

**GUIDELINES & INSTRUCTIONS**  
**TEA (MARKETING) CONTROL ORDER, 2003**  
**REGISTRATION AS BUYER**

Applicant(s) shall apply for Registration to the Registering Authority in the prescribed format as in Table-1 and submit the same to the nearest Zonal/Regional offices or Head Office at Kolkata, Tea Board.

- Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.
- The applicant must give their e-mail ID and contact number for immediate response/reply from Tea Board.
- Application and corresponding Annexure A duly filled and documents serially numbered should be submitted.

**Table-1**

Type of Registration	Application form	Registration Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
Buyer Registration	Form C	Rs. 2,500/-

- The application form should be filled-in and signed with proper office seal of the Proprietor/Partner/Director/Authorised Signatory (as the case may be) along with date.
- Buyer's are required to submit the Quarterly Return Form F as per the format given in Annexure B to the Statistician, Tea Board through [e-mail-statsteaboard@gmail.com](mailto:e-mail-statsteaboard@gmail.com). Non submission of Quarterly return will attract cancellation/suspension of license.
- In case the applications and documents signed by Authorized Signatory, supporting document authorizing the person to sign must be provided.
- Buyer License will be issued within 7 working days from the date of receipt of the application (if found in complete in all respect) in Head office and within 15 working days if the applications submitted in the Zonal/Regional Offices of the Board.
- **Incomplete applications will be straightway rejected and the applicant will be informed accordingly.**

## Annexure-A

The following self attested documents with seal and tick marked in the relevant check box  should be submitted for consideration:

a) Application Form C properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.

b) Registration fee of Rs.2500/- by D.D/Banker cheque in favour of TEA BOARD.

c) GST Registration Certificate along with supporting documents showing tea as one of the commodity to be dealt by the applicant.

Signature of the applicant with seal

Place:

Date :

**FORM – ‘C’**

To  
The Registering Authority  
Tea Board  
14, BTM Sarani  
Kolkata

Sir,

I/We hereby apply for registration as a buyer of tea under paragraph 4(2) of the Tea (Marketing) Control Order, 2003. Necessary particulars are furnished below:

Particulars	
i) Name of the applicant (in Block Letters), (in case of partnership concern the names of all the partners should be given)	
ii) Address of the Registered Office	
iii) Addresses of branch offices, if any	
iv) Mailing address including telephone/fax/e-mail	
v) GSTIN	
vi) Whether member of any auction organizer, If so, Name(s) of the same	
vii) Specify the type of tea	a) Tea in bulk b) Packet Tea c) Tea Bags d) Instant Tea e) Quick Brewing Black Tea f) Any other Tea

I/We have carefully read and understood Tea (Marketing) Control Order, 2003 and hereby agree to abide by the provisions of said Order.

Yours faithfully,

(Signature of the applicant)

Place :

Date :

## **Address of Head Office, Zonal & Regional Offices**

### **KOLKATA**

Tea Board  
14, BTM Sarani, Kolkata - 700 001.  
Tel. :033-22351331  
Fax:033-22215715  
E-mail- [secytboard@gmail.com](mailto:secytboard@gmail.com)  
Website : [www.teaboard.gov.in](http://www.teaboard.gov.in)

### **DELHI**

Special Officer (NWI)  
Tea Board  
13/2 Jam Nagar House, Sajahan Road,  
New Delhi - 110 011  
Tel. : 011-23074179, 23625930-F  
Mob. : 09811100236, 23543513-R

### **COONOR**

Executive Director, Tea Board,  
Shelwood Coonoor Club Road,  
Post Box No. 6,  
Coonoor - 643 101, Nilgiri, South India  
Tel. : 0423-2231638/2230316\*[D]  
Fax : 0423-2232332, 2231484-Res.  
E-mail : [teaboardcoonoor@rediffmail.com](mailto:teaboardcoonoor@rediffmail.com)

### **KOCHI**

Joint Controller of Licensing  
Tea Board  
Indira Gandhi Road, Willingdon Island,  
Kochi - 682 003, Kerala.  
Tel. :0484-2666523/2340481  
Fax :0484-2666648  
E-mail : [teaboardkochi@hotmail.com](mailto:teaboardkochi@hotmail.com)

### **GUWAHATI**

Executive Director,  
Housefed Complex, 5th floor,  
Beltola-Basistha Road,  
Dispur, Guwahati-781006  
Tel: 0361-2234257/2234258, Fax: 0361-2234251  
E-mail : [teaboardghy@hotmail.com](mailto:teaboardghy@hotmail.com)

### **JORHAT**

Executive Director,  
North Eastern Zonal Office  
Tea Board, Tea Research Association Complex,  
Cinnamara Jorhat-785001, Assam  
Tel: 0376-2360066 Fax 2360068  
E-mail : [teaboardjorhat@gmail.com](mailto:teaboardjorhat@gmail.com)

## **DIBRUGARH**

Dy. Director of Tea Development  
"VIJAY BHAWAN"  
Amolapatty, P.O. : Dibrugarh,  
Dist. : Dibrugarh, Assam.  
PIN CODE NO. 786 001

E-mail: [teaboarddibrugarh@gmail.com](mailto:teaboarddibrugarh@gmail.com)

## **TEZPUR**

Asst. Director of Tea Development, Tea Board  
Mission Charali,  
Opp. Trade & Industry Building,  
P.O. Dekargaon, Tezpur-784 501,  
Dist. Sonitpur, Assam.  
Tel : 03712-255664

E-mail : [teaboardtezpur@yahoo.com](mailto:teaboardtezpur@yahoo.com)

## **SILCHAR**

Asst. Director of Tea Development, Tea Board  
Club Road, Silchar - 788 001,  
Dist. : Cachar, Assam.  
Tel. : 03842-232518

E-mail : [silchar\\_tboard@rediffmail.com](mailto:silchar_tboard@rediffmail.com)

## **AGARTALA**

Assistant Director of Tea Development,  
Akhaura Road, Fire Brigade,  
Chowmuhani Agartala - 799 001,  
Tripura (West) Tel. : 0381-2324182

## **SILIGURI**

Dy. Director of Tea Development (Plantation),  
Sahid Bhagat Singh Commercial Complex,( 3rd floor ),  
2nd Mile, Sevoke Road,  
Siliguri, West Bengal  
Tel/Fax : 0353-2544778/2540209  
E-mail : [kbbkolkata@gmail.com](mailto:kbbkolkata@gmail.com)

## **JALPAIGURI**

Assistant Director Tea Development,  
Tea Board, Regional Office  
"MALAYALAY", 439/310/c, Ward No. 3,  
Jalpaiguri Municipality Hakimpara,  
P.O. & Dist. Jalpaiguri – 735101.  
**Telefax:** 03561-226146 **Email:** [teaboardjal@gmail.com](mailto:teaboardjal@gmail.com)

## **PALAMPUR**

Dy. Director of Tea Development(P),  
Tea Board India  
Regional Office Palampur,  
Kalu Di Hatti,  
Palampur, Kangra,  
Himachal Pradesh  
Tel:01894-238171  
fax:01894238178  
E -mail: teaboardpalampur@gmail.com

## **COIMBATORE**

Welfare Liaison Officer(South)  
Tea Board, Regional Office  
Tea Trade Centre Complex,  
12/278, Mettupalayam Road,  
G.N. Mills P.O.,  
Coimbatore - 641 029 Tamil Nadu

## **PEERMADE**

Assistant Director Tea Development,  
Tea Board, Regional Office,  
511/I, Kallolickal Building,  
Peermade P.O., Idukki,  
Kerala - 685 531  
Telefax: 04869 233211