
 AGRICULTURAL RADIATION PROCESSING FACILITY, RRCAT, INDORE	Document No.	ARPF/OFR/02
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CLIENT REGISTRATION FORM

1.	Name of Organization/ Institutions :					
2.	Type of Organization : (Private/ Semi-private/ Government/ PSUs/ others)					
3.	Registered Office Address :					
	Phone No./ Fax No. :					
	Mobile no. :					
	E-mail :					
4.	Manufacturing Site/ Factory Address :					
	Phone No./ Fax No. :					
	Mobile no. :					
	E-mail, if any :					
5.	Authorized Contact Persons Details :		Name	Designation	Mobile no.	E-mail
		5.1.		Director/ Manager		
		5.2.		QA/ QC Officer		
		5.3.		Accounts Officer		
		5.4.		Transport In-Charge		
		5.5.		Others		
6.	GST Registration No. : (attach owner attested photocopy)					
7.	Income Tax PAN No. : (attach owner attested photocopy)					
8.	FDA Loan Licence No., : if applicable					


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9.	Any other Information :
<u>Deceleration</u>	
<p>We M/s....., do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. We are well aware of the fact that if the information given by me is proved false/ not true at any point of time, I will have to face punishment as per any provision of Law for the time being in force.</p>	
<p style="text-align: right;">Signature :</p> <p style="text-align: right;">Name :</p> <p style="text-align: right;">Designation :</p> <p style="text-align: right;">Seal of Company :</p>	

RADIATION PROCESSING TERMS & CONDITIONS

a) Commercial terms & conditions:


1. Clients should affix their label on the boxes with information such as company's name with address, product's description, batch/ lot no., weight, client registration number allotted by ARPF.
2. The processing charges mentioned on the Inquiry form are provisional. Exact charges will be as per Invoice raised for this order after radiation processing.
3. Charges indicated in the invoice are in accordance with prices prevalent on the date of dispatched and fixed by the ARPF officials.
4. The expected date of delivery mentioned on the order registration form is to be confirmed before sending vehicle for collection of radiation processed boxes.
5. ARPF official will inform exact date of collection of irradiated material and Invoice amount by E-mail.
6. Client shall take the delivery of the products within 7 days from the date of completion of its processing or intimation for collection of irradiated material over E-mail. Failure to do so will invite demurrage charges, as applicable. ARPF will not be responsible for any consequences, if there is any delay in taking the delivery of processed consignment.

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7. The payment of the Invoice amount should be made on or before collection of radiation processed product, in full by account payee cheque/demand draft/RTGS/NEFT. Part payment will not be accepted. Bank Charges will be to client's account.
8. The cheque/DD should be sent to our facility address by courier immediately.
9. Payment in cash for radiation processing is not acceptable in any circumstances.
10. ARPF is not responsible for any loss due to shortage/damage of products. Clients are advised to take comprehensive insurance of the goods while they are in transit or in our custody.
11. Freight cost (both to and fro) will have to be borne by the client.
12. ARPF reserves the right to refusal to accept any product which in its opinion can't be processed.
13. Taxes and levies will be applicable as per the prevailing government guidelines.
14. In case of fragile/sensitive products, clients must make bold disclosure on the package/boxes as well as on their documents.
15. ARPF is not liable for delays in delivery of material due to circumstances beyond its control.
16. The supply of goods is bound by these terms and conditions only and not by any other agreement, etc. This supersedes all other and/or past terms & conditions, agreements, etc.
17. In case of any dispute, the decision of ARPF officials will be final and binding.

b) Quality related terms & conditions:

1. Kindly note the box quality and method of packing of products is very important for ensuring that your products get uniform dose and our operations are smooth.
2. Products shall be packed in 5 ply corrugated boxes and the dimensions and gross weight of the product boxes shall not exceed, as specified in recommendation in product dose mapping (PDM) done earlier.
3. The products should be packed in such a way that they are filled till the top and there is no empty space inside. The packed boxes should not be bulgy.
4. In case any box is received in damaged condition, that box will not be processed for radiation processing and same will be returned to you after affixing a level of Non-Confirming Product.
5. ARPF reserves the right to refuse to handle any products which in its opinion (a) are received in damaged condition, or (b) are of inadequate packaging integrity to maintain its purpose of irradiation, (c) could be considered as a hazardous to the plant or to other Client's products, (e) brought for re-irradiation, or (f) product bio-burden exceeding 1000 CFU per unit product in case of sterilization of medical devices to sterilization dose of minimum 25 kGy. (Note: in case lower sterilization dose are to be delivered special requirement have to be complied with).
6. In case the boxes are recycled, all old packing slips must be removed before affixing new one.
7. ARPF does not extend any assurance about sterility of processed medical products or ultimate fulfillment of purpose of the Electron Beam Radiation Process. ARPF does not claim products processed at its facility are sterile.
8. The Client however is responsible for the quality, sterility and suitability of the products for their end use. We will not be liable for the any third party risks arising from the use of irradiated products. The Client assures that the products that are brought for irradiation has been produced following GMP.
9. ARPF is not responsible for any change/damage in properties of the irradiated material. Suitability of the product and the packaging material should be ascertained by the client before sending them to ARPF for radiation processing. ARPF is not liable for any sterility failures. Electron beam radiation is only an aid to sterility.

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10. ARPF reserves the right to open any box for verification of the contents, to remove samples or to place dosimeters for testing purpose. Such boxes will be resealed. A label will be affixed mentioning the quantity removed if any.
11. Microbiological test strips shall not be kept in the boxes without ARPF's prior written approval.
12. Client shall not keep any dosimeters or biological indicators without prior informing to ARPF officials.
13. Client shall not keep any radiation sensitive indicators in a strip or roll form under any circumstances. If they are found during checking it will be confiscated and suitable action may be taken for future supplies.
14. The product boxes sent by the client shall be stored in our premises on pallets. If any special storage condition required shall be clearly mentioned in the order registration form.
15. Client shall ensure that boxes sent are in good condition and with proper taping and labelling. Lots without duly filled ARPF's order registration form, will not be taken up for registration and subsequent processing.
16. Boxes should be properly sealed with Biaxially Oriented Polypropylene (BOPP) tape.
17. After radiation processing, ARPF generate a product irradiation certificate & invoice.
18. On each box ARPF will stick a label having the information such as name of ARPF facility, customer name, client registration number, date of receipt of consignment, mode of irradiation, purpose of irradiation, date of irradiation etc before delivery to Client.
19. All Clients shall fill in correct details in ARPF order registration form as applicable to them. Lots would be put on hold if order registration form details are incorrectly filled in or partly filled in. Kindly note that the product details as mentioned on the order registration form will be replicated on our certificate and invoice and no change will be done once lot is dispatched.

20. Acknowledgement and Acceptance:

- a) I acknowledge that I have read all the terms and conditions mention above.
- b) I understand, accept, and agree to comply with all terms and conditions for radiation processing.

Signature with :
date
Name :
Designation :
Seal of :
Company

For Use by ARPF Officials

Date of receipt:

Client registration number:

Note:

1. Clients should get the loan license from state drugs authority for irradiation of their products. For which ARPF shall provide consent to utilize our facility for irradiation of your products.
2. On receipt of loan license from the drugs authority, submit the original copy to ARPF for our record after keeping a photo copy with you.