

Guidelines for Registration as a Manufacturer of tea with added Flavour

In accordance with the Notification GSR 694(E) dated 11.10.99 regarding Flavoured Tea, 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.

Applicant(s) shall apply for License to the Licensing Authority in the prescribed format as follows 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 Phone number** for immediate response/reply from Tea Board.
- Annexure 'A' & Application Form (As per Annexure ' B') duly filled and documents serially numbered as per the Annexure-A should be submitted.

Nature of registration	Application form	Registration Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
Fresh registration up to three flavours	Form as per Annexure B	Rs.5,000/-
For each additional flavours	Form as per Annexure B	Rs. 1,000/-

- 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. (Authorisation letter should be enclosed if the application is signed by the Authorised Signatory)

Incomplete applications will be rejected and the applicant will be required to submit a fresh Application. Registration fee submitted alongwith first application will be adjusted only for the second afresh application, (In the case of rejection of 1st application)

Applicant will be required to pay the Registration fee again for subsequent each fresh application.

Annexure-A

The following **self attested documents** with **seal** and **properly numbered**

in the relevant check box should be submitted for consideration: (For applicant use) (For office use)
Pg. No.

- | | | |
|---|--------------------------|--------------------------|
| a) Application form properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be. | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Requisite licence fee by D.D/Banker cheque as mentioned above | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Photocopy of | | |
| • For Proprietorship concern : Declaration duly notarised in non judicial stamp paper value not less than Rs.100/- for sole proprietorship along with name and residential address. | <input type="checkbox"/> | <input type="checkbox"/> |
| • For partnership firm : Deed of Partnership duly attested by at least two partners (if the applicant is a partnership firm). | <input type="checkbox"/> | <input type="checkbox"/> |
| • For company Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors (if the applicant is a company) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Factory Registration Certificate of Tea Board. if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Tea Board's Exporter/Buyer license, if any. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Factory Licence issued by the State Authority, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| • Central Excise Certificate, if applicable. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Certificate from Food Safety and Standards Authority of India. | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Test Report on (FSSAI parameters –Physical Parameters) in original, from Tea Board enlisted NABL accredited laboratories. | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Details of methodology for estimation for flavours in tea | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company. | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Declaration by the applicant duly affirmed before the Executive Magistrate stating that the applicant will add only natural flavour and flavouring substances which are obtained exclusively by physical process for materials of plant origin in their state or after processing for human consumption. | <input type="checkbox"/> | <input type="checkbox"/> |

Place:

Date :

Name & Signature of the applicant with seal

Please staple/pin the documents and number each page serially and mentioned the page no. of concerned documents against the Box at Annexure-A above.

FOR OFFICE USE ONLY

Signature of Dealing Assistant

Signature of SO(L)

Signature of J.C.L.

Annexure-B

Application form for Registration as a manufacturer of tea with added flavor

Sl.No.	Particulars	Details
1	Name of the applicant (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:	
5	Tea Board Factory Registration Number,if applicable (Photocopy of the certificate to be enclosed)	
6	Factory Licence No. issued by the State Authority, if applicable(Photocopy of the certificate to be enclosed)	
7	Tea Exporter's/ Buyer's Licence No., if any (Photocopy of the certificate to be enclosed)	
8	Central Excise Licence/Regd.No. if applicable (Photocopy of the certificate to be enclosed)	
9	A declaration sworn before Executive Magistrate stating that " flavor of the tea shall contain natural flavour & natural flavouring substances which are flavour preparation and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from material of plant origin either in their natural state or after processing for human consumption"	

Date:

Place:

Name & Signature of the applicant with seal