

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.

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

- 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.

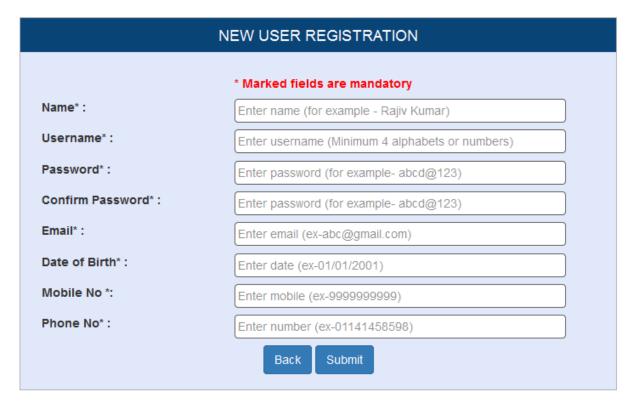
Starting with Application

To login to ABS e-filing Application



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.



- 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



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

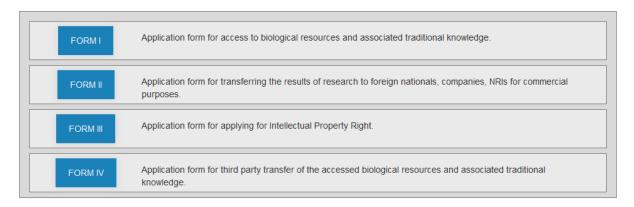
To apply online for approval

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.



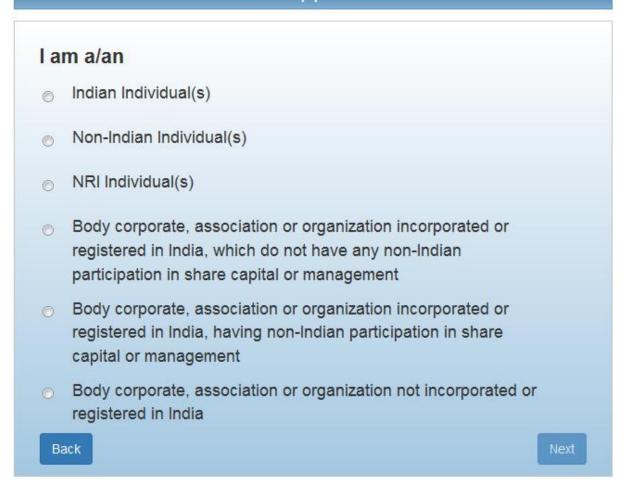
3. Select the appropriate application form according to your status and the type of requirement.



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



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'**.

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.

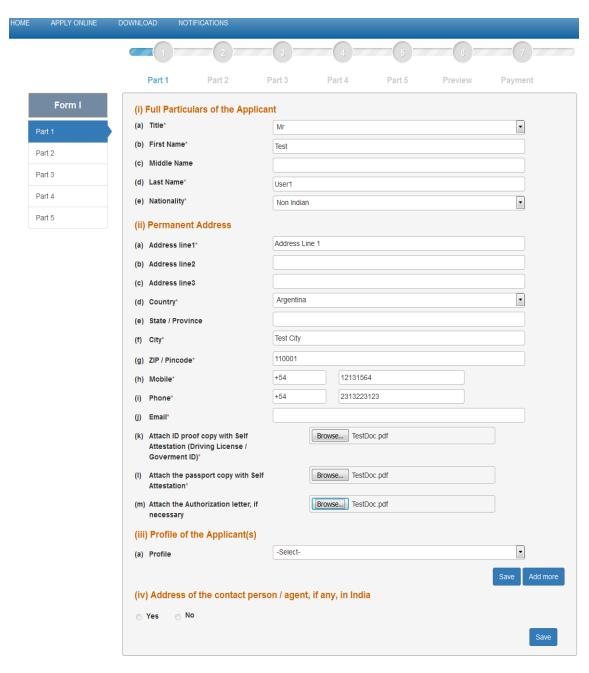
Form I

(See Rule 14 of Biological Diversity Rules, 2004)

Application form for access to biological resources and associated traditional knowledge



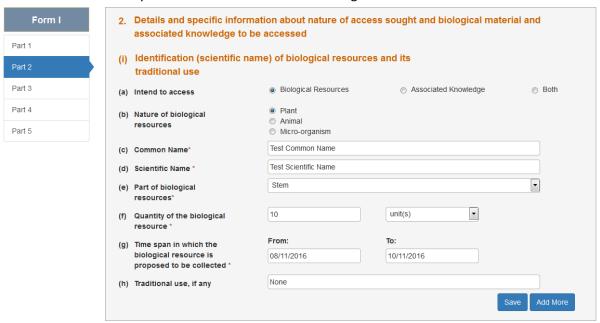
5. Fill in the necessary details, upload required documents, and click "Save". The newly added profile gets listed under the section **Profile of the Applicant(s)**.



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.



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

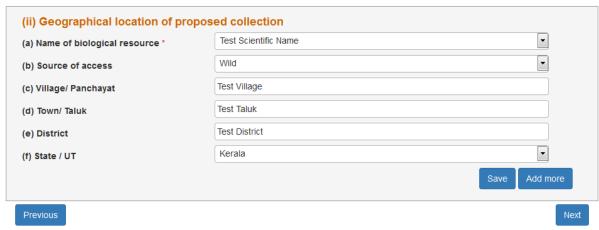


Note: You can add additional information by clicking the "Add More" button.

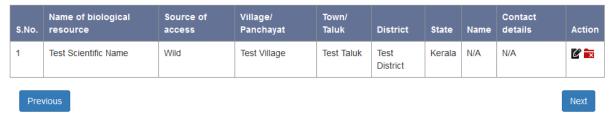
8. Above filled details will be appear in the tabular form as given below. To edit or delete the details, click the "Edit/Delete" button under "Action" against the information.

S.No.	Intend to	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	② □ ▼

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).



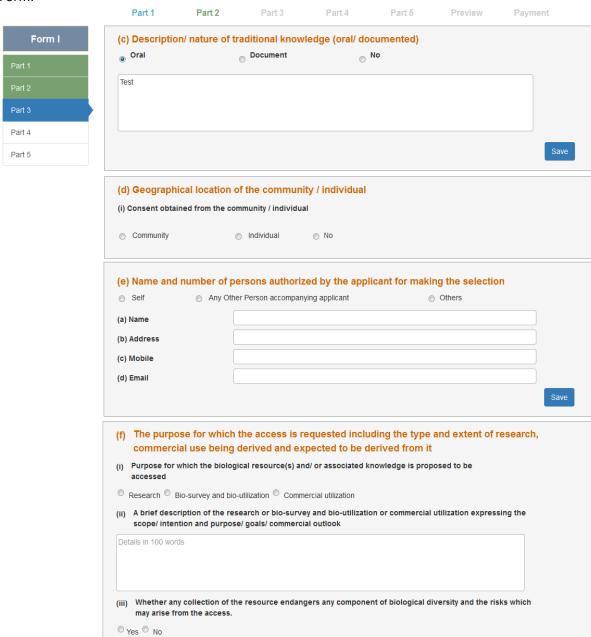
9. When the geographical details get added, click **Next** to move on next page.



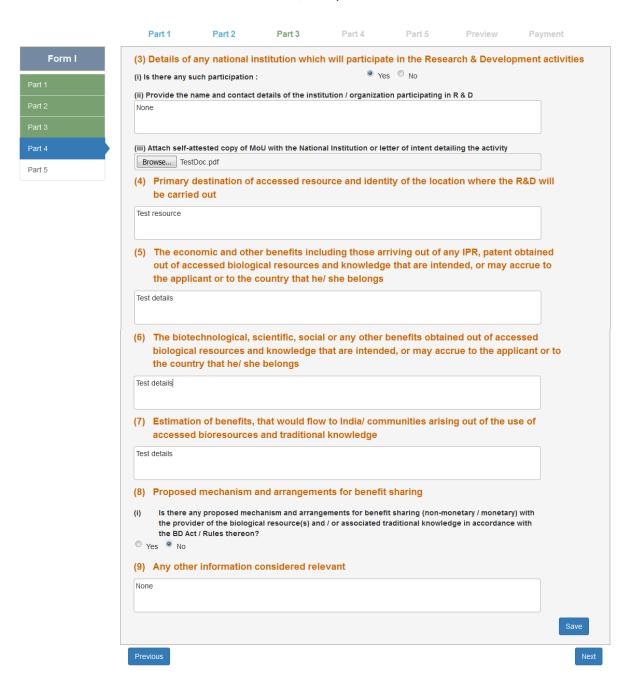
Note: To edit or delete the geographic details, click the "Edit/Delete" button under "Action" against the information.

10. Add the required details in each column and click "**Sav**e" (in each column separately). Finally, click "**Next**" to move Part 4 of the

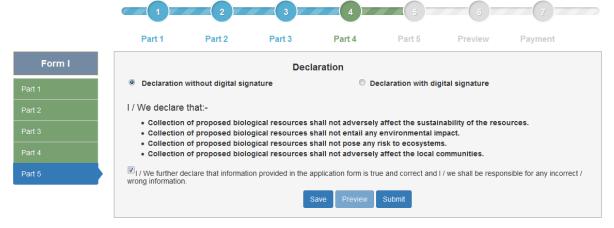
Form.



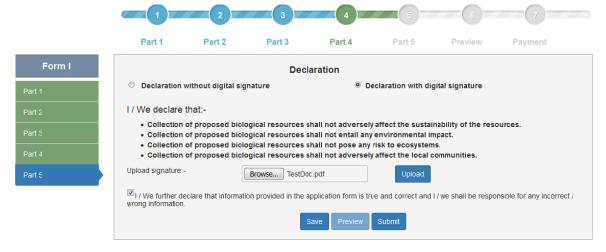
11. Enter the details and Click "Save", finally click "Next" to move on Part 5.



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."



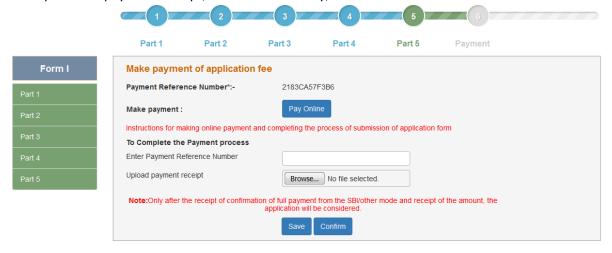
Note: In the case of using "Declaration without digital signature", the Acknowledgement generated should be duly signed by the applicant and forward it to the NBA for considering the application.



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



3. 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



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



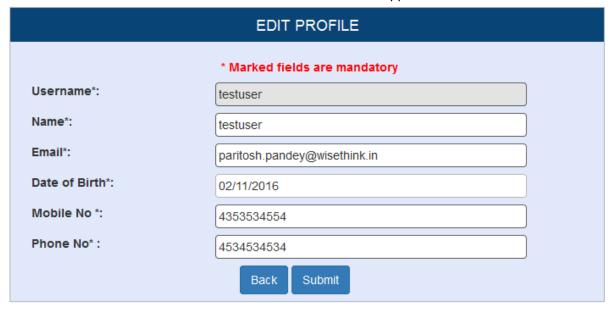
Users of the NBA Web application use its menu bar:

- 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.



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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