

## 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).

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

1. (a) For Exporter Licence - Rs. 1,000/- by a Demand Draft drawn in favour of 'TEA BOARD KOLKATA'
  
- (b) For Renewal of Exporter Licence - Rs. 1,000/- by a Demand Draft drawn in favour of 'TEA BOARD KOLKATA'
  
- (c) For Distributor Licence - Rs.2,500/- by a Demand Draft drawn in favour of 'TEA BOARD KOLKATA'
  
- (d) For Permanent Exporter Licence - Rs.2,500/- by a Demand Draft 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** for consideration of the applications' --

- (a) Full specification of Tea / Nature of Tea to be exported abroad or distributed in India and the source of collection of such Tea.
- (b) A copy of the Memorandum & Articles of Association 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).
- (c) An attested Xerox copy of the latest Deed of Partnership (in case applicant is a Partnership firm).
- (d) 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)
- (e) An attested Xerox copy of the VAT /State Sales Tax Registration Certificate in respect of your firm/company/proprietor.
- (f) An attested Xerox copy of Central Sales Tax Registration Certificate with Tea.
- (g) A Xerox copy of I&E Code Certificate issued by the Director General of Foreign Trade.
- (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
- (i) 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.
- (j) 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.
- (k) Any other information / documents which may be required by the Licensing Authority in course of time in course of processing of the case.
- (l) A declaration from the applicant (in original) stating the applicant is not associated with any other tea company whose licence has been suspended /cancelled.
- (m) Copy of latest submitted Income Tax return.

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 Exporter (Temporary/ Permanent) and Distributors are required to submit Monthly Returns (as per prescribed format available in the Board's website) to be submitted directly to Statistician, Tea Board, through e-mail [statsteaboard@gmail.com](mailto:statsteaboard@gmail.com) by **15<sup>th</sup> of the following month.**

Controller of Licensing  
Tea Board of India

**FORM - A**

( See paragraph – 4(1) )

Application for business licence under paragraph 4 (1) of the Tea (Distribution and Export) Control Order 2005.

**ORIGINAL\***  
**DUPLICATE**

To  
The Licensing Authority,  
Tea Board,  
14, B.T.M. Sarani,  
(Brabourne Road),  
KOLKATA-1.

Sir,

I/We\* apply for a business licence to carry on business in manufactured tea as  
Distributors\* Exporter

I/We\* furnish the necessary particulars below :-

1. Name of applicant (in block letters)  
(in the case of a partnership concern the names of all the partners should be given).....
2. Full address (to which correspondence should be sent)  
.....
3. Nature of business licence required .... Distributors business licence\*  
Exporter's business licence
4. Full address of the various premises, if any, in which the applicant intends to do business, or where blending and /or packing will be done  
.....
5. Proprietary marks .....
6. Amount of fees paid .....

I/We\* have carefully read and understood the Tea (Distribution and Export) Control Order, 2005, and hereby agree to abide by the provisions of the said Order.

Yours faithfully,

Place.....

Date.....

.....  
Signature (s) of applicant (s)

(\*Score out the word not applicable)

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**Note :-** This application should be signed in the case of Companies by the Secretaries, or Managing Agents, or an authorised Agents and in the case of partnership concerns by one of the authorised partners, and in case of Individuals the word 'Sole Proprietor', should be appended after signature.

**FORM - B**

[See paragraph 4(2)]

Application under paragraph 4(2) of the Tea (Distribution & Export) Control Order 2005, for conversion of a business licence into a permanent business licence.

( To be sent to Licensing Authority in duplicate)

To  
The Licensing Authority,  
Tea Board,  
14 BTM Sarani (Brabourne Road),  
KOLKATA- 700 001

Sir,

I/We\* apply for the conversion of Exporter's business licence No..... dated ..... issued by you into permanent business licence which is returned herewith.

I/We\* mention the necessary particulars below :-

1. Name of applicant (in block letters) (in case of partnership concern the names of all the partners should be given)
2. Full Address (to which correspondence should be sent)
3. Nature of business licence required.....
4. Full address of the various premises, if any in which the applicant intends to do business, or where blending and/or packing will be done.....
5. Proprietary Marks.....

I/We\* have carefully read and understood the Tea(Distribution & Export) Control Order, 2005 and hereby agree to abide by the provisions of the said order.

Yours faithfully,

Signature(s) of the applicant(s)

Place \_\_\_\_\_

Date \_\_\_\_\_

(\*Score out the word not applicable)

**FORM - J**  
(See paragraph 14(1))  
**Application under paragraph 14(1) of the Tea (Distribution and Export)  
Control Order 2005, for renewal of business licence.**

(To be sent to Licensing Authority in Duplicate)

**ORIGINAL\***  
**DUPLICATE**

To  
The Licensing Authority,  
Tea Board,  
14, B.T.M. Sarani (Brabourne Road),  
Kolkata - 700 001.

Sir,

I/We\* apply for the renewal of Exporter's business licence  
No.....dated..... issued by you, which is returned herewith.

I/We\* furnish the necessary particulars below :-

1. Name of applicant (in block letters) (in case of partnership concern the names of all the partners should be given) .....
2. Full address (to which correspondence should be sent)  
.....  
.....
3. Nature of business licence required.....
4. Full address of the various premises, if any in which the applicant intends to do business, or where blending and/or packing will be done .....
5. Proprietary Marks .....
6. Amount of fees paid.....

I / We\* have carefully read and understood the Tea (Distribution and Export) Control Order, 2005, and hereby agree to abide by the provisions of the said Order.

Yours faithfully,

Place.....

Date.....

Signature(s) of the applicant(s)

(\*Score out the Word not applicable)

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**Note 1--** This applicant should be signed in the case of Company by the Secretary or Managing Agent or an authorised agent and in the case of partnership concerns by one of the authorised partners and in case of individuals the words 'Sole Proprietor' should be appended after signature.

**Note 2--** The application should be sent to the licensing authority in duplicate.