

RECORDING CHANGE OF OWNERSHIP OF THE REGISTERED TEA FACTORY

Applicant(s) shall apply for recording of change of ownership of the registered tea factory 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 (Format-1) and the corresponding Annexure (A) duly filled and documents serially numbered should be submitted.

Type of registration	Application form	Registration Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
Change of ownership of TF	Format-1	Rs.10,000/-

- 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.
- In case the applications and documents signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.

Annexure-A

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

- a) Application form properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) Fee of Rs.10,000/- by D.D/Banker cheque in favour of TEA BOARD.
- c) Original Registration certificate issued by Tea Board in favour of the Tea Factory/Indemnity Bond on a non-judicial stamp paper of Rs. 100/- duly notarized stating that original Registration Certificate issued in favour of the Tea Factory (name of the Tea Factory) has been misplaced/lost as the case may be and it is hereby affirm that the said certificate will be surrendered to Tea Board in case it is found at a later date.
- d) Copy of
- Registered sale deed/transfer deed/court order/lease deed
 - For Company: Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors
 - For Partnership Firm: Deed of Partnership duly attested by at least two partners.
 - Resolution adopted in the Board Meeting for sale of the Tea Factory in case of company.
 - Copies of the following Forms as filled before the Registrar of Companies (latest)
 - i. Form No.32,
 - ii. Form 18
- e) Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company in company letter head along with address proof
- f) For Proprietorship Firm: Declaration duly notarised in non judicial stamp paper value not less than Rs.100/- for sole proprietorship along with name and residential address.
- g) Declaration on non judicial stamp paper of Rs. 100/- duly notarised mentioning that the tea which will be manufactured in the proposed factory shall conform to the specification for tea as laid down under FSSAI Rules as amended from time to time.

Signature of the applicant with seal

Place:

Date :

Format-1**Application form for change of ownership of
..... Tea Factory**

Sl.No.	Particulars	
1	Name of the Applicant	
2	Address	
3	Contact Details: Telephone, Fax and E-mail	
4	Status of the applicant company	Company/Partnership/Proprietorship
5	Name of the person from whom the property was purchased	
6	Address	
7	Contact details: Telephone, Fax and E-mail	
8	Name of the Tea Factory	
9	Tea Board Registration No.RC-	
10	Village	
11	Tehsil	
12	District	
13	State	
14	Details of Tea Board's loan availed by the Estate	
15	Whether Form E and Annual Return to Tea Board has been submitted	

Signature of the applicant with seal**Place:****Date :**