

GUIDELINES & INSTRUCTIONS

TEA (DISTRIBUTION & EXPORT) CONTROL ORDER, 2005

DISTRIBUTOR LICENSE

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 duly filled and documents serially numbered should be submitted.

Table-1

Type of License	Application form	License Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
Distributor's License	Form A	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.
- Distributor's are required to submit monthly Import Returns as per the format given in Annexure-D to the Statistician, Tea Board through e-mail - statsteaboard@gmail.com latest by 15th of the following month. Non submission of monthly return will attract cancellation/suspension of license.
- In case the applications and documents signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.

Distributor's License will be issued within 2 working days from the date of receipt of the application (if found in complete in all respects) in Head Office and within 10 working days if the application is submitted in the Zonal/Regional Offices of the Board.

Incomplete applications will be straightway rejected and the applicant will be informed accordingly.

Annexure-A

DISTRIBUTOR LICENSE

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

- a) Application Form 'A' duly filled in and signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) License fee of Rs.2500/- by D.D/Bankers cheque drawn in favour of TEA BOARD.
- c) Copy of Import and Export Code Certificate issued by DGFT
- d) Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company in the company letter head along with address proof
- e) Declaration from the applicant (in original) in the company letter head stating that the applicant is not associated with any other tea company whose license has been suspended /cancelled.

Name and Signature of the applicant with seal

Place:

Date :

FORM - A

(See paragraph – 4(1))

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

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

Sir,

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

Sl.No.	Particulars	
1	Name of applicant (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 license required	Exporter's business license / Distributors business license*
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.

Note 2-- The application should be sent to the licensing authority in duplicate.

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
secyboard@gmail.com

Website : 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

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

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

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

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

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

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

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 : kkbkolkata@gmail.com

JALPAIGURI

Assistant Director Tea Development,
Tea Board, Ruby Cottage
Shibajee Road, Hakimpura Jalpaiguri Tel: 03561 225146

E-mail: 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

G.H. (Tel): 2367 5401 E-mail : 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

