

FORM – ‘C’

To
The Registering Authority
Tea Board
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 :

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) Central & State Sales Tax Regn.Nos.	
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 :

GUIDELINES & INSTRUCTIONS

BUYER REGISTRATION CERIFICATE UNDER Tea (Marketing) Control Order, 2003

All those who desire for registration with TEA BOARD as Buyer of Tea (Apply for Buyer Registration Certificate) shall submit their application in the prescribed form 'C' as contained in Tea (Marketing) Control Order, 2003

The application form should be filled-in and signed with proper office seal of the Proprietor /Partner/Director (as the case may) be along with the date. All the requisite information and documents must be provided with the application.

Licence fees to be deposited along with the application - Rs. 2,500/- by a Demand Draft drawn in favour of '**TEA BOARD, KOLKATA**'

Following documents **should be submitted** for consideration of the applications'--

- (a) A copy of the Memorandum & Articles of Association of the Company along with the certificate of incorporation duly certified by one of the Directors (in case the applicant is a company)
- (b) An attested Xerox copy of the latest Deed of Partnership (in case applicant is a partnership firm)
- (c) A declaration on Non-Judicial stamp paper for a value denomination of not less than Rs.10/- duly notarised by the Notary Public (in case the applicant is a proprietorship concern)
- (d) An attested Xerox copy of the VAT /State Sales Tax Registration Certificate with Tea in respect of your firm/company/proprietor.
- (e) An attested Xerox copy of Central Sales Tax Registration Certificate with Tea (applicable for the State).
- (f) Names of present partners of the firm with their residential address in case applicant is a partnership concern /Names of the Directors with their address in case applicant is company.
- (g) Any other information / documents which may be required by the Licensing Authority in course of time in course of processing of the case.
- (h) A certificate from the applicant's Banker (to be submitted in original in sealed cover) about the present financial status of the firm/company/proprietor

Applicants are requested to go through the above Guidelines/Instructions before forwarding their application in order to avoid delay in course of processing.

All the Registered Buyers are required to submit Quarterly Returns in **Form-F** directly to the Statistician, Tea Board by **15th of the following quarter.**

Controller of Licensing
Tea Board of India