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# Farmers' handbook on GLOBALG.A.P. Adoption

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- 2. Mr. Umesh Lanjekar, Ratnagiri, Maharashtra, India*
- 3. Mr. Srihari Kotela and team, eFresh Agribusiness, India*
- 4. Mr. S. Aravinda Samy and team, Tamil Nadu Agricultural University, Tamil Nadu, India*

## Disclaimer

*This report has been commissioned by South Asia Research Hub, Foreign, Commonwealth and Development Office , Government of UK. However, the views expressed do not necessarily reflect the official policies of the Government of UK.*



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## 1.6 GLOBALG.A.P. certification for groups (group of farmers):

Producer Group Certification (certification option 2) where a group of farmers are led by a company (mostly through a contract farming model) works together towards achieving the certification.

## 1.7 GLOBALG.A.P. in India:

The Quality Council of India (QCI) is the scheme owner for India Good Agricultural Practices (INDGAP) certification scheme. The process for benchmarking of IndGAP document with Global G.A.P is underway through QCI.

## 1.8 Benefits of GLOBALG.A.P. adoption

- Reduced farm wastage
- Better soil health
- Efficiency in the on-farm processes
- Increased energy efficiency
- Market access

## 1.9 Key agencies in India for GLOBALG.A.P.

- Quality Council of India (QCI)
- Bureau of Indian Standards (BIS)
- Export Inspection Council (EIC)
- APEDA
- Coffee Board
- Tea Board
- National Horticulture Board (NHB)





## 2 Risk Assessment and mitigation planning



Most important part for a producer in his farming activity is to choose the right site and processes for cultivation. GLOBALG.A.P. certification helps you in achieving this by introducing a risk assessment module. The following are the major activities in identifying the risks in your farm site.

In all of these processes, you are advised to take opinions from GLOBALG.A.P. accredited consultants.

### 1. Site Assessment:

It helps in understanding whether the site is suitable for cultivation of the crop. It includes assessments of the soil, water, chemicals and pesticides proposed to be used in cultivation. Following are some of the key aspects of site assessment:

- If the site is new for cultivation, history of the site should be collected - a minimum of 1 year, however, recommended for 5 years.
- Undertake water testing to assess the quality of water in your major source(s) of water. This testing should be done in an NABL accredited laboratory. Identify the presence of any

physical, chemical or biological pollutants or heavy metals in the water. Water testing certificate to be obtained and documented.

- Understand the physical, chemical and biological risks hazards in the site – map what could be the major sources of pollution in your site such as unused ponds, industries in neighbourhood, presence of uncontrolled cattle etc.
- Take note of what kind of diseases and pests can attack your produce. Understand the seriousness of such incidents.



Demarcation of trees in GLOBALG.A.P. certified mango farm. Credit: Mr. Umesh Lanjekar, Maharashtra



## 2. Process Assessment:

It helps to understand the major risks that are present in agricultural activities. It includes assessment of risks that happen due to various factors such as:

- People
- Animals
- Environment
- Physical chemical and biological substances used in the farm.

Following are some of the key aspects of process assessment:

i. Understand the various stages through which your farming activity happens. Take note of what activities

can pose a risk for your GLOBALG.A.P. certification such as use of unrecognized fertilizers and pesticides, shortage of skilled labour etc.

ii. All possible sources of pollution (e.g. excess fertilisers, insecticides and pesticides, exhaust smoke and oil from vehicles and machinery, animal excreta etc.) and waste products (e.g. paper, cardboards, plastic sheets, oil etc.) should be identified.

iii. Identify the accidents that can happen to yourself and your farm workers. These may be related to operating farm implements and machineries, applying fertilizers and pesticides, fire and electricity related

accidents, problems due to noise, dust, temperature etc.

iv. Identify and document the impact that can happen to the environment due to your activities. It should cover aspects such as pest management practices, nutrient/ fertilizer use in crops, water usage, presence of nature conservation sites, national parks, reserve forests etc. in the vicinity, effect of your farm on the local community etc.

v. Identify food defense risks – These are risks that may happen due to intentional activities by any of the farm labourers and raw material suppliers. Information of all individuals should be collected, and

their roles and activities should be clearly understood by you.

vi. Food fraud assessment: This relates to assessing risks that arise due to sub-standard inputs being supplied to you. Some examples are counterfeit plant protection products, substandard propagation materials, non-food grade packing materials etc.

Mitigation plans and measures required for all the identified risks should be prepared with the help of your consultant. These plans and measures will help to avoid risk transforming into accidents and non-compliance with GLOBALG.A.P. compliance criteria.







## 3 Infrastructure creation and maintenance

To implement a GLOBALG.A.P. certified farm presence of well planned, built and maintained infrastructure is of high importance. Some of the major infrastructure requirements are discussed here.

1. Demarcating the farm: Establish clear boundaries for your farm. Proper fencing must be made for your farm to avoid unintentional entry by individuals and animals. A map of the farm must be displayed in an accessible place showing the infrastructure, farmland, sources of water etc.
2. Designing rooms and buildings: All the infrastructure in the farm must be designed to prohibit cross contamination. The design should ensure that each of the farm operations happen without dependency on another as it may cause cross contamination. For example, storeroom for pesticides and chemicals should not be near storeroom for produce or resting area of the farm workers.
3. Cleaning and maintenance: All the rooms and buildings should be cleaned regularly. Pest and rodent control activities should be

performed at regular intervals and as per the need of the farmer.

4. Instruction boards to farm workers and visitors: Display boards should be clearly put up for the notice of the farm workers and visitors. These should mandatorily include:
  - i. Reminder to wash hands frequently.
  - ii. Reminder to cover cuts on skins.
  - iii. Strict instruction to limit to smoking, eating and drinking to designated areas.

Reminder to immediately notify the farm management personnel in case of any relevant infections or conditions such as vomiting, fever, diarrhea. Individuals facing such symptoms must be isolated from coming in contact with other individuals and food items.

1. Storing chemicals: All pesticides, fertilizers, fuel, cleaning agents and any other such substances should have separate storage spaces. These rooms should be well ventilated, lit and at the appropriate temperature setting. Signboards should be clearly visible at the entrance of all the rooms. All such rooms should be controlled with a

lock and key access. Standard operating procedures in case of accidents involving these chemicals should be visible within 10 meters of storage.



Map from a GLOBALG.A.P. certified farm.  
Credit: Mr. Umesh Lanjekar, Maharashtra



Fertiliser and Pesticide Storage area in a GLOBALG.A.P. certified farm.  
Credit: Crystal Garden, Tamil Nadu



6. Wash pits, cleaning areas etc. should be located reasonably away from the farmland to avoid contamination of any chemical or biological residues through soil to the farm.
7. All construction in the farm should be reviewed at least once in a year for safety and hygiene compliances. These reviews should be documented and must be made available always.
8. All farmland and buildings in the area should be clear off any litter and waste. Exceptions are given only to insignificant litter on designated areas and wastage from the current day's operation.
9. While creating organic composting pits it should be ensured that there is no risk of pests, weed growth and diseases.
10. Pest management activities should be regularly conducted in all the infrastructure of the farm in such a manner that can address the risks identified in the risk assessments. All activities of pest management must be documented.
11. Energy efficiency: The selection of building sites, machinery and other

farm implements must be made after duly considering energy efficiency. The farmer should record the energy use in the farm and should be able to show where and how energy is being used in the farm operations.



Toilet block in a GLOBALG.A.P. certified farm.  
Image Credit: Crystal Garden, Tamil Nadu



Electrical machinery fenced and marked "danger" in GLOBALG.A.P. certified farm.  
Image Credit: eFresh Agribusiness





## 4 Farm Inputs

One of the key criteria in enabling GLOBALG.A.P. certification is to identify and use the right farm inputs such as seeds, fertilisers, insecticides, pesticides, etc. The following are some of the important points to note in this aspect.

### 1. Seeds:

- i. All the seeds purchased in the last 24 months must comply with local regulations. The purchase of seeds must be documented along with details such as seed packets, invoice, variety name, vendor details etc.
- ii. Farmer must enquire and understand from the seed supplier whether the seeds fall under the laws with respect to intellectual property rights. In case yes, the supplier must be ready to provide the compliance certifications for these laws.
- iii. In case the farm has an in-house nursery, a quality management system in order to monitor the same has to be established and records must be kept updated.

**2. Plant Protection Products (PPPs):** These include any chemical or compound that is being used to

protect the plants such as pesticides, weedicides and insecticides.

- i. Any PPP used in the farm should be after receiving advice from a competent individual. Such advice should be recorded along with the type and name of compound, nature and periodicity of application. The advice should include the choice of pesticide, nature, amount and periodicity of application etc.
- ii. All purchases with respect to PPPs must be documented along with the details of the supplier, name, quantity and date of purchase.
- iii. All application of PPPs must be recorded with details including date of application, name and competence of the person handling, justification for using, quantity of application and the machinery used.
- iv. Any liquid PPP or chemical should be stored in a container that is at least 110% of its volume to prevent the risk of spill over.
- v. While the PPPs are transferred between part of application, it

should be done in sealed containers. It should be ensured that the PPPs do not spill over.

- vi. Empty containers should be rinsed at least thrice prior to their disposal. The rinsate should be disposed off in such a way that it does not present risk to food safety or environment. A permanently marked space reasonably far away from the farm and human interaction should be allotted to dispose the containers. While doing the same, it needs to be ensured that the local regulations are met.



Farms Maps and Instruction boards in a GLOBALG.A.P. certified farm.  
Credit: Crystal Garden, Tamil Nadu



## 3. In case genetically modified organisms (GMOs) are used in the farm:

- i. Ensure that all the GMOs used in the farm are legally compliant to the existing regulations. Specific advice on the uses of the same has to be recorded.
- ii. All purchases with respect to GMOs must be documented along with the details of the supplier, name, quantity and date of purchase.
- iii. All application of GMOs must be recorded with details including date of application, name and competence of the person handling, justification for using, quantity of application and the machinery used.
- iv. The client/ customer should be aware of the use of GMOs in the product and documented evidence of these communications must be kept ready.

## 4. Soil Management:

- i. The farm management should have conducted soil assessment tests and the reports and results of the same must be given for expert advice. The choice of fertilizers and any other soil enriching substance should be according to the expert

advice received.

- ii. Identify whether crop rotation is a possibility to protect soil health in the farm. If yes, the practice must be implemented in the farm and records of the same must be kept ready.
- iii. Any activity on the soil must be done in such a way that it minimizes the risk of soil erosion. It can include activities such as mulching, terrace cultivation on slopes, planting trees and bushes on the borders, using low profile tires on machinery etc.

## 1. Fertilisers:

- i. Selection of fertilizers should be after conducting the soil analysis and consulting for an expert advice. The expert advice should be on the choice of fertilisers, amount and periodicity of the application, etc.
- ii. All the other parameters are applicable as given for the PPP application in section 3 above.
- iii. Fertilizers and PPPs should be stored separately.
- iv. Treated or untreated human sewage sludge should not be in any case used as fertilizer.

## 2. Water Management:

- i. Irrigation in the farm must be calculated using scientific methods and tools.
- ii. Water management plans should be prepared by the farmer and approved by experts in the field.
- iii. The irrigation system in the farm should be in good state of working and should be maintained in good state of repair. There should not be leakages in pumps, valves, pipes etc.
- iv. The farm management must keep a documentation of the date and periodicity of irrigation.
- v. The quality of the water used for irrigation should be tested by an NABL accredited and ISO 17025 certified laboratory. It should be ensured that water is free from any polluting substances that may be against human health, compliance criteria and local regulations.
- vi. The farm must obtain all the necessary legal certificates for using water sources and machinery involved in the same. In case restrictions exist on the time and usage of water and water extracting

machinery, they should be adhered to and the same must be documented.

- vii. In case water for irrigation is stored in tanks or containers, it should be ensured that such infrastructures do not transform into sources of contamination.



Water Management Systems in a GLOBALG.A.P. certified farms.  
Image Credit: Crystal Garden, Tamil Nadu

# 5 Ensuring Worker Safety

All the individuals involved in the farm activities play a key role in safe and efficient operation of the farm. For a farm to be GLOBALG.A.P. certified, ensuring the safety, health and welfare of farm workers are important. Some of the major points to be complied in this aspect are discussed below.

1. All the workers of the farm should be given trainings and awareness sessions on the procedures to be followed in the farm. The attendance to these sessions should be mandatory.
2. All the individuals operating in the farm should be clearly aware of their roles and responsibilities.
3. Attendance of the workers should be maintained daily.
4. Workers should be paid wages according to local legislations and record of the same must be maintained by the producer.
5. All the workers in farm should be technically, physically and emotionally competent to handle their roles. Especially for roles such as spraying pesticides, the individual should be properly trained.

6. It should be ensured that all the workers strictly follow the label instructions while handling chemicals including PPPs.

## 7. Hazards and first aids:

- i. Clear visual instructions in the form of sign boards, notices, instructions etc. should be given for all hazards present in the farm such as waste pits, fuel tanks, workshops, chemicals, fire etc.
- ii. Standard operating procedures along with emergency contact numbers for ambulance, hospitals etc. should be displayed in the farm. The workers should also be made aware of these procedures in the mandatory trainings.
- iii. First aid kits must be made available in an accessible place in the farm.
- iv. There should be at least one person in the farm who is trained for first aids. As a guideline, there should one such person for every 50 workers in the farm.

## 8. Protective Clothing and equipment:

- i. All the workers in the farm should have personal protective clothing and equipment. These include one-time use instruments such as rubber gloves, face masks etc. and long-time use equipment such as rubber boots, overalls etc.
- ii. All equipment in the farm should comply with the usage labels on chemicals and the local rules and regulations.
- iii. All long-term equipment in the farm must be in good state of repair. Any repair should not compromise the safety of the equipment.
- iv. All reusable equipment must be cleaned after every use and stored in clean, ventilated, dry place. The storage room for such equipment should be away from the storage area of chemicals, pesticides and similar compounds which can contaminate.





9. A member of the farm management should be clearly identified as responsible for ensuring worker welfare. S/he should ensure that all the activities in the farm are in compliance with existing, current and relevant national and local regulations on workers' health, safety and welfare.
10. Workers should have access to clean food storage areas, dining areas, rest areas, handwashing facilities, drinking water facilities and toilets.
11. In case the farm has on-farm living quarters for the workers, the quarters should be habitable, have good roofs, windows and doors. Basic amenities such as drinking water access, toilets etc. should be provided in the quarters. Toilets of these quarters should be well connected to sewage drains or septic pits if the local regulations allow.
12. If any vehicles are being used to transfer the workers, they should be in good operating condition and compliant with local regulations and safety standards.
13. Regular two-way communication must happen between the farm management and the workers about health, safety and welfare. These communications must be recorded. It should be ensured that the workers should not face any threat or intimidation for openly saying their opinions.



Farm labourer wearing PPE while using machinery.  
Image Credit: Crystal Garden, Coimbatore

## 6 Documentation and Monitoring



One of the key aspects of GLOBALG.A.P. certification is ensuring traceability. For traceability to happen, regular monitoring and documentation is required. Some of the major monitoring and documentation aspects are briefly discussed below.

1. All the processes in the farm must be documented in the prescribed formats given by GLOBALG.A.P. These documents must be kept up to date at least for a period of 2 years. In case the shelf life of the produce exceeds two years, the documents must be kept until the expiry of shelf life.
2. All the documents should be readily accessible. The documents can be stored either physically or electronically. If stored electronically, the documents should always have a back-up.
3. A document management system should be established and maintained. This is to ensure that any individual accessing a document gets access to the latest version of the document.
4. Document the risk assessments and mitigation plans discussed earlier. Any additional risks that are identified

and mitigation plans should be added to these documents immediately.

5. All the purchases made from vendors and suppliers for any activity on the farm should be documented. The details that are to be captured are:
  - i. Product description
  - ii. Whether the purchased product (if applicable) is GLOBALG.A.P. certified or not and copy of the certificate.
  - iii. Quantities of product(s) purchased
  - iv. Traceability data/ codes related to the purchased products
  - v. Purchase order/ invoices received by the farm management.
  - vi. Supplier details
6. Regular monitoring should happen in the on-farm processes to ensure that the processes comply with the documented plans and compliance criteria.
7. In case you are procuring any materials or services for your activities from sub-contractors, make sure that they are compliant with GLOBALG.A.P. standards. These sub-contractors should agree to be inspected by you, an agency

appointed by you or third party GLOBALG.A.P. certifying bodies. Documented evidence of such inspections and reports must be kept ready with you.

8. Corrective actions and continuous improvements that come up through monitoring and self-assessment should be implemented immediately in all the processes.
9. All the corrective actions and continuous improvements should also be documented immediately after their implementation.
10. There must be a minimum of one auditing per year on the amount of farm inputs reach the farm, how much is utilised, how much is the remainder and how much products are going out of the farm. The records for the same must be kept ready.
11. Conversion ratios (Total Output/ Total Input) for all the products and processes in the farm must be calculated and recorded. It will help in identifying waste generation in the farm.
12. Farmers must sign "Food Safety Policy Declaration" if and when applicable to them.



## 7 Segregation and Packing



Segregation and packing are key elements in ensuring that the final produce from the farm is GLOBALG.A.P. compliant. The segregation and packing compliances are required only if the farm is engaged in parallel production of both GLOBALG.A.P. certified commodities and other commodities. Farms which operate only for GLOBALG.A.P. certification is exempted from these compliances. Some of the important factors to be ensured as discussed below.

1. There should be a system to ensure segregation between GLOBALG.A.P. certified and non-certified products. This is to ensure that there is no mixing of non-conforming products and conforming products.
2. There should be a system to identify the GLOBALG.A.P. certified products. They must be collected, stored, processed, packed and supplied separately from other products. In no point of the supply chain should the categories of products come together.
3. Any harvest from the field must be collected in the day-time of

harvesting. In no case, the produce must be left in open air conditions. Collection of the harvested produce must happen only in well cleaned baskets or bags.

4. Any produce that is non-complaint with microbial food safety norms must be culled and disposed. Designated area must be allotted for these processes.
5. The packaging material used must be compliant with food safety norms existing in the region of production and the destination markets. In case any cleaning agents or lubricants are used for packaging, the same must be compliant with the standards of food safety.
6. All activities done in harvesting, processing and packaging must be done by trained and competent individuals. A record of the competence of such individuals must be kept by the farm management.
7. Any treatment of the product prior to packaging must be recorded with the following details:
  - i. Lot or batch of harvest treated
  - ii. Area and geographical location of the treatment

- iii. Date and type of treatment
- iv. Trade name and active ingredient of the chemicals used in the process
- v. Amount of chemical applied on the product as proportion of weight by weight or volume by volume.
- vi. The reason/ justification of the treatment



Collecting crates in GLOBALG.A.P. certified farm.  
Image credit: Crystal Garden, Tamil Nadu

8. The final product packet must comply with all the applicable regulations at the point of sale.
9. Every packet of GLOBALG.A.P. certified commodity should have a valid GLOBALG.A.P.. Number (GGN) displayed on it.
10. It should be ensured that GLOBALG.A.P. logo must not be used on the final consumer packets. GLOBALG.A.P. logos are to be used only in business to business communications.
11. There should be final check before every delivery to ensure the correct dispatch of certified and non-certified products and these checks should be documented.
12. All the products should follow a “first-in first-out” policy in the supply chain model.
13. An annual documented test of the traceability system of the farm must be conducted. This test should analyze whether a product that is rendered non-compliant with GLOBALG.A.P. criteria can be traced back to the date of production, processing and packing, batch number etc.
14. There should be final check to ensure that all GLOBALG.A.P. certified products are dispatched separately and do not get into the non-certified commodities' supply chain.

15. All the product transactions should have the GGN and a reference to the certification status of the producer.

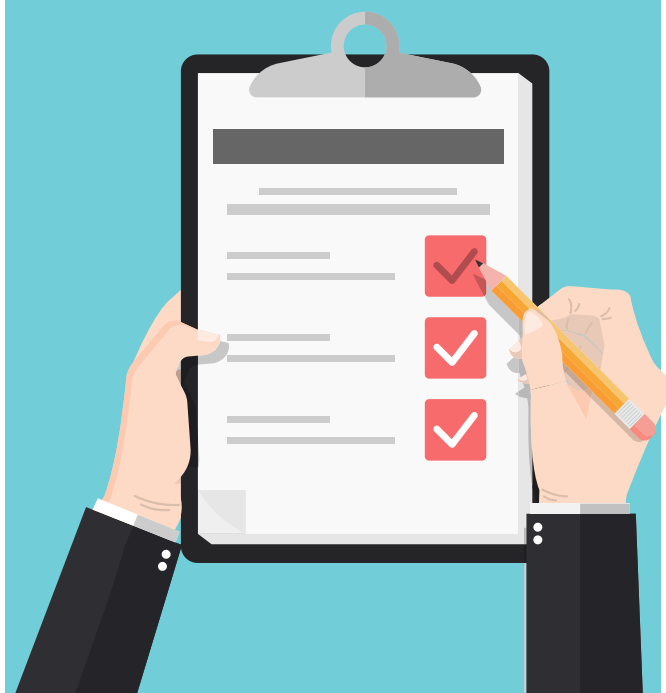


Packhouse labourer wearing non-contaminating clothes.  
Image Credit: eFresh Agribusiness





## 8 Self-Assessment



All farmers who are choosing Option 1 (Single Producer Certification) are mandatorily required to conduct self-assessments. These are to make corrective measures in case there are deviations from the compliance criteria.<sup>1</sup>

The following are the major points to be discussed under self-assessment for GLOBALG.A.P. certification:

1. Self-assessment must be performed against all the major and minor

musts for achieving GLOBALG.A.P. certification. This assessment can be done by the farmer, or an agency appointed by the farmer.

2. Farmers must ensure that they conduct a pre-harvest assessment for produces in their farms. They must check for the residue levels of their produce in NABL accredited laboratories against the MRL levels set for chemicals in their destination countries. The farmer should consult

their advisor to make these assessments and follow the advices given.

3. All the comments and feedback received in the self-assessment must be documented along with the corrective actions.
4. Minimum of one self-assessment must be conducted in the farms in a year.



1. Farmers who are seeking certification under option 2 (Producer Producer Group Certification) will fall under the ambit of the Quality Management System (QMS) and hence are exempted from the self-assessment. The responsibility of performing self-assessment under option 2 is to be addressed by the producer company.

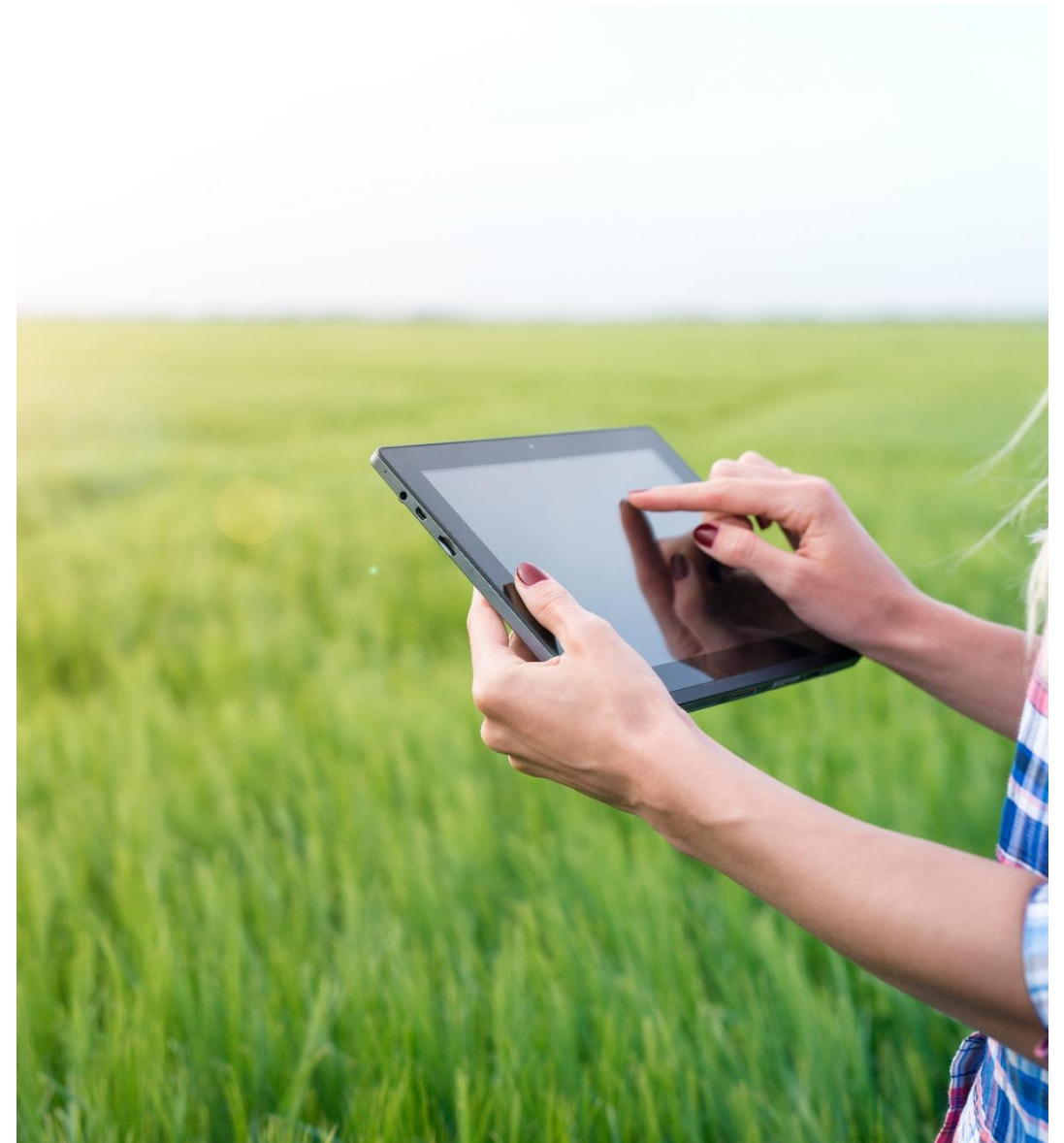
## 9 Verification by Certifying Bodies



The GLOBALG.A.P. certificates are awarded to the farms only by approved Certifying Bodies (CBs) which are licenced by the Quality Council of India (QCI) and the National Accreditation Board for Certifying Bodies (NABCB).

The following are the major points of discussion with respect to verification by CBs.

1. Select the CB that offers you the best services and cost.
2. Ensure that your CB has a valid accreditation from the NABCB.
3. Present all the documents that you have prepared for all the earlier steps are available at the time of inspection. Ensure that all your documents are updated and verified after your internal self-assessment.





## 10 Procedures for Traceability and Recall



The process for GLOBALG.A.P. certification will be incomplete without establishing compliant procedures for tracing the product and initiating a recall in case required. This is to ensure that the product is traceable in case it is found to be non-compliant with the standards. The following are the major measures to be taken by the farmer to ensure compliance with traceability and recall.

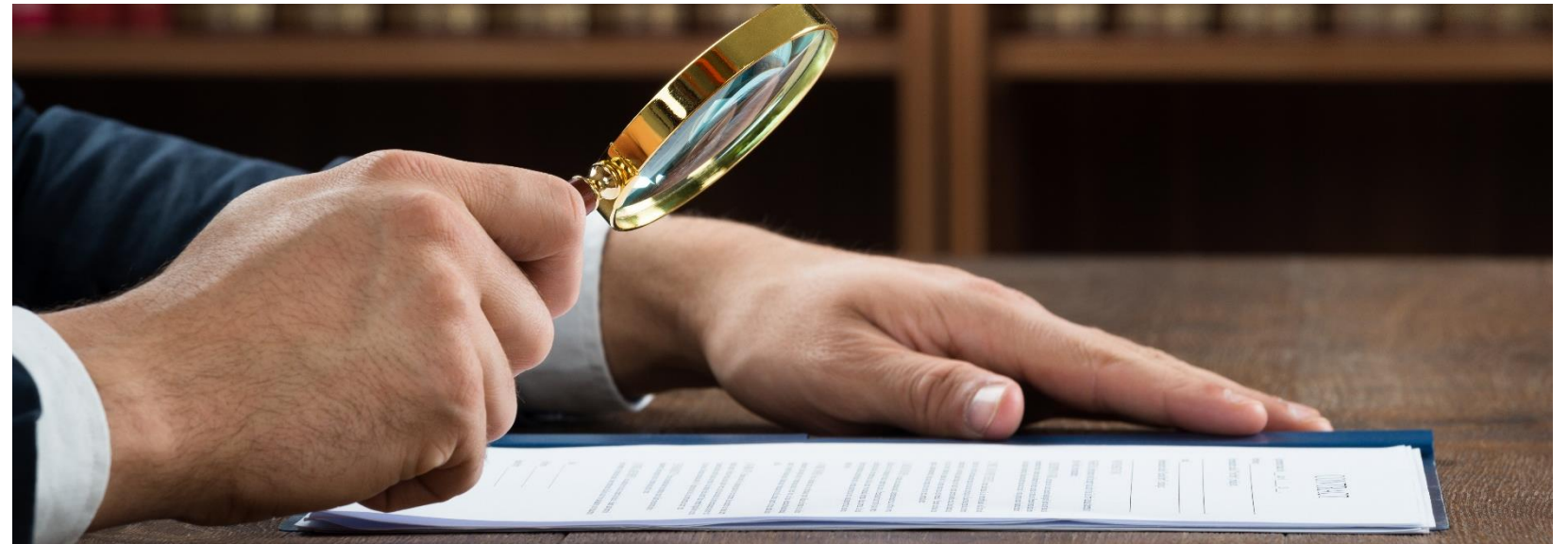
1. Sales records of the commodities from the farm must be maintained with the quantity of sales, nature of sale, invoices and receipts. In case

the farm produces both GLOBALG.A.P. certified products and non-GLOBALG.A.P. products, there should be record showing

2. There should be a documented complaint procedure established to facilitate the recording and follow-up of all issues related to GLOBALG.A.P. certification. It should include the nature of complaint, reasons for the complaint and the corrective actions taken by the farm management.
3. Farmers must document a procedure to address withdrawals

and recalls. This procedure should identify all the possible scenarios for a withdrawal or recall procedure. They should test these procedures at least once in a year.

4. Any non-conforming product must be quarantined correctly. Such products must be handled and disposed off appropriately, according to the advice received from experts and customers. The process for handling and disposal as well as the actions taken must be documented.



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