



ABS E-filing – User Manual

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ABS E-filing Application – User Manual

National Biodiversity Authority (NBA) is an autonomous and statutory body of the Ministry of Environment, Forests and Climate Change, Government of India. NBA is mandated to implement the provisions of the Biological Diversity Act 2002 (BD Act) and its Rule 2004. Its website helps users of biological resources and / or associated knowledge, to apply online for the approval of NBA, for carrying out various activities as indicated below :

Indian Individual/entity:

1. To transfer results of research on India's biological resources to a person/entity covered under section 3(2) of BD Act.
2. To obtain intellectual property rights in India or outside, for invention based on research or information on biological resources obtained from India.

Non-Indian individual/Entity/ NRI / Indian entities having non-Indian participation in share capital or management

1. To access biological resources and /or associated knowledge, for research/ bio-survey/ bio-utilisation/commercial utilisation.
2. To transfer results of research on biological resources to a person/entity covered under section 3(2) of BD Act.
3. To obtain intellectual property rights in India or outside, for invention based on research or information on biological resources obtained from India.
4. To transfer the accessed biological resources/knowledge to a third party.

Starting with Application

To login to ABS e-filing Application

The screenshot shows the ABS e-filing application interface. At the top, there are logos for the National Biodiversity Authority and the Ministry of Environment, Forest and Climate Change. A "New Registration" button is visible in the top right. A green button labeled "ABS e-filing" is prominently displayed. Below this, there is a text box providing information about the National Biodiversity Authority, its functions, and the Biological Diversity Rules, 2004. To the right, there is a "Sign In to your account" form with fields for Username, Password, and Captcha (displaying "JQWSIH"). A "Login" button and links for "Forgot Password" and "Forgot UserName" are also present.

To login to the ABS e-filing Application for the existing users: Under “Sign in to your account”, enter the Username, Password, and Captcha code; then click Login.

To login to the ABS e-filing Application for the new users: you need to register by clicking “New Registration” in the Application. The **New User Registration** window will appear as given below.

The screenshot shows the "NEW USER REGISTRATION" form. It features a dark blue header with the text "NEW USER REGISTRATION". Below the header, there is a red asterisk followed by the text "* Marked fields are mandatory". The form consists of several input fields with placeholder text: Name* (Enter name (for example - Rajiv Kumar)), Username* (Enter username (Minimum 4 alphabets or numbers)), Password* (Enter password (for example- abcd@123)), Confirm Password* (Enter password (for example- abcd@123)), Email* (Enter email (ex-abc@gmail.com)), Date of Birth* (Enter date (ex-01/01/2001)), Mobile No* (Enter mobile (ex-9999999999)), and Phone No* (Enter number (ex-01141458598)). At the bottom of the form, there are two buttons: "Back" and "Submit".

1. Enter the required details and click **Submit**.
2. An email will be sent to the mail id given by the user. By accessing the registered email to check the validation message and follow the link which will direct you to the ABS e-filing application.

Using ABS E-filing Application

Home Edit Profile Change Password Logout

National Biodiversity Authority
(An Autonomous and Statutory Body of the Ministry of Environment, Forests and Climate Change, Government of India)

Ministry of Environment, Forest and climate change

Signed in as : testuser

HOME APPLY ONLINE DOWNLOAD NOTIFICATIONS

Submitted Applications (4)

S.No.	Applicant Name	Form Applied	Application No.	Status	Action
1	Mr eee eeee, Ms aaa aaa, Mr wwwww wwwww, Mr sss ssss	Form I		Pending	
2	Mr ggg qq	Form I		Pending	
3	Mr k k	Form I		Pending	
4	Mr l sa	Form II		Pending	

About Us | Blog | Contact | This website is designed & developed by National Biodiversity Authority 2016. All

The Home page of ABS E-filing application helps registered users to:

1. To apply online for approval
2. To view/edit applications
3. To download documents
4. To view notifications / status of applications

To apply online for approval

ABS e-filing application helps applicants to apply online for NBA approval. Follow the steps given below to apply online:

1. In the **Home** page of Application, click the **“Apply Online”** tab.
2. Click **“No”** when you are asked for assistance and you are aware what type of application form you have to submit.

Do you need assistance to know your application form?

Yes

No

3. Select the appropriate application form according to your status and the type of requirement.

FORM I	Application form for access to biological resources and associated traditional knowledge.
FORM II	Application form for transferring the results of research to foreign nationals, companies, NRIs for commercial purposes.
FORM III	Application form for applying for Intellectual Property Right.
FORM IV	Application form for third party transfer of the accessed biological resources and associated traditional knowledge.

If you don't know which form to use, click "Yes" in the previous step, then "Know Your Application Form" page will appear and follow the steps given below:

- a. Choose the type of your identity and click **Next**.

Know Your Application Form

I am a/an

- Indian Individual(s)
- Non-Indian Individual(s)
- NRI Individual(s)
- Body corporate, association or organization incorporated or registered in India, which do not have any non-Indian participation in share capital or management
- Body corporate, association or organization incorporated or registered in India, having non-Indian participation in share capital or management
- Body corporate, association or organization not incorporated or registered in India

[Back](#)[Next](#)

- b. Choose your status first and click “Next “. Choose the activity which you intend to carry out and then click “Next.”

Know Your Application Form

I intend to

- Transfer the results of research on biological resources occurring in or obtained from India to a person covered under section 3(2) of the BD Act
- Obtain Intellectual Property Rights in India or outside, on any invention based on research or information on a biological resource obtained from India
- Transfer / Carry the biological resources to a foreign country for conducting basic non-commercial research

- c. The application chooses the application form according to your status and requirement. To confirm, click “OK’.

Know your Application

You may apply in

Form II:	Application for seeking prior approval of National Biodiversity Authority for transferring the results of research to foreign nationals, companies, NRIs for commercial purposes
Fee:	Rs 5,000/-

4. Now choose whether you want to apply as an 'Individual' or as an 'Entity'. Click "Submit." The Part 1 of the Form appears.

Form I
 (See Rule 14 of Biological Diversity Rules, 2004)
 Application form for access to biological resources and associated traditional knowledge

I / We apply as

Individual(s) Entity

[Submit](#)

5. Fill in the necessary details, upload required documents, and click "Save". The newly added profile gets listed under the section **Profile of the Applicant(s)**.

HOME
APPLY ONLINE
DOWNLOAD
NOTIFICATIONS

Part 1
Part 2
Part 3
Part 4
Part 5
Preview
Payment

Form I

- Part 1
- Part 2
- Part 3
- Part 4
- Part 5

(i) Full Particulars of the Applicant

(a) Title*

(b) First Name*

(c) Middle Name

(d) Last Name*

(e) Nationality*

(ii) Permanent Address

(a) Address line1*

(b) Address line2

(c) Address line3

(d) Country*

(e) State / Province

(f) City*

(g) ZIP / Pincode*

(h) Mobile*

(i) Phone*

(j) Email*

(k) Attach ID proof copy with Self Attestation (Driving License / Government ID)*

(l) Attach the passport copy with Self Attestation*

(m) Attach the Authorization letter, if necessary

(iii) Profile of the Applicant(s)

(a) Profile

[Save](#) [Add more](#)

(iv) Address of the contact person / agent, if any, in India

Yes No

[Save](#)

6. To edit or delete the profile, click the **“Edit/Delete”** button under **“Action”** against the profile. Also, you can add the address of contact person /agent by choosing **“Yes”**. Otherwise, choose **“No”** and click **“Next”**. The Part 2 of the Form appears.

(iii) Profile of the Applicant(s)

(a) Profile

Sl.No	Full name	Profile	Address	Mobile	Phone	Email	Action
1	Mr Test User1	Others-Test	Address Line 1 Test City Argentina	+54-12131564	+54-2313223123	test@test.com	

(iv) Address of the contact person / agent, if any, in India

Yes No

7. Provide necessary details and click **Save**. The details get added to the list.

Form I

Part 1
Part 2
Part 3
Part 4
Part 5

2. Details and specific information about nature of access sought and biological material and associated knowledge to be accessed

(i) Identification (scientific name) of biological resources and its traditional use

(a) Intend to access Biological Resources Associated Knowledge Both

(b) Nature of biological resources Plant Animal Micro-organism

(c) Common Name*

(d) Scientific Name*

(e) Part of biological resources*

(f) Quantity of the biological resource*

(g) Time span in which the biological resource is proposed to be collected*
From: To:

(h) Traditional use, if any

Note: You can add additional information by clicking the **“Add More”** button.

8. Above filled details will be appear in the tabular form as given below. To edit or delete the details, click the “**Edit/Delete**” button under “**Action**” against the information.

S.No.	Intend to access	Common Name	Scientific Name	Nature of Biological Resource	Part of Biological Resource	Quantity of Resource	Time span	Traditional use	Action
1	Biological Resources	Test Common Name	Test Scientific Name	Plant	Stem	10 unit(s)	08/11/2016 - 10/11/2016	None	

9. Add Geographical location details. Here applicant can provide multiple locations for single species. Please ensure the details are provided against each species given under the drop down box at sl.no. (a).

(ii) Geographical location of proposed collection

(a) Name of biological resource *

(b) Source of access

(c) Village/ Panchayat

(d) Town/ Taluk

(e) District

(f) State / UT

9. When the geographical details get added, click **Next** to move on next page.

S.No.	Name of biological resource	Source of access	Village/ Panchayat	Town/ Taluk	District	State	Name	Contact details	Action
1	Test Scientific Name	Wild	Test Village	Test Taluk	Test District	Kerala	N/A	N/A	

Note: To edit or delete the geographic details, click the “**Edit/Delete**” button under “**Action**” against the information.

10. Add the required details in each column and click “**Save**” (in each column separately). Finally, click “**Next**” to move Part 4 of the

Form.

- Form I
- Part 1
- Part 2
- Part 3
- Part 4
- Part 5

(c) Description/ nature of traditional knowledge (oral/ documented)

- Oral Document No

Test

Save

(d) Geographical location of the community / individual

(i) Consent obtained from the community / individual

- Community Individual No

(e) Name and number of persons authorized by the applicant for making the selection

- Self Any Other Person accompanying applicant Others

(a) Name
(b) Address
(c) Mobile
(d) Email

Save

(f) The purpose for which the access is requested including the type and extent of research, commercial use being derived and expected to be derived from it

(i) Purpose for which the biological resource(s) and/ or associated knowledge is proposed to be accessed

- Research Bio-survey and bio-utilization Commercial utilization

(ii) A brief description of the research or bio-survey and bio-utilization or commercial utilization expressing the scope/ intention and purpose/ goals/ commercial outlook

Details in 100 words

(iii) Whether any collection of the resource endangers any component of biological diversity and the risks which may arise from the access.

- Yes No

Save

Previous

Next

11. Enter the details and Click “Save”, finally click “Next” to move on Part 5.

Part 1 Part 2 Part 3 Part 4 Part 5 Preview Payment

Form I

Part 1
Part 2
Part 3
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Part 5

(3) Details of any national institution which will participate in the Research & Development activities

(i) Is there any such participation : Yes No

(ii) Provide the name and contact details of the institution / organization participating in R & D

None

(iii) Attach self-attested copy of MoU with the National Institution or letter of intent detailing the activity

Browse... TestDoc.pdf

(4) Primary destination of accessed resource and identity of the location where the R&D will be carried out

Test resource

(5) The economic and other benefits including those arriving out of any IPR, patent obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/ she belongs

Test details

(6) The biotechnological, scientific, social or any other benefits obtained out of accessed biological resources and knowledge that are intended, or may accrue to the applicant or to the country that he/ she belongs

Test details

(7) Estimation of benefits, that would flow to India/ communities arising out of the use of accessed bioresources and traditional knowledge

Test details

(8) Proposed mechanism and arrangements for benefit sharing

(i) Is there any proposed mechanism and arrangements for benefit sharing (non-monetary / monetary) with the provider of the biological resource(s) and / or associated traditional knowledge in accordance with the BD Act / Rules thereon?

Yes No

(9) Any other information considered relevant

None

Save

Previous Next

1. Select your declaration option (with or without digital signature). To submit without digital signature, choose **“Declaration without digital signature”**, check the checkbox at the bottom, and click **“Save”** (you can use the **“Preview”** button to preview). Finally, click **“Submit.”**

Form I

Part 1
Part 2
Part 3
Part 4
Part 5

1 2 3 4 5 6 7
Part 1 Part 2 Part 3 Part 4 Part 5 Preview Payment

Declaration

Declaration without digital signature Declaration with digital signature

I / We declare that:-

- Collection of proposed biological resources shall not adversely affect the sustainability of the resources.
- Collection of proposed biological resources shall not entail any environmental impact.
- Collection of proposed biological resources shall not pose any risk to ecosystems.
- Collection of proposed biological resources shall not adversely affect the local communities.

I / We further declare that information provided in the application form is true and correct and I / we shall be responsible for any incorrect / wrong information.

Save Preview Submit

Note: In the case of using **“Declaration without digital signature”**, the Acknowledgement generated should be duly signed by the applicant and forward it to the NBA for considering the application.

Form I

Part 1
Part 2
Part 3
Part 4
Part 5

1 2 3 4 5 6 7
Part 1 Part 2 Part 3 Part 4 Part 5 Preview Payment

Declaration

Declaration without digital signature Declaration with digital signature

I / We declare that:-

- Collection of proposed biological resources shall not adversely affect the sustainability of the resources.
- Collection of proposed biological resources shall not entail any environmental impact.
- Collection of proposed biological resources shall not pose any risk to ecosystems.
- Collection of proposed biological resources shall not adversely affect the local communities.

Upload signature:-

I / We further declare that information provided in the application form is true and correct and I / we shall be responsible for any incorrect / wrong information.

Save Preview Submit

2. If you want to make payment right now, click **“OK”** when the confirmation message appears. Otherwise you can click **“Cancel”**.

Confirm message

Are you sure you want to make the payment now ?

Ok Cancel

- To pay online, click the **“Pay Online”** button. Also, enter the payment reference no. , and upload the payment receipt; click **“Save”**. Finally, click **“Confirm”**.

To submit other application forms

You can fill and submit all the Forms (Form II, Form III, and Form IV) in a similar way. For this, select the required form in Step 3 of **“To apply online for NBA approval”**, and proceed in the similar way. Though the required details may vary slightly in different Forms, you can fill the Forms accurately just by reading the on-screen instructions.

To view/edit submitted applications

S.No.	Applicant Name	Form Applied	Application No.	Status	Action
1	Mr eee eeee, Ms aaa aaa, Mr wwwww wwwww, Mr sss ssss	Form I		Pending	
2	Mr ggg qq	Form I		Pending	
3	Mr k k	Form I		Pending	
4	Mr l sa	Form II		Pending	

The **Home** page of the ABS e-filing application displays all the submitted applications. To edit a pending application, click the **“Edit”** icon under **“Action”**. Now (*refer to the steps from Step 5 of “To apply online for NBA approval”*) you can edit the required details and finally save the changes.

This action button also allows the applicant to download and print the submitted applications.

To view notifications

The **“Notifications”** tab in the **Home** page of the NBA Web Application displays all the notifications. To view notifications:

1. Click the “**Notifications**” tab in the **Home** page of the ABS e-filing application. The list of notifications appears.
2. Click the required notification and view it.

Using the Menu Bar



Users of the NBA Web application use its menu bar:

1. To edit the profile
2. To change the password
3. To logout

To edit the profile

After logging in to the ABS e-filing Application, users can edit their profile from the menu bar. To edit the profile:

1. Click “**Edit Profile**” in the menu bar. The “**Edit Profile**” window appears.

The image shows a form titled 'EDIT PROFILE' with a dark blue header. Below the header, there is a red asterisk and the text '* Marked fields are mandatory'. The form contains several input fields: 'Username*' with 'testuser', 'Name*' with 'testuser', 'Email*' with 'paritosh.pandey@wisethink.in', 'Date of Birth*' with '02/11/2016', 'Mobile No *' with '4353534554', and 'Phone No* : ' with '4534534534'. At the bottom of the form are two buttons: 'Back' and 'Submit'.

2. Edit the required details and click “**Submit**”.

To change the password

After logging in to the Application, users can change the password from the menu bar. To change the password:

1. Click “**Change Password**” in the menu bar. The **Change Password** window appears.
2. Change the password and click “**Submit**”.

To logout of the ABS e-filing application

Users can logout the NBA Web application from the menu bar. To logout:

- Click “**Logout**” in the menu bar.

Getting additional help



If you need more help in filling up the application or using the NBA Web Application, you can use the live help service from National Biodiversity Authority during the working hours.

For more information, please click the “**Helpdesk**” icon below the menu bar.

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