

## GUIDELINES & INSTRUCTIONS

### **EXPORTER'S LICENCE/DISTRIBUTORS LICENCE/PERMANENT EXPORTER LICENCE/RENEWAL OF EXPORTER LICENCE UNDER TEA (Distribution & Export) CONTROL ORDER, 2005**

All those who desires for registration with TEA BOARD for Export of Tea (Apply for Exporter Licence) /Distributor of Imported Tea in India (Apply for Distributors Licence) / Renewal of Exporter Licence (Apply for renewal of Exporter Licence) permanent Exporter Licence (Apply for permanent Exporter Licence) may submit their application in the prescribed form 'A' (for Exporter Licence) Form 'J' (for Renewal of Exporter Licence) Form 'A' (for Distributor Licence) Form 'B' (for permanent Exporter Licence ).

#### Licence fee to be deposited alongwith the application

1. (a) For Exporter Licence - Rs. 1,000/- by a cross D.D. drawn in favour of 'TEA BOARD KOLKATA'
  
- (b) For Renewal of Exporter Licence - - Do as above –
  
- (c) For Distributor Licence - Rs.2,500/- by a cross D.D. drawn in favour of 'TEA BOARD KOLKATA'
  
- (d) For Permanent Exporter Licence - Rs.2,500/- by a cross D.D. drawn in favour of 'TEA BOARD KOLKATA'

If the firm /company/ proprietorship concern is situated in the State of Kerala, Tamil Nadu, Karnataka or Andhra Pradesh, the application may be submitted to Tea Board, Indira Gandhi Road, Willingdon Island, Cochin-682003 for onward transmission to the Licensing Authority, Tea Board, Kolkata along with the application fee as prescribed above. The application fees can also be paid in cash in Tea Board's office at Kolkata, Cochin before 1-00 p.m. on any working days.

Please note that the applicant holding the Exporter Licence and exporting at least 100,000 Kgs per year for at least 3 consecutive years may submit the application for Permanent Exporter Licence which will be considered on the basis of export performance and other conditions as per extent norms under the order.

2. Following documents should be submitted along with the application for consideration of the application.
- (a) The application form should be signed on proper office seal by the proprietor /partner/Director as the case may be along with the date.
  - (b) Full specification of Tea / Nature of Tea to be exported abroad or distributed in India and the source of collection of such Tea.
  - (c) A copy of the Memorandum & Articles of Associations duly certified by one of the Directors (in case the applicant is a company)
  - (d) An attested Xerox copy of the latest Deed of Partnership (in case applicant is partnership firm)
  - (e) 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 proprietorship concern)
  - (f) An attested Xerox copy of the State Sales Tax Registration Certificate in respect of your firm/company.
  - (g) An attested Xerox copy of Central Sales Tax Registration Certificate with Tea.
  - (h) A Xerox copy of I&E code certificate issued by the Director General of Foreign Trade.
  - (i) 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
  - (j) 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.
  - (k) Is the proprietor/partner/any Director of the applicant company/firm is / was proprietor/partner/Director firm/company which held/ hold Exporter's Licence(s) from Tea Board during the last 3 years? If so, please furnish details.
  - (l) Any other information / documents which may be required by the Licensing Authority in course of time for consideration of the case.
  - (m) A declaration from the applicant (in original) stating the applicant is not associated with any other tea company whose licence has been suspended /cancelled.
  - (n) Copy of last submission of I.T. return.

Applicants are requested to go through the above Guidelines/Instructions before forwarding their application so that materials information in different documents required by the Tea Board in respect of their firm/company does corroborate each other.

Controller of Licensing  
Tea Board of India