have to click on the icon " *Acquisition".*
4. The applicant will have to click on "*SUBMIT*" icon.

5. An automatic Proposal Number (*e.g.SW/45216/2020*) will be generated for future references.

6. The applicant will have to click on "*CONTINUE*" icon and proceed with filling the details in the requisite Application form for one species.

7. If the applicant wants to add multiple species/multiple countries, then the applicant will have to click on "*ADD*" icon.

8. After filling-in all the details, if the applicant wants to edit, may do so by using the icon "*EDIT*" on the window which appears on the screen.

9. Once the applicant has satisfactorily filled-in the details, the applicant has to click on the icon "*SAVE & LOCK*".

10. The system directs the application submitted, to the concerned Chief Wildlife Warden.

11. The Chief Wildlife Warden, after due verification/examination shall register the death of Exotic live Species reported.

12. In order to view the status of the application, the applicant will have to click on the icon "My Proposals". A window with list of applications will appear. By clicking on current status of individual application, the applicant can view the complete report and present status of the application of the applicant. The applicant can then download the approval letter by clicking on "View letter"

<p align="center">***</p>