

For Office Use only  
No: .....

Date:



## KSCSTE- Kerala Forest Research Institute

Peechi - 680 653, Thrissur,  
Kerala, India



### Requisition Form\* (For identification and authentication of Plants)

Name of Applicant	
Designation	
Institution / Organization / University / College	
Postal Address	
Contact details Telephone Email	
GSTIN (in case of institutions)	

### Specimen Details

No. of Specimens.....	Habit: Herb / Shrub / Tree.....
Habitat.....	Collection locality .....
Nature of specimen: Wild / Cultivated.....	Date of Collection.....

Date: ...../...../.....

Signature

### Details for RTGS/NEFT Payment

For NEFT/IMPS transactions please use our bank account details given below

**Bank: State Bank of India**  
**Branch: Round South, Thrissur, Kerala**  
**Bank Account No.: 57002901433**  
**MICR Code: 680002904**  
**IFS Code: SBIN0070165**  
**SWIFT Code : SBININBB401**  
**Beneficiary's Name: Director/Registrar, KFR I, Peechi**

The DD should be taken in favour of "Registrar, KFR I" payable at Thrissur.

Specimens along with the filled requisition format and DD (In case of bank transfer, provide details such as specimen number, amount, reference number and date of transfer along with specimen submission) should be send to **Head of the Department, Forest Botany, KFR I, Peechi 680 653. Thrissur, Kerala.**

### For Official Use (Transaction Details) Amount

Paid:.....Mode of Payment:.....Bank..... Payment Details

(RTGS/NEFT Payment or DD) .....Date ...../...../.....

\*The applicant must strictly follow the Instructions for identification or authentication of specimens

## **General instructions for identification and authentication of plants**

1. The specimens will be accepted only along with duly filled Requisition Form. (The requisition form can be downloaded from here)
2. The samples should be provided in duplicates in good condition along with flowers/fruits/cones/reproductive structures. **Vegetative samples/seedlings will not be entertained.**
3. The authentication charges are as follow:
  - I. Category 1. Students/Research Scholars/Scientists/Academicians/ Research or Academic or Other Institutions: Rs. 300+18%GST
  - II. Category 2: Industries: Rs. 1000 +18%GST
4. The requisition forms can be submitted along with samples in person or by post/ courier.
5. Samples received in good condition only will be examined. If the specimens received are imperfect or damaged, the applicant will be informed for replacement and resubmission of the specimens.
6. The authentication charges will be informed to the applicant after preliminary examination and the authentication certificate will be sent after submitting the transaction details of full payment.
7. The applicant under **Category-I should submit a letter of recommendation from his or her Supervisor/ Head of the Department along with the requisition form**
8. Time needed for analysis will depend on the number of samples and complexity of the specimens.
9. All the correspondence should be addressed to: Head of the Department, Forest Botany, KFRI, Peechi 680653 Thrissur.