



Inspection Unit
Processing Development Division
Coconut Development Authority

Registration application
Document No :CDA/PD/INS/REC-037-A

Issue No : 01
Issue date : 27/09/2019

Revision No : 00
Revision Date : 00/00/0000

Coconut Development Authority - Processing Development Division

(Established under the Coconut Development Act No. 46 of 1971)

Application form for registration as a Fibre Mill / Substrate /Coco Pith Manufacturer/Processor under the Coconut Development Gazette Notification No.69/3-1979/12/31, No.15009/01-1972/05/05 In terms of Coconut Development

Act.46 of 1971

YEAR 2020

The date of commencement of the business:	5.1 Products manufactured by the company(Indicate ✓ in front cage respective to the product type) <table border="1"><tr><td>1. FM- Fibre Mill</td><td></td></tr><tr><td>2. SUB – Substrate /Coco Pith</td><td></td></tr></table>	1. FM- Fibre Mill		2. SUB – Substrate /Coco Pith						
1. FM- Fibre Mill										
2. SUB – Substrate /Coco Pith										
Business Registration Number (BRC)										
Environment Protection License Number (EPL)										
Official E Mail for formal correspondence:..... GPS Location:	Note: If you register as a Processor only, it is compulsory to attach a list of the names of relevant manufacturing companies, the addresses, the registration number given by the authority and the quantity obtained . 5.2 <table border="1"><tr><th>Details of Quality Certificate</th><th>Validity Period</th><th>Institute</th></tr><tr><td>GMP</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Details of Quality Certificate	Validity Period	Institute	GMP					
Details of Quality Certificate		Validity Period	Institute							
GMP										
1. Nature of the business (Indicate ✓ in front of the relevant cage) <table border="1"><tr><td>1.1 Limited Liability Co.</td><td></td></tr><tr><td>1.2 Partnership Co.</td><td></td></tr><tr><td>1.3 Sole Proprietor</td><td></td></tr><tr><td>1.4 Co-operative Society</td><td></td></tr></table>	1.1 Limited Liability Co.		1.2 Partnership Co.		1.3 Sole Proprietor		1.4 Co-operative Society			
1.1 Limited Liability Co.										
1.2 Partnership Co.										
1.3 Sole Proprietor										
1.4 Co-operative Society										
2. Owner / Partners – Directors Name & National Identity Card (NIC) Number 2.1 Name NIC Number 2.2 Name NIC Number 2.3 Name NIC Number	Is this a request for a new registration: Yes/ No If not, state the last registered year:..... The year of commencement of coconut related products manufacturing : - CDA Manufacture Registration Number 2019 CDA/PD/Cn_									
3. Business Name – Name of the Organization (See Note 01) 3.1. Address:..... 3.2. Telephone Number:..... 3.3 Contact Person & Designation:..... 3.4 Contact Numbers:.....	6.1 Exact location of the Mill/ address 6.2. District & Divisional Secretariat Dis Divi. Sec									
4.1. Is the Applicant,Owner of the mill,Lessee of Mortgagee? Owner / Lessee / Mortgagee 4.2. If the mill is leased or Mortgaged state effective period From To 4.3. If the mill is leased or mortgagee,give full name and address of Mill Owner										

Prepared By : Quality Manager

Authorized BY:
(Director - PD)

Verified By:

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7.1 were the details of machinery submitted in an annexure:

7.2 State how the machines are driven in the mill(Main current/Generator/etc:

Type of Machine	Horse Power	Cap / day	Quantity
.....
.....
.....
.....

Daily production capacity(Mt.)

Maximum annual production capacity(Mt.)

9.1 Any Chemicals are used in the Production?

Yes

No

9.2 If yes, name of the chemicals used:

9.3 If yes, state at which Process Step of Production the Chemical is used.

8.1 Number of hrs work (routine)/day :-

8.2 Number of Employees at present:

Product type	Temporary	Permanent
Manufacture of Fibre		
Substrate /Coco Pith Processor		

10.1 .Any other coconut related industries under the same business name

10.2 If such Industry is registered at CDA,state the Registration No ,and the last registered year.

Products

Reg. Number

Last Reg.year

Note. 01. – In the Case of Limited Liability Co./ Partnership and other Units requires to be registered under the Business name Ordinance. The registered name as given in the B.R.C. Should be Indicated in Cage 3. Please note that cheque will be issued only the Business Name.

Note 02. – Name of Directors/Partners declared in Cage 2, should be the same as those in the Business Registration Certificate.

Note 03 – Duly filled Application should be posted cover to Director, processing Development Division, Coconut Development Authority No.11,Duke Street, Colombo 01. Together with a true Copies of Business Registration, Deed of the land where the Mill is situated, Environment Protection License, Full Insurance coverage for natural disasters, relevant system Certification and the Deposit Slip if the payment made to Bank of Ceylon.

**** All** Cheques should be written to Chairman, Coconut Development Authority

Declaration by Applicant

"I/We hereby declare that the particulars furnished in this application are true and accurate and undertakes to notify any change in the above particulars within seven days of such change. The Registration Fees of Rs..... of Cheques ** No. is deposited to The coconut Development Authority Account at Bank of Ceylon ,Nugegoda Branch A/C No. 228042 and enclosed the Deposit Slip here with.

I/We hereby certify the particulars stated in item 1 to 10 above are true and correct.

Date

Signature of Applicant
Company Seal

Prepared By : Quality Manager

Authorized BY:.....
(Director - PD)

Verified By:.....

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