

GUIDELINES AND INSTRUCTONS FOR PERSONS APPLYING FOR GRANT OF PERMISSION FOR PLANTING TEA ON VERGIN SOIL AS A 'NEW COMER' UNDER THE PROVISIONS OF THE TEA RULES, 1954 AND REGISTRATION OF LAND AS A NEW TEA ESTATE

1. Study the application for carefully. Send exactly what is claimed for. For example, if we call for a court certified copy of document, do not send a Photostat copy. Similarly when we want a Photostat copy do not send a typed copy. Whenever you submit any document in original please send also a spare copy thereof for our records. Original documents, if sent, will be returned after verification with the spare copies.
2. The application is to be made by the owner himself or by his authorized representatives.
3. All the documents called for are essential for a new entrant. Incomplete set of documents would only result in unnecessary correspondence thereby delaying your case. Collect, therefore all the documents and send the application with the documents. IN ONE LOT. DO NOT Send the documents piece-meal. We wait for all the documents before starting processing any case and, therefore, it does not help you by sending the documents in installments, on the other hand it may create confusion and delay the case.
4. Processing of the application and documents will naturally take sometime. Hence, plan for you registering & planting schedule after taking into account the time required to fulfill various formalities.
5. The registration/permission granted is subject to the condition that you will furnish such information and submit such returns as maybe called for or prescribed by TEA BOARD from tie to time.
6. The applicant is welcome to met us for any further information/clarification/assistance.

## **Application for Form for obtaining permission to plant tea as a New Comer**

1. Name & Postal address of the applicant :
2. Total area (hectares)of the land owner which is proposed to be registered :
3. Proposed name of the Tea Estate :
4. Location of proposed Tea Estate :
  - i) Post Office
  - ii) Nearest Railway Station
  - iii) Revenue District & sub-division & state
5. Attach original copies or court certified or notary certified copies of the title deeds, establishing your ownership of the land under reference :
6. Have you purchased the land from some else? If so, :
  - i) The name & address of the party from whom you have purchase :
  - ii) Attach court certified or notary certified copy of the sale deed :
  - iii) In case the seller was a company attach a certified copy of the resolution of the meeting of the Board of Directors of the company in which the sale was approved :
7. Attach the original or Photostat copy of the mutation certificate from the Land & Land Revenue Department of the State Government in which the applicant has been recorded as the owner of the land in question :
8. Attach two separate declarations of both the seller and purchaser regarding delivery and taking over possession of the land in question specifying the actual date thereof :
9. Is the applicant a public limited company / private limited Company, partnership firm or proprietary concern :
10. Give the following particulars
  - a) Public Limited Company or Private Limited Company
    - i) Attach original or a Photostat copy of the certificate of incorporation and commencement of business issued by the Registrar of Companies:
    - ii) Attach a copy of the Memorandum and Articles Association of the company :

iii) Give the name and address of Chairman/Managing Director and  
Director of Company :

iv) Authorized share capital of the company :

v) Issued share capital of the company :

- of which Indian share holding :

- of which foreign share holding :

b) Partnership firm

i) Attach original or court certified or notary certified copy of  
the Deed of Partnership :

ii) Attach original or Photostat copy of certificate of Registration  
issued by the Registrar of Firm :

iii) Give the names and address of the partners :

11. Attach a soil suitability certificate from the Tea Research  
Association, Jorhat or the United Planters Association of Southern  
India, Coonoor or other Government recognized institutions,  
certifying that the soil of the proposed and is suitable for tea  
cultivation :

12. Indicate the area (hectares) proposed to be planted with tea  
in the Year :

13. Attach a survey map drawn by the Government approved Surveyor  
specifically showing the location of land, the total Area of the land  
and the areas proposed to be planted with tea during the 3 years  
indicated in item (12) above

14. No Objection Certificate for planting tea is proposed tea garden  
to be obtained by Collector/District Magistrate of concerned  
District :

15. Non encumbrance certificate to be obtained by concerned  
District Level :

16. Do you propose to set up a factory for processing the tea leaf?  
If not, how do you propose to process the leaf?

17. Any other points which you want to mention.

Date:

Signature & Stamp of the  
Applicant