



## **GUIDELINES & INSTRUCTIONS**

### **CHANGE OF OWNERSHIP OF FACTORY**

Applicant(s) shall apply for License to the Licensing Authority in the prescribed format through Board's online portal <https://onlineapps.teaboard.gov.in>.

Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application, complete in all respects, with all requisite documents/information.

#### **Documents to be submitted**

1. Application form properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
2. Original Registration Certificate issued by Tea Board in favour of the Tea Factory or 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 affirmed that the said certificate will be surrendered to Tea Board in case it is found at a later date.
3. Registered Sale Deed/Transfer Deed/Court Order/Registered Lease Deed.
4. For Company: Memorandum & Articles of Association and Certificate of Incorporation, duly certified by one of the Directors; Or For Partnership Firm: Deed of Partnership, duly attested by at least two partners; Or For Proprietorship Firm: Declaration for sole proprietorship along with name and residential address in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized.
5. In case, Registered Sale Deed/ Transfer Deed/Court Order/Registered Lease Deed are not executed due to non-receipt of permission from the concerned State Government Authorities, the applicant should submit (a) An Indemnity Bond on a Non Judicial Stamp Paper of Rs. 100/-, duly affirmed before Executive Magistrate (1st Class), stating that the company will indemnify Tea Board in case of dispute arising out of change of ownership, (b) Agreement for Sale, duly notarized, executed between seller and purchaser and (c) proof of payment of land revenue by the purchaser.
6. In case of recording change of ownership in favour of a Receiver appointed by the concerned State Government Authorities, viz., Employees Provident Fund Organization or other Govt. Organization, for running the factory for a specified period, the documents at Sl. No. 3 & 5 are not applicable. In such cases, copy of agreement executed between the Receiver and the concerned Govt. Authorities is to be submitted.
7. Application fees of Rs. 1,16,000/- (plus GST) to be paid online through the portal <https://onlineapps.teaboard.gov.in>.

**N.B:**

1. Change of ownership shall be recorded by the Board provided requisite outstanding loan due towards Board as per policy has been cleared or regular payments are being made by the seller for the concerned tea factory applied for and the purchaser for all registered tea factories owned by the company.
2. The exemption mentioned at point no. 5 above is applicable only for those factories (both estate and BLF) which are situated on Government land and requisite permission is due from the concerned State Government authorities. For all other factories (both estate and BLF), the documents mentioned at point no. 3 above have to be submitted mandatorily.
3. In case of estate factory, change of ownership certificate for the concerned tea estate is to be obtained from Tea Board prior to submission of application.
4. This guideline comes into effect on immediate basis. Henceforth, all the applications (both new and existing ones) shall be treated as per this guideline.