

FPO Registration Form - Step-by-Step Instructions

Before You Start: Preparation Checklist

- 1. Gather Required Documents:**
 - GST Certificate (PDF/JPG/PNG, **max 1 MB**)
 - PAN Card image (PDF/JPG/PNG, **max 1 MB**)
 - Valid email address and phone number for the FPO
 - Details of key personnel (CEO, President, Treasurer, Computer Operator)
- 2. File Preparation Tips:**
 - Compress images if they exceed 1 MB using online tools or image editors
 - Use clear, legible scans of documents
 - Save files with simple names (e.g., [gst_certificate.pdf](#), [pan_card.jpg](#))

Form Fields Guide

Required Fields (Marked with *)

Field	Instructions
FPO Name *	Enter the official registered name of your Farmer Producer Organization
Street *	Primary street address of the FPO office
Street2	<i>(Optional)</i> Apartment, suite, building name, or additional address details
City *	City where the FPO is registered/operates
Country *	Select your country from the dropdown list (e.g., India, United States, etc.)
State *	After selecting Country, choose the appropriate State/Province from the dynamic dropdown
Your Email *	Official contact email for the FPO (use a valid, monitored address)
Phone Number*	Contact phone number with country code
GST Number *	Enter your 15-digit GST Identification Number (format: XXAAAAA0000A1Z5)
GST Certificate *	Upload your GST certificate file (max 1 MB)
PAN *	Enter the 10-character Permanent Account Number of the FPO
Pan Card Image *	Upload a clear image/PDF of the PAN card (max 1 MB)
No. of Members *	Enter the total number of farmer members in your FPO (numeric value only)

Field	Instructions
CEO Name *	Full name of the Chief Executive Officer
CEO Email ID *	Official email address of the CEO
CEO Telephone *	Direct contact number for the CEO

Optional Fields (Recommended for Complete Profile)

Field	Instructions
President Name/Email/Telephone	Contact details for the FPO President
Treasurer Name/Email/Telephone	Contact details for the FPO Treasurer
Computer Operator Name/Email/Telephone	Contact for the person managing digital operations
Products to sell	List crops, goods, or services your FPO intends to sell (comma-separated)
Products to buy	List inputs, equipment, or services your FPO intends to purchase

Submission Checklist

Before clicking **Submit**, verify:

- All fields marked with * are filled
- Email addresses are correctly formatted (e.g., name@example.com)
- Phone numbers include country codes if international
- GST and PAN numbers match official documents
- Uploaded files are under 1 MB each
- Country and State selections are consistent
- No. of Members is a valid number (no text or symbols)


 **Troubleshooting Tips**

Issue	Solution
File upload fails	Compress the file or convert to a smaller format (e.g., JPG instead of PNG)
State dropdown not showing correct options	First select the correct Country, then the State list will update
Page not responding	Ensure stable internet; try refreshing or using a different browser

 **Need Help?**

If you encounter issues:

1. Review the **Download Instructions** section on the page for official guidance
2. Ensure your browser is updated (Chrome, Firefox, Edge recommended)
3. Clear browser cache if the form behaves unexpectedly
4. Contact NAFDEC support through namaste@nafdec.in

 **Pro Tip:** Save a copy of all entered information and uploaded documents before submitting. After submission, note any reference number or confirmation message for your records.

Good luck with your FPO registration!  