

## **GUIDELINES & INSTRUCTIONS**

### **TEA (DISTRIBUTION & EXPORT) CONTROL ORDER, 2005**

#### **EXPORTER'S LICENCE, RENEWAL OF EXPORTER'S LICENCE** **PERMANENT EXPORTER'S LICENCE**

Applicant(s) shall apply for License to the Licensing 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 the corresponding Annexure (A/B/C) duly filled and documents serially numbered should be submitted.

**Table-1**

<b>Type of Licence</b>	<b>Application form</b>	<b>Licence Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'</b>
Exporter's Licence	Form A	Rs. 1,000/-
Renewal of Exporter Licence	Form J	Rs. 1,000/-
Permanent Exporter's Licence	Form B	Rs. 2,500/-
Distributor Licence	Form A	Rs. 2,500/-

- All the documents including 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.
- Exporters are required to submit monthly Export Returns as per the format given in Annexure-D to the Statistician, Tea Board through e-mail - statsteaboard@gmail.com latest by 15<sup>th</sup> of the following month. Please submit Nil return if no export is done. Non submission of this monthly return will attract cancellation/suspension of license without any information.
- In case the applications and documents signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.

**Incomplete applications will be straightway rejected and the applicant will have to apply afresh.**

**FRESH/ RENEWAL/PERMANENT EXPORTER/ DISTRIBUTOR LICENCE**

The below mentioned each document should be self attested with the seal of the company.

These should be arranged in the below mentioned sequence. Applicant should put  mark in this annexure against the document submitted.

- |                                                                                                                                                                                                                                                 | (For applicant use )                |  | (For office use )        | Pg. No.                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|--------------------------|--------------------------|
| a) Application Form 'A' / 'J'/'B'/'A' duly filled in and signed along with date and seal of the Proprietor/ /Director/ Partner as the case may be.                                                                                              | <input checked="" type="checkbox"/> |  | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Licence fee of Rs.1000/1000/2500/2500/- by D.D/Bankers cheque drawn in favour of Tea Board, Kolkata as the case may be as per Guidelines.                                                                                                    |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Copy of Original Importer & Exporter Code (IEC) issued by DGFT duly attested with seal of the Company and matching with the address given in the application form 'A'.                                                                       |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| d)     1.     Name                                                                                                                                                                                                                              |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.     Residential address/Contact Nos. and                                                                                                                                                                                                     |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.     Residential address proof such as copy of Voter Card/Driving License/Passport etc. of each of Directors/ Partners/ Proprietor as the case may be (duly attested and affixing seal of the company)                                        |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Declaration in the letter head pad to the effect that Directors/ Partners/ Proprietor is/are not associated with any other tea company whose licence has been cancelled/ suspended by the Tea Board, duly attested with seal of the company. |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Authorisation letter for signing documents on behalf of company.                                                                                                                                                                             |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Declaration by applicant company showing the status of Export Return submission to Tea Board for the last 3 years (only for Renewal /Permanent License)                                                                                      |                                     |  | <input type="checkbox"/> | <input type="checkbox"/> |

**Name and Signature of the applicant with seal**

**Place:**

**Date :**

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

**FOR OFFICE USE ONLY**

**Signature of Dealing Assistant**

**Signature of SO(L)**

**Signature of J.C.L.**

**FORM - A**

( See paragraph – 4(1) )

Application for business licence under paragraph 4 (1) of the  
Tea (Distribution and Export) Control Order 2005.

**Original**  
**Duplicate**

To  
The Licensing Authority,  
Tea Board,  
14, B.T.M. Sarani,  
KOLKATA-1.

Sir,

I/We\* apply for a business licence to carry on business in  
manufactured tea as Distributors\* Exporter . I/We\* furnish the necessary  
particulars below:-

Sl.No.	Particulars	
1	Name of applicant company (in block letters) (in the case of a partnership concern the names of all the partners should be given)	
2	Full address (to which correspondence should be sent)	
3	Nature of business licence required	Exporter's business licence / Distributors business licence*
4	Full address of the various premises, if any, in which the applicant intends to do business, or where blending and /or packing will be done	
5	Proprietary marks	
6	Amount of fees paid	

I/We\* have carefully read and understood the Tea (Distribution and Export) Control Order, 2005 and hereby agree to abide by the provisions of the said Order.

Yours faithfully,

Place.....

Date.....

Signature (s) of applicant (s)

(\*Score out the word not applicable)

Note 1:- This application should be signed in the case of Companies by the Secretaries, or Managing Agents, or an authorised Agents and in the case of partnership concerns by one of the authorised partners, and in case of Individuals the word 'Sole Proprietor', should be appended after signature.

**FORM - J**  
(See paragraph 14(1))  
**Application under paragraph 14(1) of the Tea (Distribution and Export)  
Control Order 2005, for renewal of business licence.**

**Original**  
**Duplicate**

To  
The Licensing Authority,  
Tea Board,  
14, B.T.M. Sarani (Brabourne Road),  
Kolkata - 700 001.

Sir,

I/We\* apply for the renewal of Exporter's business licence No.....dated..... issued by you, which is returned herewith. I/We\* furnish the necessary particulars below:-

Sl.No.	Particulars	
1	Name of applicant company (in block letters) (in case of partnership concern the names of all the partners should be given)	
2	Full address (to which correspondence should be sent)	
3	Nature of business licence required	
4	Full address of the various premises, if any in which the applicant intends to do business, or where blending and/or packing will be done	
5	Proprietary Marks	
6	Amount of fees paid	

I / We\* have carefully read and understood the Tea (Distribution and Export) Control Order, 2005, and hereby agree to abide by the provisions of the said Order.

Yours faithfully,

Place.....

Date.....

Signature(s) of the applicant(s)

(\*Score out the Word not applicable)

Note 1-- This applicant should be signed in the case of Company by the Secretary or Managing Agent or an authorised agent and in the case of partnership concerns by one of the authorised partners and in case of individuals the words 'Sole Proprietor' should be appended after signature.

**FORM - B**

[See paragraph 4(2)]

Application under paragraph 4(2) of the Tea (Distribution & Export) Control Order 2005, for conversion of a business licence into a permanent business licence.

**Original**  
**Duplicate**

To  
The Licensing Authority,  
Tea Board,  
14 BTM Sarani (Brabourne Road),  
KOLKATA- 700 001

Sir,

I/We\* apply for the conversion of Exporter's business licence No..... dated ..... issued by you into permanent business licence which is returned herewith. I/We\* mention the necessary particulars below :-

Sl.No.	Particulars	
1	Name of applicant company (in block letters) (in case of partnership concern the names of all the partners should be given)	
2	Full Address (to which correspondence should be sent)	
3	Nature of business licence required	
4	Full address of the various premises, if any in which the applicant intends to do business, or where blending and/or packing will be done	
5	Proprietary Marks	
6	Amount of fees paid	

I/We\* have carefully read and understood the Tea (Distribution & Export) Control Order, 2005 and hereby agree to abide by the provisions of the said order.

Yours faithfully,

Signature(s) of the applicant(s)

Place \_\_\_\_\_

Date \_\_\_\_\_

(\*Score out the word not applicable)

Note 1-- This applicant should be signed in the case of Company by the Secretary or Managing Agent or an authorised agent and in the case of partnership concerns by one of the authorised partners and in case of individuals the words 'Sole Proprietor' should be appended after signature.

## Category wise Type wise Exports of Tea from India

ANNEXURE-D

[To be submitted under Para - 30 of the Tea (Distribution and Export) Control Order 2005]

Name of the Exporter

Address :

Phone / Fax / Email ID.

Exporter License No.

Import- Export Code No.

Return for the Month :

Year

Name of the Customs/ICD (Where Customised)	Port from which Shipment was made	Country to which exported	Variety of Tea	Type of Tea	This Month		To-Date	
					Quantity (in Kgs)	FOB Value (in Rs)	Quantity (in Kgs)	FOB Value (in Rs)
			Green	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			C.T.C	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Orthodox	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Darjeeling	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Organic	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Oolong	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Instant Tea					
			Quick Brewing Black tea					
			Tea Aroma					
			Flavoured Tea	Packet Tea (Upto 1 Kg)				
				Tea Bags				
<b>Grand Total</b>								

(Please submit a 'NIL' return, if there is no export for the month)

Date :

Signature of Manager / Authorised Signatory

**To be submitted directly to Statistician, Tea Board, through e-mail - statsteaboard@gmail.com by 15th of the following month.**

## Address of Head Office, Zonal & Regional Offices

### **KOLKATA**

Tea Board

14, BTM Sarani, Kolkata - 700 001.

Tel. :033-22351411

Fax:033-22215715

E-mail :[secy@teaboard.gov.in](mailto:secy@teaboard.gov.in)  
[secytboard@gmail.com](mailto:secytboard@gmail.com)

Website : [www.teaboard.gov.in](http://www.teaboard.gov.in)

### **DELHI**

Tea Board

13/2 Jam Nagar House, Sajahan Road,  
New Delhi - 110 011

Tel. : 011-23074179, 23625930-F

Mob. : 09811100236, 23543513-R

### **COONOOR**

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**

Assistant Director of Tea Development,  
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 (Plantation),  
Tea Board,  
West Chowkidingee T.R. Phukan Road,  
Dibrugarh - 786 001

Tele fax: 0373-2322932

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, Ruby Cottage  
Shibajee Road, Hakimpara Jalpaiguri Tel: 03561 225146

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

## **PALAMPUR**

Dy. Director of Tea Development(P),  
Tea Board India  
Regional Office Palampur,  
Himachal Pradesh 176061.

Tel : 01894-230524

Fax : 01894-231748

Mobile : 08628838759

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

G.H. (Tel): 2367 5401 E-mail : [mumtea@vsnl.net](mailto:mumtea@vsnl.net)

## **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

## **KUMILY**

Assistant Director Tea Development  
Kumily Regional Office,

High Range Plaza, 2nd Floor  
Iduikki District,  
Kerala - 685 509