C O N T E N T S

1. GUIDELINES AND INSTRUCTIONS FOR PERSONS APPLYING FOR GRANT OF PERMISSION FOR PLANTING TEA ON VERGIN SOIL AS A 'NEW COMER' UNDER THE PROVISIONS OF THE TEA RULES, 1954 AND REGISTRATION OF LAND AS A NEW TEA ESTATE.

2. Guideline for Registration of manufacturer of tea under the Tea (Marketing)Control Order,2005

3. Guideline for Exporter's Licence under Tea (Distribution and Export) Control Order, 2005.

4. Application format "C" for Buyers Registration under TEA (MARKETING) CONTROL ORDER, 2003

5. Application for licence under Clause 3 of the Tea Warehouse (Licensing) Order, 1989

6. Application form – "G" & "H" for BROKER IN TEA AUCTION/ ORGANISERS TEA AUCTIONS under TEA (MARKETING) CONTROL ORDER, 2003

7. FORMAT OF REGISTRATION CUM MEMBERSHIP CERTIFICATE EXPORT PROMOTION COUNCIL / COMMODITY BOARD/ DEVELOPMENT AUTHORITY

8. Form of application for licence under clause 8 of the Tea Waste (Control) Order, 1959 (To be sent to the Licensing Authority in duplicate)

GUIDELINES AND INSTRUCTIONS FOR PERSONS APPLYING FOR GRANT OF PERMISSION FOR PLANTING TEA ON VERGIN SOIL AS A 'NEW COMER' UNDER THE PROVISIONS OF THE TEA RULES, 1954 AND REGISTRATION OF LAND AS A NEW TEA ESTATE.

1. Study the application carefully. Send exactly what is claimed for. For example, if we call for a Court certified copy of a document, do not send a Photostat copy. Similarly when we want a Photostat copy do not send a typed copy. Whenever you submit any document in original please send also a spare copy thereof for our records. Original documents if sent, will be returned after verification with the spare copies.
2. The application is to be made by the owner himself or by his authorized representatives.
3. All the documents called for are essential for a new entrant. Incomplete set of documents would only result in unnecessary correspondence thereby delaying your case. Collect, therefore all the documents and send the application with the documents, IN ONE LOT. DO NOT send the documents piece-meal. We wait for all the documents before starting processing any case and therefore, it does not help you by sending the documents in installments, on the other hand it may create confusion and delay the case.
4. Processing of the application and documents will naturally take sometime. Hence, plan for you registering and planting schedule after taking into account the time required to fulfill various formalities.
5. The registration/permission granted is subject to the condition that you will furnish such information and submit such returns as may be called for or prescribed by TEA BOARD fro time to time.
6. The applicant is welcome to meet us for any further information/clarification/assistance.

Application Form for obtaining permission to plant tea as a New Comer.

1. Name & Postal address of the applicant. :

2. Total area (hects) of the land owner which is proposed to be registered. :

3. Proposed name of the Tea Estate. :

4. Location of proposed Tea Estate :
   i) Nearest Post Office
   ii) Nearest Railway Station
   iii) Revenue District & Sub-division & State

5. Attach original copies or court certified or Notary certified copies of the title deeds, establishing your ownership of the land under reference. :

6. Have you purchased the land from some else ? If so, :

   i) The name & address of the party from whom you have purchased.

   ii) Attach Court certified or Notary certified copy of the sale deed

   iii) In case the seller was a company attach a certified copy of the Resolution of the Meeting or the Board of Directors of the company in which the sale was approved.

7. Attach the original or photocopy of the Mutation Certificate from the Land & Land Revenue Department of the State Govt. in which the applicant has been recorded as the owner of the land in question. :

8. Attach two separate declarations of both the seller and purchaser regarding delivery and in question specifying the actual date thereof. :

9. Is the applicant a public Ltd. Company Private Limited Company Partnership Firm or Proprietary Concern. :

10. Give the following particulars :- :
    a) Public Ltd. Company or Private Ltd. Company

    i) Attach original or photostate copy of the certificate of Incorporation and Commencement of business issued by the Registrar of Companies.

    ii) Attach a copy of the Memorandum and Articles Associations of the Co.

    iii) Give the Names and address of Chairman Managing Directors and Directors of the Company

    iv) Authorised Shave Capital of the Company.

    v) Issued Share Capital of the Company.

    - Of which Indian Share holding
    - Of which Foreign Share holding

Cont…. 2

10 b) Partnership Firm

i)	Attach original or Court Certified or Notary Certified copy of the Deed of Partnership.	:
ii)	Attach original photostate copy of Certified of Registration issued by the Registrar of firms.	:
iii)	Give the names an address of the Partners.	:

11. Attach a soil suitability certificate from the Tea Research Association, Jorhat or the United Planters Association of Southern India, Coonoor of other Government recognized institutions, certifying that the soil of the proposed and is suitable for tea cultivation. :

12. Indicate the area (hects) proposed te be planated with tea in the year. :

13. Attach a Survey Mp drawn by a Government approved Surveyor specifically showing the location of land, the total area of the land and the areas proposed to be planted with tea during the 3 years indicated in Item (12) above. :

14. 'No Objection Certificate' for planting tea in proposed Tea Garden to be obtained by Collector/District Magistrate of Concerned District. :

15. 'Non-encumbrance certificate' to be obtained by Concerned District Level. :

16 Do you propose to set up a factory for processing the tea leaf ? If not, how do you propose to process the leaf ?

17. Any other points which you want to mention.

Date : Signature & Stamp of the applicant.

Tea Board
14, B.T.M. Sarani
Calcutta –700001

Tel: 2235 1411 Fax: 2221 5715
Web Site :www.teaboardofindia.in E-mail : paramanatham@vsnl.net

Ref. No. 8(8)/LC/84 Dated :

M/s. ……

……

……

Sub : Registration of manufacturer of tea under the Tea (Marketing)Control Order,2005.

Dear Sirs(s),

The following are the guidelines to be followed while submitting application(s) for registration in respect of each factory owned or controlled by you :-

a) Application form (enclosed) in duplicate duly filled in and it should be signed by the proprietor of the business; or in the case of a firm, by one of the authorized partner; or in case of a business of a Hindu Undivided Family (HUF), by the Karta of the family; or in the case of a company, by a Director, 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 on duly certified by one of the Directors in case the applicant is a company.
c) A clean photo copy of Certificate of Incorporation of your company.
d) Court/ Notary certified Deed of Partnership, in case the applicant is a partnership firm.
e) A clean photo copy of certificate of registration issued by the Registrar of Firms in case the applicant is a registered partnership one;
f) Latest Income Tax Clearance certificate or the declaration about payment of Income Tax as per specified from (enclosed) together with permanent A/c. No. allotted to the applicant by the Income Tax Department;
g) Names and addresses of the persons presently holding the offices of Directors in case the applicant is a company.
h) In case of Sole-Proprietary Unit a declaration to the effect that the applicant is a Sole-Propreitor;
i) A clean photo copy of valid Central Excise Licence under which the factory unit is manufacturing teas;
j) A clean photocopy of valid factory licence if the unit comes within the purview of the Factory Act;
k) <u>An applicant is to apply for and obtain Registration.</u>
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 he applies for registration of number of units owned by him.
l) List of machineries
m) Sketch map of factory
n) P.F.A. Standard certificate
o) List of green leaf suppliers name

3. Please ensure to submit your application(s) so as to reach this office along with required documents/information as mentioned above, as early as possible so that further necessary action may be taken for issue of registration certificate in respect of your factory.

4. I am again to request you to please go through carefully the guidelines as stated above before forwarding your application.

Yours faithfully,

Enclo : <u>As stated</u>

(S. K. Das)
Jt. Controller of Licensing

FORM-'A'

[SEE PARAGRAPH-3(2)]

APPLICATION FOR REGISTRATION UNDER PARAGRAPH 3(2) OF TEA (MARKETING) CONTROL ORDER, 2003

ORIGINAL

To
The Registering Authority
Tea Boar,
Kolkata

Sir,

I/We hereby apply for registration as a manufacturer of the for purpose of the Tea (Marketing) Control Order, 2003

Necessary particulars are furnished below :

a) Name of the applicant (in Block Letters), (in the case of partnership concern names of all the partners should be given)	
(b) Full address to which correspondence is to be sent	
(c) Names and address of the manufacturing units.	
(d) State and Plantation district	
(e) Whether the unit processes tea grown in its own gardens	
(f) Whether the unit is a bought leaf factory or a co-operative unit not having an estate of its own	
(g) Annual capacity for production	
(h) If registered as a factory with State Government Registration No. and Date	
(i) Central Excise Zone and Registration No.	
(j) Specify the type of tea manufactured a) Packet Tea b) Tea Bags c) Instant Tea d) Quick Brewing Black Tea e) Any Other Tea	

Yours faithfully,

Signature of the applicant

Place :

Date :

TEA BOARD
14, B.T. M. Sarani,
Kolkata-700 001.
Web Site : www.teaboardofindia.in Tel. : 2235 1411 Fax : 2221 5715
E-mail : paramanatham@vsnl.net

Guidelines & Instructions

Sub : Exporter's Licence under (D & E) Control Order, 2005.

Dear Sirs,

All those who desire to export tea from India have to obtain an Exporter's Licence from the Tea Board, Calcutta, under the Tea (Distribution & Exporter) Control Order, 2005. Application for such licence is to be made in the prescribed form in duplicate, a set of which is enclosed. If your firm is situated in the state of Kerala, Tamil Nadu, Karnataka or Andhra Pradesh, you may submit your application to Tea Board, Indira Gandhi Road, Willingdon Island, Cochin-682003 for onward transmission to Tea Board, Kolkata. In all other cases, the application should be sent to the Controller of Licensing, Tea Board, 14, B.T.M. Sarani, Callcutta-700001. The fee for licence is Rs.1000/- (in case of Permanent business licence fee is Rs.2,500/-).which may be sent along with the application by crossed Demand Draft drawn in favour of Tea Board, Calcutta/Cochin depending upon to whom you forward the application. Cheque is not accepted. The amount of fees can also be paid in cash in Tea Board's Office in Calcutta, Cochin before 1 00 P.M. on any working day.

1 You have to submit the following documents / information depending on the status of your company and which are applicable to you to enable us to consider your case:

a) Application Form – A / Form – B / Form- J should be duly filled in. The application should be signed on proper office seal by the Proprietor/Partner/Director as the case may be along with the date.
b) A copy of the Memorandum & Articles of Association duly certified by one of the Directors (in case the applicant is a company).
c) i) An attested xerox copy of the latest Deed of Partnership (in case applicant is a partnership firm).
ii) 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).
d) An attested Xerox copy of the State Sales Tax Registration Certificate in respect of your Firm/Company.
e) An attested Xerox copy of Central Sales Tax Registration Certificate with **Tea.**
f) An attested Xerox copy of the I&E code No. from DGFT (please note which has been registered with the DGFT will only be acceptable for exporter's licence.
g) A certificate from your Bankers (to be submitted in original in sealed cover) about the present financial status of your Firm /Company.
h) Names of present Partners of the Firm with their residential address in case applicant is Partnership concern./Names of Directors with their residential address in case applicant is a Company .
i) Is the proprietor/any partner/any director of the applicant company /firm is/was proprietor/partner/director of firm /company which held /hold Exporter's Licence (s) from Tea Board during the last 3 years ? If so please furnish details.
j) Any other information/document which may be required by the Licensing Authority in course of time consideration of the case.
k) A declaration from the applicant (in original) stating that the applicant is not associated with any other tea company whose licence has been suspended/cancelled.

2. On receipt of the documents/information mentioned above, your case will be considered as per extent norms.
3. Please go through the above **Guidelines/Instructions** before forwarding your application. Also make sure that materials information in different documents required by you in respect of your Company/Firm do corroborate each other.

Yours faithfully,

Enclo: As stated

Sd/-
(M.Paramanantham)
Controller of Licensing

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)

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

FORM – 'C'

To
The Registering Authority,
Tea Board,
Kolkata.

Sir,

I/We hereby apply for registration as a buyer of tea under paragraph 4(2) of the Tea (Marketing) Control Order, 2003.

Necessary particulars are furnished below :

i) Name of the applicant (in Block Letters), (in case of partnership concern the names of all the partners should be given)	
ii) Address of the Registered Office	
iii) Addresses of branch office, if any,	
iv) Mailing address including telephone/fax/e-mail	
v) Central & State Sales Tax Regn. Nos.	
vi) Whether member of any auction organizer, if so, name(s) of the same	
vii) Specify the type of tea a) Tea in bulk b) Packet tea c) Tea bags d) Instant tea e) Quick brewing black tea f) Any other tea	

I/We have carefully read and understood Tea (Marketing) Control Order, 2003 and hereby agree abide by the provisions of said order.

Yours faithfully,

Place :

Date :

Signature of the applicant

FORM 'A'

(See Clause 4)

Application for licence under Clause 3 of the Tea Warehouse (Licensing) Order, 1989

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

Sir,

I/We* apply for licence for carrying on the activities of storing /blending packaging of tea.
I/We* furnish the necessary below :-

1) Name of the applicant (in block letters) :-

(2) Full address (to which correspondence should be sent).

---

(3) Full address of the warehouse where the applicant intends to do storing / blending/packaging tea;

---

(4) Floor area of the warehouse……..
(a map to the scale to be enclosed)

(5) Whether the warehouse owner holds the warehouse on his own account or on lease or on permission from the owner

(6) Nature of business (Storing blending/packaging etc.) to be carried out in the warehouse

---

(7) Whether the operation stated at (6) above are carried out on his own account or on behalf of other person, and if so, furnish the names and address of the Principal(s).

---

(8) Amount of fees paid……

2. I/We have carefully read and understood the Tea Warehouse (Licensing) Order, 1989 and hereby agree to abide by the provisions of the said Order.

Yours faithfully

(Signature of the applicant(s)

Place : ……

Date : …….

(*Score out the word not applicable)

Note : The application should be signed in the case of a company by a Director or the Secretary or an authorized agent of the company; in the case of a partnership firm by one of the partners, and in the case of an individual the words ‘Sole proprietor’ shall be appended after the signature.

FORM – 'C'

To
The Registering Authority
Tea Board,
Kolkata – 700 001.

Sir,

I/We hereby apply for registration as a buyer of tea under paragraph 4(2) of the Tea (Marketing) Control Order, 2003.

Necessary particulars are furnished below :

i) Name of the applicant (in Block Letters), (in case of partnership concern the names of all the partners should be given	
ii) Address of the Registered Office	
iii) Addresses of Branch offices, if any.	
iv) Mailing address including telephone / Fax / E-mail	
v) Central & State Sales Tax Regn. Nos.	
vi) Whether member of any auction organizer, if so, Name(s) of the same,	
vi) Specify the type of tea. a) Tea in Bulk b) Packet Tea c) Tea Bags d) Instant Tea e) Quick Brewing Black Tea f) Any Other Tea	

I/We have carefully read and understood Tea (Marketing) Control Order, 2003 and hereby agree to abide by the provisions of said Order,

Yours faithfully,

Signature of the applicant

Place ;

Date :

FORM – G
(SEE PARAGARAPH-II)

APPLICATION FOR LICENCE UNDER PARAGRAPH-II OF TEA (MARKETING) CONTROL ORDER, 2003

ORIGINAL/DUPLICATE

To
The Licensing Authority
Tea Board,
Kolkata – 700 001

Sir,
I/We* hereby apply for a licence to carry on the business in tea as

BROKER IN TEA AUCTIONS/ORGANISERS OF TEA AUCTION

I/We* furnish the necessary particulars below :-

1. Name of the applicant (in Block Letters), (in the case of partnership concern, the names of all the partners should be given) :
2. Full address (to which correspondence is to be sent):
3. Nature of Licence is required-licence as : Broker in Tea Auction/Organizer of Tea Auction ;
4. Full address of the premises in which the applicant intends to do business:
5. Amount of fee paid :

I/We* have carefully read and understood the Tea (Marketing) Control Order, 2003 hereby agree to abide by the provisions of the said Order.

Yours faithfully,

(Signature (s) of the Applicant(s)

Place :

Date :

*Score out the words not applicable

Note : 1. This application should be signed, in the case of a company, by the Secretary or an Authorized agent of the company and in the case of a partnership concern, by one of the partners and in the case of individuals, the words ‘Sole Proprietor’ shall be appended after signature.

Note : 2. The application shall be submitted to the Licensing Authority in Duplicate.

FORM – H

(SEE PARAGRAPH 12 (2))

Licence for carrying on business as : **BROKER IN TEA AUCTION/ ORGANISERS PF TEA AUCTIONS.**

NOT TRANSFERABLE

ISSUED UNDER CLAUSE 12(2) OF THE TEA (MARKETING) CONTROL ORDER, 2003

Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata – 700 001.

LICENCE NO……..

Shri/Sarbashri ……

of ……is/are* hereby Authorize to carry on the business as broker in public tea auction/organizer of tea auctions in terms of the Tea (Marketing) Control Order, 2003.

This licence is valid upto and including 31st December…… unless suspended before that date under paragraph 19 of the Tea (Marketing) Control Order, 2003.

CHAIRMAN
TEA BOARD OF INDIA
REGISTERING AUTHORITY

FORM- 'A'

Form of application for licence (See clause 5)

To
The Licensing Authority
Tea Board,
Kolkata – 700 001.

APPLICATION FOR LICENCE

1. Name of the Applicant (in block letters) (in case of a partnership concern : the names of all partners should be given)	
2. Address :	
3. Purpose for which licence is required Export, Sale, Purchase or holding in stock of tea waste	

4. Quantities of tea waste purchased, sold , held in stock, exported or utilized for manufacture of caffeine during each of the preceding three calendar year -

	20	20	20
	Kg.	Kg.	Kg.
(i) Purchased / accrued			
(ii) Sold			
(iii) Held in stock			
(iv) Exported			
(v) Utilised for manufacture of caffeine			

5. Quantity of Tea Waste held in stock on the date of application	

6. Details of the place at which tea waste is proposed to be stored.

ADDRESS	Whether the godown or place of storage will be kept under lock	Whether storage space will be utilized for storing tea waste only

7. Whether the applicant is engaged in buying and selling tea, whether loose or in packets. If the answer is in the affirmative the address of the place of storage of tea and of the factory where sorting, grading cleaning or blending done should be stated.	

I/ We hereby declare that if a licence is /are granted to me / us by the Licensing Authority for the above mentioned purpose in terms of clause 6(2) of the Tea Waste (Control) Order,1959.
I / We shall abide by the terms and conditions of the licence.

Date …… Signature of the applicant.

Explanatory Note : This application should be signed by the proprietor of a business or in the case of a firm, by one of the authorized partners ; or in the case of business of a Hindu undivided family by the karta of the family ; or in the case of a company, by a Director, Managing Agent or principal officer thereof, or in the case of any other association of individuals, by the principal officer managing business.

FORM 'A'
(See Clause 4)

Application for licence under Clause 3 of the Tea Warehouse (Licensing) Order, 1989

To
The Licensing Authority
Tea Board,
14, B. T. M. Sarani,
Kolkata – 700 001

Sir,

I/We* apply for licence for carrying on the activities of storing blending packaging of tea.
I/WE* furnish the necessary below :-

(1) Name of the Applicant (in Block Letters) :-

(2) Full address (to which correspondence should be sent)
(3) Full address of the warehouse where the applicant intends to do storing/blending/packaging tea
(4) Floor area of the warehouse……. (a map to the scale to be enclosed) (5) Whether the warehouse owner holds the warehouse on his own account or on lease or on permission from the owner.
(6) Nature of business (Storing blending/packaging etc.) to be carried out in the warehouse
(7) Whether the operations stated at (6) above are carried out on his own account or on behalf of other person, and if so, furnish the names and address of the Principal(s).
(8) Amount of fee paid ……

2. I/We have carefully read and understood the Tea Warehouse (Licensing) Order, 1989 and hereby agree to abide by the provisions of the said Order.

Yours faithfully,

(Signature of the applicant(s)

Place :
Date :

Note : The applicant should be signed in the case of a company by a Director or the Secretary or an authorized agent of the company; in the case of a partnership firm by one of the partners; and in the case of an individual the words 'Sole Proprietor' shall be appended after the signature.

APPENDIX – 4

FORM OF APPLICATIOIN FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE WITH EXPORT PROMOTION COUNCILS

Note : please see paragraph 2.44 or the policy and paragraph 3.12. 2 of Handbook (Vol. 1)

To
Tea Board
14, B.T.M. Sarani,
Kolkata – 700 001

Dear Sir,

Kindly register us as Merchant/Manufacturer/Merchant-cum-Manufacturer exporter of the export product(s) mentioned below :

1) Name of the applicant :

1A) E-mail address :

2) (i) Address of the applicant (Registered Office in case of limited companies, and the Head office for others) :

(ii) Name and address of the branches if any. :

(iii) Name and address of the factory :

3) If the registration is required as a manufacturer exporter SSI Registration/ Industrial Licence/IEM Other (specify).

4) EH/TH/STH/SSTH certificate number :

5) Name of export product(s) for which Registration is required

6) I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to

(a) Abide by the terms of the registration certificate granted to us on all our exports;

(b) Agree to abide by any code of conduct that may be prescribed;

(c) Agree to abide by export floor price condition that may be stipulated by the Registering Authority,

(d) Furnish with fail monthly returns of exports including NIL returns to the Registering Authority by 15th day of the months following the quarter;

Cont…….2

(8) We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

Yours faithfully,

(Signature of the applicant)

Name :

Address :

Designation :

Tele No. /Fax No. :

Residential address :

APPENDIX-4A

FORMAT OF REGISTRATION CUM MEMBERSHIP CERTIFICATE

EXPORT PROMOTION COUNCIL / COMMODITY BOARD/ DEVELOPMENT AUTHORITY

As per the provision of paragraph 2.44 of the policy and paragaraph 3.12.2 Handbook (Vol.I)

1. Name of the exporter :
2. IEC Number :
3. Address of Registered Head Office :
4. Date of establishment :
5. Description of goods for which registered :
6. Registration Number :
   (To be filled up by Tea Board)
7. Registered as :
   (To be filled up by Tea Board)
8. Name(s0 of proprietor/partner(s)
   Director(s)/Karta :

This certificate is issued as per the details of our records and is subject to the condition laid down in the relevant scheme of registration of this council.

(Signature of the competent officer of the E.O. Council)

Name :

Designation : Controller of Licensing
Tea Board

Valid / renewed upto …… Date of issue……

CHECK LIST FOR NEW TEA WAREHOUSE LICENCE

1) Form 'A' in duplicate
2) Bank draft fpr Rs. 1000/-
3) Auction organization recommendation
4) Declaration of distance from the Auction Hall :

The area of applicability of this order in the cities / towns where public tea auctions are held under licence garatnte to the local Auction organizer as per Tea (Marketing) Control Order, 1984 shall be within the limits as prescribed below :

i) Calcutta - Within a distance of 20 km of the Auction Hall.
ii) Siliguri - Within a distance of 10 km of the Auction Hall
iii) Guwahati - Within a distance of 15 km of the Auction Hall
iv) Cochin - Within a distance of 10 km of the Auction Hall
v) Coonoor - Within a distance of 05 km of the Auction Hall
vi) Coimbatore - Within a distance of 10 km of the Auction Hall
vii) Amritsar - Within a distance of 10 km of the Auction Hall

5) Inspection Report (By Tea Board's official if any)
6) Partnership Deed : If a licnesee enters into a partnership in regard to the business covered by his licence, he shall report the fact to Licensing Authority within thirty days of his entering into such partnership and shall get the licence suitably amended and thereupon the partner as well as the original holder of the licence shll be bound by the conditions of the licence as amended.
7) Documents in support of ownership of warehouse premises.
8) Specification declaration :

a) Shall be fit for tea storege
b) The walls and the roof may preferably be made of bricks and well plastered, or be made of tins or asbestos, but in any case the walls and roof must be damp proof and leak proof;
c) The floor shall be of pucca construction, properly cemented and damp-proof;
d) It shall be properly ventilated but at the same time protected against pests, rodents, birds and insects;
e) There shall be adequate lighting arrangement and electrical fittings should be maintained in good condition;
f) There shall be adequate number of gates of appropriate size for easy ingress and egress of tea chests.
g) The entry / exit gate shall have leak proof covered sheds to protest against rain damage at the time of loading /unloading of tea chests;
h) The doors and windows shall be properly secured for the safety of the stored goods;
i) Where the warehouse will stores teas other than owned by the licensee, there shall be adequate space for parking/maneuvering of the vehicles carrying teas. The approach road shall be properly maintained and shall have adequate number of fire-fighting equipments;
j) The warehouse shall store only tea and other materials connected with the storage, blending and packaging of tea. Anything which may adversely affect the quality of tea shall not be kept in the warehouse;
k) The hygienic condition of the surrounding areas adjoining the warehouse shall be properly maintained;
l) No new construction shall be undertaken in an area prone to water logging. The existing warehouse shall take proper precaution against entry of water due to sudden heavy rainfall;
m) The workers engaged for manual blending of tea shall were clean dresses and shall not have contagious disease.
n) The warehouse must have adequate number of supervisory, clerical staff and workers depending upon the nature business carried out therein and commensurate if the volume of business handled.

……..2

o) The warehousing storing tea not belonging to the licensee shall have be following :

i) Adequate number of watch-n-wards staff :

ii) Adequate number of weighing scales proportionate to the volume of business which the warehouse capable of handling. Such scales in operation shall be maintained properly to ensure correct reading of weights:

iii) Shall use dumping pads made out of appropriate materials to avoid damage of tea chests while dropping on the floor:

iv) Shall not stock too high which may cause damage to the chest and leave enough space between two rows stacking for smooth movements of workers and easy identification of chest markings ;

v) There shall be adequate space for office for receiving, delivery and sorting for teas, for the brokers to draw samples and for blending / packaging of tea, wherever such operation are applicable.

This declaration should be on Non-judicial stamp paper.

9) Survey Map.

10) Possible Client List

TEA BOARD INDIA
14, B.T. M. Sarani,
Kolkata-700 001.
Web Site : www.teaboardofindia.in Tel. : 2235 1411 Fax : 2221 5715
E-mail : paramanatham@vsnl.net

Circular No. 54(47)/LC/200 Date :

To

All Licensees under the Tea Waste (Control) Order, 1959.

Sub : Renewal of licence under Clause 8 of the Tea Waste (Control) Order,1959 for the year 2007.

Dear sir(s),

The validity of the Tea Waste Licence granted to you under the Tea Waste (Control) Order,1959 expires on 31.12.2004. The licence may be renewed for the calendar year 2005 on application made in the prescribed Form. I forward herewith set / sets of application form(s) to be submitted in duplicate so as to reach **the Executive Director Tea Board, Zoo Narengi Tinali, 9th Bye Lane (west) R.G. Baruah Road, Guwahati –781 024. / Executive Director, Tea Board, Shelwood, Coonoor Library Road, Post Box No. 6, Coonoor – 643 101/ Controller of Licensing , Tea Board,14,B.T.M.Sarani, Calcutta-700 001** as the case may be as early as possible and **in any case not later than 31.12.2004**. Application(s) received thereafter will not be entertained for renewal.

2. Henceforth the renewal of Tea Waste licence will be granted by The Executive Director, Guwahati & Executive Director, Coonoor in respect of the Factory/Warehouse etc. falling under their jurisdiction. Application for renewal may be submitted to them.
3. Please note that the original licence(s) or the Renewal Certificate for the previous year need not accompany the application(s) for renewal for the year 2007.
4. Every application shall be accompanied by the requisite renewal fee of Rs. 50/- (Rupees fifty only) for each licence payable either in cash or by demand draft drawn in favour of Tea Board Kolkata/Guwahati /Coonoor.
5. Please do not forget to furnish the details as per enclosed proforma duly signed after affixing your office seal alongwith your renewal application duly completed.
6. The Licensees in South India may, if they so desire, send their application(s) accompanied by the requisite renewal fee of Rs. 50/- for each licence either in cash or by demand draft drawn in favour of the Tea Board, Cochin by the date as stipulated above.
7. Please furnish information as per proforma X duly signed for the period 1.1.2006 to 31.12.2006 separately for each day and for each consignor /consignee.
8. Your attention is also invited to the terms and conditions of licence wherein it has been categorically mentioned that within twenty-four hours from the time of handing over of each consignment whose delivery is made by sellers of tea waste, every licensee(consignor)/deliverer of consignment shall send intimation in writing to Tea Board as per proforma X. Similarly, every licensee shall send an intimation as per proforma X in writing to the Tea Board within twenty-four hours from the time of arrival of each consignment of the tea waste at the licensee's godown.

Unfortunately, such information is not received by the Tea Board from seller / buyer on a regular basis. It is therefore requested to send such information within twenty-four hours from the time of despatch /arrival of the tea waste in future regularly.

Yours faithfully,

Encl. As stated.

(M.Paramanantham)
Controller of Licensing

For renewal of Licence No. ……

FORM ‘C’

(See Clause 8)

Form of application for renewal of licence under clause 8 of the Tea Waste (Control) Order, 1959
(To be sent to the Licensing Authority in duplicate)

To
The Licensing Authority,
Tea Board,
14,Biplabi Trailokya Maharaj Sarani
Calcutta – 700 001.

Sir,

I/We hereby apply for renewal of Licence No……dated……

Full name and address of the applicant (in block letters) ……..…….

……..……

…….

(In case of a partnership concern, the names of all partners should be given)

Date…….
Place……. Signature of the applicant

Explanatory Note :

This application should be signed by the proprietor of the business; or in the case of a firm; by one of the authorized partners; or in the case of a business of a Hindu undivided family, by the Karta of the family; or in the case of a company by a Director, Agent or principal officer thereof; or in the case of any other association of individuals, by the principal officer managing the business.

PROFORMA –'X'

1. Name & address and Licence No. of consignor (seller) of Tea Waste

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2. Name & address and Licence No. of the consignee (buyer) of Tea Waste

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3. Date of despatch or delivery of the Tea Waste (in case of seller)……...
4. Date of arrival or receipt of the Tea Waste (in case of buyer)……
5. Quantity of the Tea Waste delivered/received……..
6. Whether such Tea Waste is undenatured / denatured ……..
7. If denatured, then intimate the name of person and organization by whom it is denatured……...
   ……..……..……
   ……...
8. Mode of transport for removal of the Tea Waste : Rail/Road/Others…….
   ……...

Date :

Signature with Office seal

PROFORMA – 'Y'

Total quantity of tea waste (kgs) generated in course of production of made tea / blending / packaging / storing :- (Not applicable to caffeine / instant tea manufacturer)

Period	Tea Waste in Quantity (in Kgs.)		
	Denatured *	Undenatured	Total
2003 (January-December)			
2004 (January-November)			
2003 (January-November)			

* Please furnish the name of supervisory authority alongwith date and quantum in undertaking the denaturing activities in a separate sheet.

Quantity of Tea Waste sold to caffeine / instant tea manufacturers : (Not applicable to instant/instant tea manufacturers)

Period	Name of Purchaser	Quantity purchased (Kgs.)
2003 (January-December)		
2004 (January-November)		
2003 (January-November)		

Tea Waste purchased and /or utilized for the purpose of manufacture of caffeine/instant tea / experimental purpose : (Applicable to caffeine /instant tea manufacturers)

Period	Qty. Purchased ** (Kgs.)	Qty. utilized (Kgs.)	Yield of Instant Tea /Caffeine
2003(January-December)			
2004 (January-November)			
2003 (January-November)			

** Please furnish a list of sellers alongwith quantity & date, from whom purchased in a separate sheet.

Quantity of Tea Waste disposed by destruction and / or by conversion as compost. :

Period	Qty. destructed (Kgs.)	Convert to compost (Kgs.)
2003 (January-December)		
2004 (January-November)		
2003 (January-November)		

Quantity of Tea Waste kept as stock :

Period	Denatured T.W. (Kgs.)	Undenatured T.W. (Kgs.)
As on 31.12.2003		
As on 31.12.2004		
As on 31.11.2004		

Date

Signature with Office seal