

## **Guidelines for Registration as a Manufacturer of tea with added Flavour**

In accordance with the Notification No. GSR 694(E) dated 11.10.1999 issued by the Department of Health, Ministry of Health and Family Welfare, Govt. of India, no person shall carry on the activities of manufacturing tea with added flavour except under a valid registration obtained from the Tea Board as bonafide manufacturer of flavoured tea, as per the said order in respect of each factory owned or controlled by him.

Following the above Notification and the provision under Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, Tea Board has been issuing flavoured tea registration certificates to the manufacturers of Flavoured Tea.

Applicant(s) shall apply for Registration Certificate to the Licensing Authority in the prescribed format through online portal <https://onlineapps.teaboard.gov.in>.

Applicant(s) are requested to go through the Guidelines, Fee Structure, FAQ Section, Supporting Documents in the aforesaid online portal before submitting their application, complete in all respects, with all requisite documents/information.

Applicant(s) must provide their e-mail ID and Phone number for immediate response/reply from Tea Board.

The system generated application form (Annexure-B) 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. (Authorisation letter should be enclosed if the application is signed by the Authorised Signatory).

In case of non-submission of requisite documents as amended by Tea Board from time to time, application shall be liable for rejection and the applicant will be required to submit a fresh application.

**In case of rejection of application, there is no provision for refund of application fee.**

The Marketing Company under whose brand name the flavoured tea will be marketed shall apply for registration as manufacturer of flavoured tea. The manufacturing unit i.e. where the activities of blending and packaging of flavoured tea are carried out should be recorded as authorized premises in the FSSAI License of the applicant company. The addresses of the marketing company (manufacturer of flavoured tea) and the manufacturing unit should be mentioned in detail on the packet following the provisions under Food Safety and Standards (Packaging and labelling) Regulations, 2011.

**Procedure to be followed for new registration/ modification of registration certificate:**

For registration of flavoured tea(s), the applicant company/ firm will submit only one application through online portal. After issuance of flavoured tea registration certificate, the modification link will be provided/activated in the online portal through which the applicant can apply further for inclusion of additional flavoured tea(s) in the existing flavoured tea registration certificate.

**Procedure to be followed for modification of offline registration certificate:**

The flavoured tea manufacturers who earlier obtained flavoured tea registration certificates under offline mode and intend to apply for registration of additional flavoured tea(s) for inclusion in the existing flavoured tea registration certificate are requested to raise Helpdesk Ticket from the aforesaid online portal and upload the offline flavoured tea registration certificate for migration of offline data in the online platform. Once the offline data is migrated to online platform, the modification link shall be provided/activated in the portal for submission of online application. Subsequently, the original copy of the flavoured tea registration certificate is required to be submitted to Tea Board.

For any technical query related to online portal, the applicant should raise Helpdesk ticket.

**In case, applicants possessing flavoured tea registration certificates (offline/online) are found to apply as New instead of Modification, their applications would be liable for rejection and there shall be no refund of application fees.**

## Application form for Registration as a manufacturer of tea with added flavour

Sl. No.	Particulars	Details		
1	Name of the applicant firm/company (in Block Letters) with Registered Office address.			
2	Address for correspondence & telephone, Fax No., Mobile No., E-Mail ID			
3	Name and address of the manufacturing Unit/Units where tea with added flavour is proposed to be manufactured			
4	Name of the Flavour with %-age per Kg. i) Natural Flavour ii) Natural Flavouring Substances:	S NO.	FLAVOUR DETAIL(S)	%-AGE PER KG
5	Tea Board Factory Registration Number, if applicable (Photocopy of the certificate to be enclosed)	N/A		
6	Factory License No. issued by the State Authority, if applicable (Photocopy of the certificate to be enclosed)	N/A		
7	Tea Exporter's/ Buyer's License No., if any (Photocopy of the certificate to be enclosed)	N/A		
8	Central Excise License/Regd. No. if applicable (Photocopy of the certificate to be enclosed)	N/A		
9	Declaration in Non Judicial Stamp Paper value not less than Rs.100/-, duly sworn before the Executive Magistrate stating that :  1. "Tea used in the manufacture of flavoured tea conforms to FSSAI standards".  2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".			

Date:

Place:

Name &amp; Signature of the applicant with seal

**Document(s) Details**

<b>Sl. No.</b>	<b>Document(s)</b>	<b>Submission Type</b>	<b>Document Uploaded</b>
1	Application form properly signed along with date and seal of the proprietor/partner/Director/ Authorized Signatory as the case may be.	Electronically	
2	For Proprietorship concern : Declaration duly notarized in Non Judicial Stamp Paper value not less than Rs.100/- for sole proprietorship along with name and residential address, Or For partnership firm: Deed of Partnership duly attested by at least two partners (if the applicant is a partnership firm),Or For company Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors.	Electronically	
3	Certificate from Food Safety and Standards Authority of India.	Electronically	
4	Test Report on (FSSAI parameters – Biochemical Parameters) as per Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, from Tea Board enlisted NABL accredited laboratories under Integrated Assessment Scheme.	Electronically	
5	Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company.	Electronically	
6	Declaration in Non Judicial Stamp Paper value not less than Rs.100/-, duly sworn before the Executive Magistrate stating that :  1."Tea used in the manufacture of flavoured tea conforms to FSSAI standards".  2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".	Electronically	
7	Add Any other document	Electronically	