

Guidelines for Registration as a Manufacturer of tea with added Flavour

In accordance with the Notification GSR 694(E) dated 11.10.99 regarding Flavoured Tea, no person shall carry on the activities of manufacturing tea with added flavour except under a valid registration obtained from the Tea Board as bonafide manufacturer of flavoured tea, as per the said order in respect of each factory owned or controlled by him.

Application(s) duly completed should be forwarded to the Office of the Controller of Licensing, Tea Board, 14, B.T.M.Sarani, Kolkata – 700 001 for the required registration. No fees is payable for such registration at present.

1. The following are the guidelines for submission of the application(s) for registration in respect of each factory owned or controlled by you :-

- a) Application form (in duplicate) duly filled in should be signed by the Proprietor of the business or in the case of Partnership Firm by one of the authorized partners, or in case of business of Hindu undivided family, by the Karta of the family, or in the case of a company, by one of the Directors, Managing Agent or Principal Officer thereof, or in case of any other Association of individuals, by the Principal Officer managing the business.
- b) A copy of Memorandum and Articles of Association duly certified by one of the Directors in case the applicant is a company.
- c) A clean photocopy of certificate of incorporation issued by the Registrar of Companies in respect of company.
- d) Court/Notary certified Deed of Partnership in case the applicant is a partnership firm.
- e) A clean photocopy of certificate of registration issued by the Registrar Firms in case the applicant is a registered partnership firm.
- f) Latest Income Tax Clearance Certificate or the declaration about payment of Income Tax together with permanent A/c No. allotted to the applicant by the Income Tax Department.
- g) Name and addresses of the persons presently holding the offices of Directors in case of applicant is a company.
- h) In case of sole-proprietor unit a declaration to the effect that the applicant is the sole proprietor (in stamped paper duly notarized).
- i) A clean photocopy of valid Central Excise Licence duly attested by the proprietor/Director under which the factory unit is manufacturing tea with added flavour.
- j) A clean photocopy (duly attested) of valid factory licence if the unit comes within the purview of the Factories Act.
- k) A clean photocopy (duly attested) of the Registration Certificate issued by the PFA Authorities.
- l) At the time of application for registration as flavoured tea manufacturer, the **details of methodology for estimation of flavours in tea** shall be submitted to Tea Board, Kolkata. Methodology for estimation of each flavour may be indicated separately.
- m) At the time of application for registration as flavoured tea manufacturer, a **test report on tea** (on PFA / FSSI parameters), used for manufacturing flavoured tea, from a Tea Board enlisted NABL accredited laboratory has to be submitted along with the application.

- n) One (01) Sample Packet (125 gms Nett each) of each of the proposed tea with flavour to be manufactured shall be submitted to Tea Board, Kolkata along with the application.
- o) An applicant is to apply for and obtain Registration separately for each factory owned or controlled by him, but he may submit only one set of documents regarding the ownership status of his establishment when applies for registration of number of units owned by him.
- 2) Please note that the exporters who hold a valid Tea Exporter's Licence from Tea Board need not submit the documents referred to from (b) to (h). They may, however, submit application along with documents referred to from (i) to (l). In case of domestic seller, application along with all documents from (b) to (m) shall be submitted.
- 3) Please ensure that submission of your application(s) in such a manner as to reach this office along with required documents/information as mentioned above, as early as possible to enable Tea Board to issue registration certificate in respect of tea with added flavour.
- 4) The methodology applied by the manufacturers will be tried in Central Food Laboratory for verification.
- 5) The notification GSR 694(E) dated 11.10.99 is effective from 11.4.2000.
- 6) Along with the application for Registration of Flavoured tea manufacturers (as per PFA Act & Rules) by a Demand Draft drawn in favour of '**TEA BOARD, KOLKATA**' as per following rates :-

Srl No.	Description	Rate per Unit
1	For Fresh registration up to three flavours.	∓ 5,000/-
2	For Fresh registration of each additional flavours	∓ 1,000/-

Application for Registration as a manufacturer of tea with added flavour

1	Name of the applicant (in Block Letters) with Registered Office address. In case of Partnership, the name of the all partners should be provided	
2	Address to which correspondence is to be made with telephone/Fax No./Mobile No./E-Mail No.	
3	Name and address of the manufacturing Unit/Units where tea with added flavour is proposed to be manufactured	
4	Name of the Flavour with %-age per Kg. i) Natural Flavour ii) Natural Flavouring Substances:	
5	Whether any patent on technology available, if so, details? Alternately authenticate the technology of flavouring of tea.	
6	Regd.No. of flavour issued by the PFA authorities (Please enclose Xerox copy)	
7	Factory Licence No. (provided by the State Authority)	
8	Annual installed capacity	
9	Central Excise Licence/Regd.No.(Please enclose Xerox copy)	
10	Details of the methodology for estimation of flavours from flavoured tea	
11	One (01) Sample Packet (125 gms Nett each) proposed to be manufactured to be submitted. Along with the sample original test report on the tea used is to be submitted and the test should be undertaken from a Tea Board enlisted NABL accredited Laboratories.	
12	Tea Exporter's Licence No., if any (indicate the same)	
13	A declaration (in a stamp paper duly notarized) stating that flavour shall contain natural flavour & natural flavouring substances which are flavour preparation and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from material of plant origin either in their natural state or after processing for human consumption.	

Date:

Place:

Signature of authorised person with stamp