

For Official Use -



COCONUT DEVELOPMENT AUTHORITY
Marketing Development & Research Division

This application form should be completed and forwarded to

Director - Marketing Development & Research, Coconut Development Authority, No.11, Duke Street, Colombo 01.

REGISTRATION AS AN EXPORTER OF COCONUT PRODUCTS YEAR 2021

Important— All details should be filled. Answers to in-completed questions would be considered as “NO”

1. Name of the Company:

2 1. Registered Address:

..... Postal Code :

ii. Operating Address :

..... Postal Code :

Telephone: (Stores)

E-mail : (Compulsory, Unique Email Address for each Company should be provided)

Fax: Web Site:

iii. Contact Person: Designation:

3.

4. Registration/Incorporation of Business

Business Registration No: Date:

VAT No.: TIN No.:

SVAT NO (If Available) :

5. Names of <u>All</u> Current Proprietors/Directors/Partners	Designation	Nationality	Signature
i.
ii.
iii.
iv.
v.

6. Have you been registered with this Authority as an Export before? Yes / No

Registration No. :Years

7. Do you own any Coconut Product Manufacturing /Processing Unit? Yes / No

Name:

Address:

Products: Capacity:

8. Please mark "✓" in the appropriate cage of Product & Categories for which registration is required

Products	Applied Products
(1) Kernel Products (Category A)	(Reg. Fee Rs. 10,000/= + Government Tax)
(a) Desiccated Coconut (Refer Annexure I & II)	
(b) Coconut Oil	
(c) Virgin Coconut oil	
(d) Copra (Refer Annexure 1)	
(e) Defatted Coconut	
(f) Coconut Cream	
(g) Coconut Milk Powder	
(h) Coconut milk	
(i) Poonac	
(j) Coconut Vinegar	
(k) Coconut Butter	
(l) Coconut Water	
(m) King Coconut Water	
(n) Coconut Flour	
(o) Other kernel Products (Specify)	
(2) Semi Processed Nuts (Category B) (Refer Annexure III)	Semi Processed Nuts (Category B) (Reg. Fee + Government Taxes)
(a) Coconut Without Husk	Nuts/month less than 10,000 = Rs.15,000 <input type="radio"/> 10,001 - 20,000 Nuts/month = Rs.30,000 <input type="radio"/> 20,001 - 30,000 Nuts/month = Rs.50,000 <input type="radio"/> 30,001 - 100,000 Nuts/month = Rs.100,000 <input type="radio"/> 100,001 - 300,000 Nuts/month = Rs.300,000 <input type="radio"/>
(b) Coconut Semi Husked	Nuts/month More than 300,000 = Rs.500,000 <input type="radio"/> <i>(Note – Quantity Options are given for the total Nuts / month of Category B)</i>
(3) Non Kernel Products-Raw (Category C)	(Reg. Fee Rs. 10,000/= + Government Tax)
(a) Omat Fiber	
(b) Mattress Fiber	(Refer Annexure I)
(c) Bristle Fiber	
(d) Twisted Fiber	

Products	Applied Products
(e) Fiber Pith/Dust	
(f) Husk Chips	
(g) Other (Specify)	
(4) Non Kernel Products-Value Added (Category D)	(Reg. Fee Rs. 10,000/= +Government Tax)
(a) Coir Yarn	
(b) Coir Twine	
(c) Geo-Textiles	
(d) Moulded Coir Products	
(e) Brushes	
(f) Rubberized Coir Products	
(g) Compressed Fiber Pith	
(h) Carpets, Mats & rugs	
(i) Brooms	
(j) Ekel Brooms	
(k) Grow Bags	
(l) Compressed Husk Chips	
(m) Ornamental Products	
(n) Other Value added husk based products (Specify)	
(5) Non Kernel Products (Category E)	(Reg. Fee Rs. 10,000/= + Government Tax)
(a) Coconut Shell	
(b) Coconut Shell Pieces	
(c) Coconut Shell Powder	
(d) Coconut Shell Charcoal	
(e) Coconut Ekels	
(f) Activated Carbon	
(6) Other Coconut Products (Category F)	(Reg. Fee Rs. 5,000/= + Government Tax)
(a) Coconut Wood	
(d) Matured Coconut Leaves & Others (Specify)	
(7) Un Processed Nuts (Category G)	(Reg. Fee Rs. 5,000/= + Government Tax)
(a) King Coconut	

9. Are you registered with the following Institutions?

Board of Investment Yes / No Registration No.:Registered Date:

Export Development Board Yes / No Registration No.:Registered Date:

10. Declaration of Stores:

DC Address: Postal Code:

 Telephone No.: Fax No.:

Copra	Address:	Postal Code:
	Telephone No.:	Fax No.:
Fiber	Address:	Postal Code:
	Telephone No.:	Fax No.:
Fresh	Address:	Postal Code:
Coconut	Telephone No.:	Fax No.:

If you do not possess any store facility of your own as above, a letter of consent from an exporter with sufficient floor area can be considered.

Letter of consent from exporters of;

- (a) DC
- (b) Copra
- (c) Fiber
- (d) Fresh Coconut

11. Declaration

I/We hereby declare that the information contained herein is correct. Any changes in the above-mentioned information will be notified to the Coconut Development Authority (CDA) within seven days of such changes by Registered post.

Note: Disclosure of incorrect information is a disqualification for registration as an Exporter of Coconut Products with the Coconut Development Authority.

Once registered as an Exporter, we undertake to comply with all rules and regulations imposed by the Coconut Development Authority.

A cheque / Bank deposit slip/On-line Bank payment slip for Rs. is enclosed herewith in relation to registration fee as an exporter of Coconut products.

All cheques should be drawn in favour of "The Chairman, Coconut Development Authority".

Date:

.....
Authorized Signature/s & Designation/s of Applicant
with Company Frank/Rubber Stamp.

Guidelines for applicants

(A) Pl. submit the Original documents with photocopies. (for New Applicants)

- Business Registration Certificate. For Public quoted / Private Limited Liability companies
- A Certified copy of the Certificate of Incorporation.
- A Certified copy of the Memorandum/Articles of Association.
- Form 1 signed by all Company Directors (Certified by Company Registrar)
- Companies registered under BOI should submit the Agreement
- Covering (Request) Letter on Business Letter Head.

Note for the existing Exporters

- If there are any changes in the above documents, pl. submit the relevant Original/s & copies.

(B)

- If applicant is a manufacturer, please attach a copy of manufacture Registration issued by the Processing Development division of CDA. (For the products listed in the Category A, C, D & E)
- if applicant is not a manufacturer (Product outsourcing), please attach Letter/s of Consent obtained from manufacturer/s who is registered with the Processing Development Division of CDA in 2021. Copy of such manufacturer/s registration should also be submitted with this application (For the products listed in the category A, C, D & E)
- Prior Approval of the CDA is necessary for Each and Every shipment of products under Categories - "B", "F" & "G". Further products in relation to category "F" (Coconut Wood) requires approval of the Coconut Cultivation Board prior to approval given by the CDA for shipment.
- Companies registered under BOI act need special approval of the CDA for them to export All products under Categories "B", "C", "F", "G" and certain products in Categories "A" & "E".
- In case of absence of store facility, a letter of consent obtained from a registered exporter of Coconut Development Authority for the year 2021 to utilize its store facility should be provided.
- Insurance policy obtained for stores mentioned herein for Desiccated Coconut/Copra/Raw Fiber/Mattress Fiber/Bristle Fiber/ Twisted Fiber products should be provided by the applicant.

Important

All correspondence directed towards Director Marketing Development & Research should be signed by any of the proprietor/s, director/s, and partner/s on cage 5 of page 1 or authorized signatories of page 4.

Note

- **Persons who visit CDA to collect exporter registration certificate/s should produce a letter of authorization from the respective exporters/exporter companies.**

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Receipt No	Date
Reg: No DC	Other

Delivery by hand: Signature of recipient