

NOCA/Cir/Operator/014/2025

Date: 11/02/2025

NOCA TC Application Process

Steps to Follow and Required Documents for a Domestic TC Application.

1. Harvest Details and Stock Closure

To apply for a Domestic TC, follow these steps:

A. Updating Harvest Details on Tracenet

- The **operator must update** the harvest details of the farmer in the Tracenet system.
- This includes essential details such as:
 - **Farmer Name**
 - **Product Name**
 - **Estimated Yield**
 - **Actual Yield**
 - **Harvest Date**

B. Sending Stock Closure Request to NOCA

- Send an **email to NOCA** requesting stock closure.
- Attach an **Excel sheet** with the following required details:
 1. Farmer's name
 2. Product name
 3. Estimated yield
 4. Actual yield
 5. Harvest date

C. Harvest Submission Requirements

- **Mandatory:** Submit the harvest details **immediately after harvest**.
- **Important:** NOCA cannot close stocks after **three months from the harvest date**.
- **Photographs Required:**
 - Submit **clear photographs** of the harvested product **with GPS coordinates**.
 - These photos must be attached along with the Excel sheet submission.

2. Applying for Domestic TC

Once NOCA closes the stocks, the operator can apply for a Domestic TC by completing the following steps:



A. Creating a Lot on Tracenet

- The operator must create a lot on Tracenet for the required product and quantity.
- The application must be forwarded to the CB (Certification Body) through Tracenet.

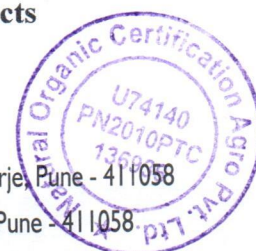
B. Submission of Mandatory Documents

To process the TC application, the operator must submit the following documents:

1. **Application Deadline:**
 - Operators must apply for TC within 07 days from the transport date and/or must be submitted immediately after dispatching the materials.
2. **Tracenet Application:**
 - Submit a signed and sealed copy of the Tracenet Application (preview).
3. **Invoice and Packing List:**
 - A sealed and signed invoice/packing list must be included.
4. **CB-Approved Labels:**
 - If the transaction is packed, submit CB-approved label copies.
5. **Product Photographs:**
 - For packed products, submit clear images showing the identification details/labels.
 - If the transaction is in bulk, submit photographs of loaded trucks/vehicles with number plate & GPS location
6. **Source Details:**
 - A sealed and signed document with:
 - Signed copy of sourced/ inward TC
 - Purchase receipt for ICS
 - Harvest details of individual producers
 - Batch/ Lot creation details of Tracenet
7. **Transport Documents:**
 - A valid transport document or E-way bill must be submitted.
8. Exact place of dispatch and destination should be mentioned in TC preview.

3. Test Reports and High-Risk Products

- Third Party Test reports are mandatory for all products.
- For high-risk products, ETO, Pesticide 525, Nicotine, parameter test reports are specifically required for EU countries
- For other countries ETO, Pesticide 250 will be okay for non- risky products
- Test report should be signed and seal with authentication
- For Turmeric Sudan I to IV For export



- **Aflatoxin and Heavy metals test reports for the export**

- **Stock verification of each batch of high risk product**

List of High-Risk Products:

Sesame seed
Amaranth seeds

Quinoa

Unprocessed tea leaves

Ginger

Psyllium seed

Flax seed

Unprocessed Guar gum

4. Additional Requirements

A. Transporter Legal Documents:

- Submit a **copy of the Registration Certificate (RC)** for each vehicle listed in the TC.
- A **valid PAN or GST certificate** of the transporter must be submitted along with the TC application.

B. Submission of Test Reports:

- The **test reports must be sent directly from the laboratory** to NOCA.
- The operator **must be copied (cc'd) in the email.**

C. Photographic Evidence:

- **100% of vehicle loading photographs** must be submitted.
- Each photo **must include a GPS location and timestamp.**

D. Procurement Records:

- Submit **100% procurement/purchase slips** for the transported material.
- Provide an **Excel file** containing procurement slip data **in the pre-determined format.**

E. Proof of Payment:

- Submit **valid payment proof** as per the legal requirements.

5. Requirements for Trading/Processing

A. Production Record Submission:

- Operators must submit a **production record** in one of the following formats:



○ Register

- Any bookkeeping method used by the production facility
- The document **must be sealed and signed** by the **production or office manager**.

B. Mass Balance Record:

- Maintain and submit a **Mass Balance Excel sheet** with each TC application.

7. Batch Approval Process (For High-Risk Products)

- For **all products**, batch approval is required **before material transfer**.
- The **operator must inform NOCA in advance** before creating a batch.
- **Third-party sampling** will be conducted by NOCA in case of high risk products.
- **Important: Do not transfer material before batch approval.**

Summary of Key Deadlines and Actions:

Action Item	Requirement	Deadline
Update harvest details	Submit on Tracenet with GPS photos	Immediately after harvest
Stock closure request	Email NOCA with Excel data	Within 01 months from harvest and as per shelf life
TC application submission	Apply through Tracenet	Within 7 days of transport
Test reports	Submit via email	Before batch approval/Inward test reports
Batch approval	Inform NOCA in advance	Before material transfer
Vehicle photos	100% with GPS location	At the time of loading
Procurement records	100% purchase slips + Excel data	Before TC application
Payment proof	As per legal requirements	Before TC issuance

This **detailed and structured document** ensures compliance, clarity, and efficiency in the NOCA TC application process.



Batch Approval process

Submitting Batch Approval Requests:

- Send a separate email for each batch approval request to tc.noca@gmail.com with the subject line containing the Tracenet lot number and product name. This ensures efficient document handling.
- Avoid sending multiple batch requests in a single email to prevent confusion and delays in processing.
- Note: send a separate email on same date of batch creation with document mentioned below:

Email Type:

Please send batch approval request email to tc.noca@gmail.com with

Subject: Project Name, Tracenet Batch ID, product name.

Attachment: all required batch approval documents

End: Project Name, contact person with contact number.

Required Documents for Batch Approval;

1. Signed and seal copy of Inward TC:

Sign and seal, CB, seller and buyer, product details- product name, lot number, quantity, vehicle number, scan TC code.

2. BMR (Batch Manufacturing Record) for processing unit:

Lot number, product name, process date, conversion rate, process.

3. Raw material Photos with labels (Labels should match to inward TC details) and also take photo of incoming material vehicle with number plate (with GPS location)

4. Finished good material photos with labels and GPS location.

5. Signed and sealed copy of valid supplier scope certificate.

6. Inward Register copy: for trading unit.

7. Conversion rate: Conversion rate as per single ingredient process flow chart.

8. Batch quantity: batch quantity as conversion rate with source quantity. And source quantity should within inward TC quantity as per lot.

9. Shelf-life of product check as per Apeda guideline and traceability of batch from harvesting details.

10. High risk product batch:

IRF sent to Apeda authorised lab after verification of all batch approval documents.

After received Test report: check all sample details and all parameter results should be BLQ then batch will be approved.

Note: inward material test report as per inward TC details.



Required documents for domestic TC

1. TC application
2. Invoice
3. E-Way Bill/ transporting documents/ LR
4. Packing list
5. Signed and sealed copy of Inward TC with supporting documents (invoice, packing list, Purchase order, Eway bill/Lorry receipt/ bilty, Test reports)
6. Stock photos with labels
7. Approved labels
8. Test report (Pesticide 525/250) (GMO for Cotton)
9. Mass balance sheet

Note;

Photos should be professionally taken and should cover as much area as possible. In addition to the above, please provide clear photos of the bags and any packing materials separately for batches, Domestic tc & PTC

List of documents required for PTC (export)

1. PTC application
2. Invoice
3. E-Way Bill/ transporting documents/ LR
4. Packing list
5. Signed and sealed copy of Inward TC
6. Stock photos with labels
7. Approved labels
8. Test report (Pesticide 525, ETO, and Nicotine)
9. Shipping bill checklist
10. Mass balance sheet
11. In case of Third-party COI, please submit draft COI along with PTC documents
12. After compile the Bill of Lading and Phyto Sanitary Certificate, we will advance to the final TC.

Note – It is noted that operators shall apply for PTC at least seven days in the working days before shipping is scheduled to begin. In the case of air shipments, operators shall submit all required documents no later than five days before the flight is scheduled to depart



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