



TEA BOARD
14-B.T.M. Sarani,
Kolkata- 700 001

Guidelines for registration of tea manufacturing units under the provisions of
The Tea Marketing Control Order, 2003

In the year 1984, Tea (Marketing) Control Order 1984 (TMCO 1984) was notified in exercise of the powers conferred by sub section (3) & (5) of Section 30 of the Tea Act 1953. According to Para 2(k) of the said order 'registered manufacturer' means a manufacturers registered under Para 3 of the said order

Para 3(1) of the TMCO 1984 stipulated the provision for registration by Tea Board in respect of any **tea manufacturer** engaged in the activities of manufacturing tea from tea leaf. Under clause 3(1) of TMCO 1984 Tea Board granted registration in favour of estate factories, bought leaf factories and cooperative factories since the year 1984.

On 1st January 2003 Ministry of Commerce, Govt. of India, in exercise of the powers conferred by sub section (3) & (5) under Section 30 of the Tea Act 1953 and in supersession of the TMCO 1984, notified Tea (Marketing) Control Order 2003 (TMCO 2003).

Clause 3(1) of TMCO 2003 stipulates that no manufacturer shall carry on the activities of manufacturing tea except under a valid registration obtained under the said order in respect of tea factory owned or controlled by him.

Provided that the manufacturer, who has obtained registration under the provision of the said order of 1984, shall be deemed to have been registered under provision of the TMCO 2003.

According to Para 3(2) of the TMCO 2003, every manufacturer (estate factory, bought leaf factory and cooperative factory) desiring to obtain certificate of registration shall make an application to Chairman, Tea Board in the prescribed manner.

1.1 Submission of Expression of Intent (EoI):

Any applicant interested to set up a tea factory; shall apply to the Chairman, Tea Board, by submitting an application as per following format with documents.

Application for submission of Expression of Intent (EoI) for setting up of a new Tea Manufacturing Unit

Sl. No	Description	Remarks	
1	Name of the applicant (in block letters)		<input type="checkbox"/>
2	Mailing address of the applicant with PIN code		<input type="checkbox"/>
2A	E-Mail ID		<input type="checkbox"/>
2B	Telephone & Mobile Number		<input type="checkbox"/>
3	Name and address of the Proposed manufacturing unit		<input type="checkbox"/>
4	Status of the applicant	Public Ltd/ Pvt. Ltd/ Partnership/ Proprietorship/ Co-operative/ SHG of STGs	<input type="checkbox"/>
4A	Type of Factory	Estate*/ Bought Leaf / Co-operative/ SHG of STGs	<input type="checkbox"/>
4B	Type of tea to be Produced	Black (CTC/Orthodox)/ Green/ White/ Oolong/ Speciality tea such as Hand Rolled Tea	<input type="checkbox"/>
4C	Annual capacity of Production		<input type="checkbox"/>
5	List of Documents to be submitted		
5A	Land Document for the area earmarked for setting up of the factory. (A copy of Jamabandi/ sale deed/ lease deed)		<input type="checkbox"/>
5B	*In case of a estate factory please enclose a copy of the registration certificate issued by Licensing Branch of Tea Board in favour of the Garden		<input type="checkbox"/>
5C	Survey map demarcating the site of the proposed factory drawn to a scale by Government approved surveyor.		<input type="checkbox"/>
5D	List of STGs from whom leaf will be sourced within a radius of 25 km.		<input type="checkbox"/>
5E	The List of existing Bought Leaf Factories within radius of 25 km.		<input type="checkbox"/>
5F	Building plan drawn by Civil Engineer		<input type="checkbox"/>
5G	List of Machinery and equipment conforming to standard prescribed by Tea Board according to the processing capacity.		<input type="checkbox"/>
5H	The copies of the Smart Card and leaf agreement from whom leaf shall be purchased		<input type="checkbox"/>

Certified that I/We, have read and understood the Tea Act 1953, the Tea (Marketing) Control Order -2003, the relevant rules and regulations of the FSSAI and other rules and regulations imposed by the other Departments of the Local, State and Central Governments and I/We, hereby undertake to comply and abide by all the rules and regulations for availing the No-Objection for setting up the factory.

Name & Signature of the applicant(s) with date

Issue of Letter of No Objection (NOC) :

The No objection Certificate (NOC), will be issued to enable the applicant to commence and complete the construction of the factory and installation of all machinery items as prescribed by Tea Board. The NOC does not guarantee that on completion of construction, the applicant shall be provided with registration under TMCO, if Board is of the opinion that the factory has been constructed by violating the prescribed norms.

No Objection Certificate (NOC)

File No :

Date:

To,

Sir/ Madam,

With reference to your application dated _____, expressing your intent to set up a new tea processing unit at Vill: P.O. : Dist: State: , this is inform you that based on the particulars submitted by you, Tea Board has no objection of your setting up of a new tea processing unit (Estate/ BLF/ Co-operative/ SHG of STGs) at the above mentioned address.

This NOC is issued to recognise the intent of setting up the new factory by you and it has no guarantee that the registration of the tea factory would be given by default in case you fail to comply with the conditions prescribed by Tea Board from time to time.

This NOC does not confer the applicant any right whatsoever as regards to right over the plot of land and factory in question. This NOC does not exempt the applicant from getting all the statutory clearances from the local/ state and central government.

This NOC is valid for a period of 12 months from the date of issue to enable you to complete the construction of factory and installation of machineries. On completion of the activities you must apply to Tea Board for grant of TMCO registration as per form A along with the following documents.

1. Details of machineries installed in the factory along with dates of installation.
2. Declaration on non judicial stamp paper of value Rs.100/- mentioning that the tea to be manufactured in the proposed factory shall conform to the specification for tea as laid down under FSSAI rules.
3. Name and address of the Director/Partners/ Proprietor/ President or Secretary of SHG.
4. Copy of documents to justify the Ownership of the Processing unit.

Yours faithfully,

2.1 Submission of Form A for registration of new tea factory under TMCO-2003

The applicant after setting up of the processing unit shall submit in triplicate, the application for registration under TMCO 2003 as in Form A, addressed to the Chairman, Tea Board, to the nearest office of the Factory Advisory Officer (FAO).

F O R M – ‘A’
APPLICATION FOR REGISTRATION UNDER PARAGRAPH 3(2) OF TMCO, 2003
(To be submitted in triplicate)

To
The Chairman,
Tea Board,
14- B.T.M. Sarani,
Kolkata- 700 001.
Sir,

I/We hereby apply for registration as a manufacturer and/or producer of tea under the Tea (Marketing) Control Order, 2003.

Necessary particulars are furnished below:

Sl no	Particulars	Remarks
a	Name of the applicant (in block letters), (in the case of partnership concern the names of all the partners should be given):	
b	Full address to which correspondence is to be sent	
c	Name and address of the production unit	
d	State and Plantation District	
e	Whether the unit processes tea grown in its own gardens	
f	Whether the unit is a bought leaf tea factory or a co-operative unit not having an estate of its own	
g	Annual Capacity of Production	
h	If registered as a factory with State Government Registration and Date	
i	Central Excise Zone and Registration No	
j	Specify the type of tea produced	
	Packet tea Tea Bags Instant Tea Quick Brewing Black Tea Any Other tea	

Yours faithfully,

Place:

Date:

Signature of the applicant

List of documents to be submitted with form A

1. The applicant shall submit a detailed list of machineries installed in the factory along with date of installation as per the given format.
2. Declaration on non judicial stamp paper mentioning that the tea that will be manufactured in the factory shall conform to the specification for tea as laid down under FSSAI rules as amended from time to time.
3. Please submit any one of the following document in support of your ownership
 - A. For Company – A copy of Memorandum and Articles of Association duly certified by one of the directors.
 - B. For partnership firm – A court/ notary certified deed of partnership
 - C. For registered firm – A copy of certificate of notification issued by Registrar of firms.
 - D. Co-operative firm – A copy of certificate of registration issued by registrar of co-operative firms.
 - E. SHG of STGs – A copy of certificate of registration of society from the State Government.
4. Please submit the copy of Central Excise Registration Certificate.

FORM 'B'

Certificate of registration for carrying on business as Manufacturer and/or producer of Tea.

NOT TRANSFERABLE

Issued under paragraph 3(4) of the Tea (Marketing) Control Order, 2003

REGISTRATION NUMBER :-

Date:

M/S, Shri/Smt,

..... Of
is hereby authorized to carry on the business of Black Tea (CTC/ Orthodox)/ Green tea/
Oolong Tea/packet tea/ instant tea/ flavoured tea/ quick brewing black tea/ any other tea under
the provisions of Tea (Marketing) Control Order, 2003.

This certificate shall continue to be valid until cancelled/ suspended by the registering authority
under paragraph 5 of the Tea (Marketing) Control Order, 2003.

CHAIRMAN, TEA BOARD
Registering Authority