

GUIDELINES & INSTRUCTIONS

TEA (DISTRIBUTION & EXPORT) CONTROL ORDER, 2005

EXPORTER'S LICENCE, RENEWAL OF EXPORTER'S LICENCE PERMANENT EXPORTER'S LICENCE

Applicant(s) shall apply for License 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 and the corresponding Annexure (A/B/C) duly filled and documents serially numbered should be submitted.

Table-1

Type of Licence	Application form	Licence Fee by way of DD/ Bankers Cheque favour of 'TEA BOARD'
Exporter's Licence	Form A	Rs. 1,000/-
Renewal of Exporter Licence	Form J	Rs. 1,000/-
Permanent Exporter's Licence	Form B	Rs. 2,500/-

- 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.
- Exporters are required to submit monthly Export Returns as per the format given in Annexure-D to the Statistician, Tea Board through e-mail - statsteaboard@gmail.com latest by 15th of the following month. Non submission of monthly return will attract cancellation/suspension of license.
- In case the applications and documents signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.

Exporter's Licence will be issued within 2 working days from the date of receipt of the application (if found in complete in all respects) in Head Office and within 10 working days if the application is submitted in the Zonal/Regional Offices of the Board.

Incomplete applications will be straightway rejected and the applicant will be informed accordingly.

FRESH EXPORTER LICENCE

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

- a) Application Form 'A' duly filled in and signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) Licence fee of Rs.1000/- by D.D/Bankers cheque drawn in favour of TEA BOARD.
- c) Copy of original Importer and Exporter Code (IEC) Certificate issued by DGFT.
- d) Name, e-mail ID, contact number, residential address/ addresses with address proof(s) of present Partners/Directors/Proprietor of the firm/company in the company letter head (These information should be submitted for each and every Partner/ Director/ Proprietor without fail).
- e) Declaration from the applicant (in original) in the company letter head stating that the applicant is not associated with any other tea company whose licence has been suspended /cancelled.

Name and Signature of the applicant with seal

Place:

Date :

Annexure-II

Renewal of Exporter Licence

The following **self attested** documents with seal and tick marked in the relevant check box should be submitted for consideration before one month of the expiry of the validity:

- a) Application Form 'J' duly filled in and signed, along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be along with the date.
- b) Renewal licence fee of Rs.1000/- by D.D/Bankers cheque drawn in favour of TEA BOARD.
- c) Declaration from the applicant (in original) stating that the applicant is not associated with any other tea company whose licence has been suspended /cancelled.
- d) Declaration from the applicant showing the status of submission of export returns (including NIL returns) to Tea Board for last 3 years.

Name and Signature of the applicant with seal

Place:

Date :

Annexure-III

CONVERSION TO PERMANENT EXPORTER LICENCE

For conversion of Temporary Exporters' Licence to Permanent Exporters' Licence, the applicant should have exported at least 100,000 Kgs per year for the last 3 (three) consecutive years. Application must be submitted before three months of expiry of temporary licence.

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

- a) Application Form 'B' duly filled in and signed, along with date and seal of the Proprietor/Partner/Director/Authorised Signatory as the case may be along with the date.
- b) Licence fee of Rs.2500/- by D.D/Bankers cheque drawn in favour of TEA BOARD.
- c) Declaration from the applicant (in original) stating that the applicant is not associated with any other tea company whose licence has been suspended /cancelled.
- d) Declaration from the applicant showing the status of submission of export returns (including NIL returns) to Tea Board for last 3 years.

Name and Signature of the applicant with seal

Place:

Date :

FORM - A

(See paragraph – 4(1))

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

To
The Licensing Authority,
Tea Board,
14, B.T.M. Sarani,
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:-

Sl.No.	Particulars	
1	Name of company (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	Exporter's business licence / Distributors 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)

Note 1:- 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.

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

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)

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:-

Sl.No.	Particulars	
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)

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.

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 :-

Sl.No.	Particulars	
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 & 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)

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

Category wise Type wise Exports of Tea from India

ANNEXURE-IV

[To be submitted under Para - 30 of the Tea (Distribution and Export) Control Order 2005]

Name of the Exporter

Address :

Phone / Fax / Email ID.

Exporter License No.

Import- Export Code No.

Return for the Month :

Year

Name of the Customs/ICD (Where Customised)	Port from which Shipment was made	Country to which exported	Variety of Tea	Type of Tea	This Month		To-Date	
					Quantity (in Kgs)	FOB Value (in Rs)	Quantity (in Kgs)	FOB Value (in Rs)
			Green	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			C.T.C	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Orthodox	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Darjeeling	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Organic	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Oolong	Bulk Tea				
				Packet Tea (Upto 1Kg)				
				Tea Bags				
			Instant Tea					
			Quick Brewing Black tea					
			Tea Aroma					
			Flavoured Tea	Packet Tea (Upto 1 Kg)				
				Tea Bags				
Grand Total								

(Please submit a 'NIL' return, if there is no export for the month)

Date :

Signature of Manager / Authorised Signatory

To be submitted directly to Statistician, Tea Board, through e-mail - statsteaboard@gmail.com by 15th of the following month.

Address of Head Office, Zonal & Regional Offices

KOLKATA

Tea Board

14, BTM Sarani, Kolkata - 700 001.

Tel. :033-22351411

Fax:033-22215715

E-mail :secy@teaboard.gov.in
secytboard@gmail.com

Website : www.teaboard.gov.in

DELHI

Tea Board

13/2 Jam Nagar House, Sajahan Road,
New Delhi - 110 011

Tel. : 011-23074179, 23625930-F

Mob. : 09811100236, 23543513-R

COONOOR

Executive Director, Tea Board,
Shelwood Coonoor Club Road,
Post Box No. 6,
Coonoor - 643 101, Nilgiri, South India

Tel. : 0423-2231638/2230316*[D]

Fax : 0423-2232332, 2231484-Res.

E-mail : teaboardcoonoor@rediffmail.com

KOCHI

Joint Controller of Licensing
Tea Board
Indira Gandhi Road, Willingdon Island,
Kochi - 682 003, Kerala.

Tel. :0484-2666523/2340481

Fax :0484-2666648

E-mail :teaboardkochi@hotmail.com

GUWAHATI

Assistant Director of Tea Development,
Housefed Complex, 5th floor,
Beltola-Basistha Road,
Dispur, Guwahati-781006

Tel: 0361-2234257/2234258, Fax: 0361-2234251

E-mail : teaboardghy@hotmail.com

JORHAT

Executive Director,

North Eastern Zonal Office
Tea Board, Tea Research Association Complex,
Cinnamara Jorhat-785001, Assam

Tel: 0376-2360066 Fax 2360068

E-mail : teaboardjorhat@gmail.com

DIBRUGARH

Dy. Director of Tea Development (Plantation),
Tea Board,
West Chowkidingee T.R. Phukan Road,
Dibrugarh - 786 001

Tele fax: 0373-2322932

E-mail: teaboarddibrugarh@gmail.com

TEZPUR

Asst. Director of Tea Development, Tea Board
Mission Charali,
Opp. Trade & Industry Building,
P.O. Dekargaon, Tezpur-784 501,
Dist. Sonitpur, Assam.

Tel : 03712-255664

E-mail : teaboardtezpur@yahoo.com

SILCHAR

Asst. Director of Tea Development, Tea Board
Club Road, Silchar - 788 001,
Dist. : Cachar, Assam.

Tel. : 03842-232518

E-mail : silchar_tboard@rediffmail.com

AGARTALA

Assistant Director of Tea Development,
Akhaura Road, Fire Brigade,
Chowmuhani Agartala - 799 001,
Tripura (West) Tel. : 0381-2324182

SILIGURI

Dy. Director of Tea Development (Plantation),
Sahid Bhagat Singh Commercial Complex,(3rd floor),
2nd Mile, Sevoke Road,
Siliguri, West Bengal

Tel/Fax : 0353-2544778/2540209

E-mail : kkbkolkata@gmail.com

JALPAIGURI

Assistant Director Tea Development,
Tea Board, Ruby Cottage
Shibajee Road, Hakimpara Jalpaiguri Tel: 03561 225146

E-mail: teaboardjal@gmail.com

PALAMPUR

Dy. Director of Tea Development(P),
Tea Board India
Regional Office Palampur,
Himachal Pradesh 176061.

Tel : 01894-230524

Fax : 01894-231748

Mobile : 08628838759

E-mail : gaganteaboard@gmail.com

G.H. (Tel): 2367 5401 E-mail : mumtea@vsnl.net

COIMBATORE

Welfare Liaison Officer(South)

Tea Board, Regional Office
Tea Trade Centre Complex,

12/278, Mettupalayam Road,
G.N. Mills P.O.,

Coimbatore - 641 029 Tamil Nadu

KUMILY

Assistant Director Tea Development
Kumily Regional Office,

High Range Plaza, 2nd Floor
Iduikki District,
Kerala - 685 509