



Purpose:

This Procedure establishes the formal process governing the admission of new participants into the Small Pelagic Purse Seine Fisheries – Karnataka State Fishery Improvement Project (FIP). All applicants shall comply with the following steps, terms, and financial obligations as a condition precedent to participation.

Step 1 – Submission of Letter of Intent

1.1 Any Marine Ingredient Producing Factory seeking participation in the FIP shall submit a formal Letter of Intent to the FIP Lead, clearly expressing its willingness to participate and its commitment to the objectives, scope, and guiding principles of the FIP.

1.2 The Letter of Intent shall be duly signed by an authorized representative of the applicant factory and shall include the following details:

- i. Legal name of the entity;
- ii. Registered factory address and operational location;
- iii. Contact details (telephone number and email address);
- iv. Relevant business registration and licensing details.

1.3 The completed and signed Letter of Intent shall be submitted electronically via email to:

 fip@fishmealoil.com

1.4 The FIP Lead shall acknowledge receipt of the submission within seven (7) working days, after which the applicant shall proceed in accordance with Step 2.

Step 2 – Submission and Review of Eligibility Compliance Checklist

2.1 After submission of the Letter of Intent, the applicant factory shall complete the **Eligibility Compliance Checklist** in the prescribed format and submit the same along with all supporting documents.

2.2 The following documents, duly signed by the authorized signatory, shall be submitted:

- Karnataka State Pollution Control Board (KSPCB) Consent for Operation
- Valid Factory License
- Export Inspection Council of India (EIC) Approval Certificate
- Marine Products Export Development Authority (MPEDA) Registration Certificates for Processing Plant, Storage Premises, and Exporter
- Boiler License, GST Registration, IEC Certificate, and any other applicable statutory



registrations

- Any additional documents listed in the Eligibility Compliance Checklist

2.3 The Steering Committee (SC) shall review the submitted checklist, declarations, and documentation to evaluate eligibility. Evaluation will include legal, regulatory, environmental, labor, and community compliance.

2.4 The Steering Committee shall have sole and absolute discretion to approve or reject the application.

2.5 Only upon **approval of the Eligibility Compliance Checklist**, the Steering Committee will issue a communication inviting the applicant to proceed to Step 3. The draft participation agreement (MoU) shall then be shared with the applicant for review.

Step 3 – Issuance and Execution of Participation Agreement and Code of Conduct

3.1 Upon approval of the Eligibility Compliance Checklist, the Steering Committee (SC) shall share the following documents with the applicant factory:

- Draft Participation Agreement (MoU)
- Code of Conduct

3.2 The applicant factory shall review the MoU and the Code of Conduct in detail. Any request for clarification or modification may be submitted in writing to the Steering Committee. The signing process shall proceed only after mutual agreement on the terms.

3.3 Once confirmed, the applicant factory shall sign the MoU and the Code of Conduct through an authorized signatory and submit the **hard copies** to the Steering Committee.

3.4 The execution of the MoU may require payment of the applicable financial contribution as communicated to the applicant. The financial settlement must be completed before final acceptance.

3.5 Upon receipt of the duly signed MoU, the Code of Conduct, and financial contribution (where applicable), the Steering Committee shall issue a **formal Letter of Participation Acceptance** to the applicant factory.

Step 4 – Formal Inclusion into the FIP

4.1 Upon issuance of the Letter of Participation Acceptance, the applicant factory shall be formally recorded as a participant of the Karnataka Small Pelagic Purse Seine Fisheries FIP.



4.2 Formal inclusion shall be registered only after receipt of:

- Signed MoU
- Signed Code of Conduct
- Payment of applicable contributions

4.3 Only after formal inclusion shall the Steering Committee initiate activities required for onboarding under the MarinTrust Improver Programme.

Step 5 – Completion of MarinTrust Form 3C

5.1 After formal acceptance, the FIP Coordinator shall support the factory in completing the **MarinTrust Form 3C**, required for enrollment under the MarinTrust Improver Programme (IP).

5.2 Once completed and signed by the factory, **Form 3C will be submitted to MarinTrust** along with the following documents:

- Executed MoU
- Signed Code of Conduct
- Letter of Participation Acceptance

5.3 Submission to MarinTrust completes the documentation process for official consideration and inclusion under the MarinTrust IP.

Step 6 – Submission to MarinTrust

6.1 After completion and signing of MarinTrust Form 3C by the participating factory, the Steering Committee or FIP Coordinator shall submit the following documents to MarinTrust for official consideration and inclusion under the MarinTrust Improver Programme:

- Completed and signed Form 3C
- Executed Participation Agreement (MoU)
- Signed Code of Conduct
- Letter of Participation Acceptance

6.2 The factory shall be informed once the submission to MarinTrust has been completed.



6.3 Any further communication or clarification sought by MarinTrust shall be coordinated with the factory as required.

Step 7 – Preparation for Audit

7.1 Each participating factory shall independently ensure compliance with MarinTrust Improver Programme requirements and audit readiness.

7.2 The factory shall independently undergo the required audit.

7.3 The FIP Lead and Steering Committee shall not be liable for audit outcomes or MarinTrust decisions.

Pre-Audit Support

Upon request, the Steering Committee may provide consultation or technical support for audit preparation under a separate paid agreement with mutually agreed terms.

Refundability and Default

(a) All participation fees or financial contributions are strictly non-refundable, regardless of withdrawal, termination, or failure to comply with audit requirements.

(b) Delayed payments shall attract interest at 12% per annum until fully paid.

(c) Continued non-payment, breach of obligations, misconduct, or actions prejudicial to the FIP may result in suspension or termination without refund.

(d) Termination does not absolve the factory of any financial obligations that accrued prior to termination.

Document Reference No.	Issue No. / Revision No.	Issue Date / Revision Date	Remarks / Purpose
SPPSFIP-2	1.0	01-Nov-2025	First Release