

To be furnished in duplicate to:

Form – TC/E/R

Deputy Tea Commissioner,
Sri Lanka Tea Board,
Tea Exports Section,
574, Galle Road,
Colombo 3.

**SRI LANKA TEA BOARD APPLICATION FOR REGISTRATION
AS AN EXPORTER OF TEA.....
IN TERMS OF THE TEA (TAX & CONTROL OF EXPORTS) ACT NO. 16 OF 1959**

1.0 ORGANIZATION: 1.1 Name of Applicant	
1.2 Business Registration No & date Of Registration(Please annex a Certified copy of Business Registration)	
1.3 Type of Organization Please state whether Limited Liability Co., Partnership or Sole Trade. In the case of Limited Liability Co., Please annex A certified copy of Articles of Association and Form COM 48	
1.4 Please state whether you are a BOI Approved project. If so, please attach Certified copy of BOI approval	
1.5 Please state whether you are <ul style="list-style-type: none">• a Registered Tea Manufacturer. If so, Please indicate Factory Reg. No.• a refuse tea processor if so, please indicate the license. No.• a local dealer of tea if so, please indicate the business address•	
1.6 Business Address	
1.7 Telephone, Telex, Fax Nos. & E-mail address	
1.8 (a)Name of Managing Director/ Partner/Proprietor (b)Names of other Directors	
1.9 If subsidiary/Associate Company, Give name of Holding Company	

<p>1.10 Whether you or any Directors have engaged in tea Export business earlier?</p> <p>If so, indicate name of the business & Reg. No.</p>	
<p>2. FINANCIAL RESOURCES</p> <p>2.1 Name of Bankers with their addresses</p>	<p>1.</p> <p>2.</p>
<p>2.2 Capital (Kindly refer minimum criteria of the Circular supporting documents should be annexed)</p>	<p>Invested/Paid-up Rs.</p>
<p>3. OPERATION</p> <p>3.1 Details of staff presently Employed(Please indicate names & Trading Experience of Tea Taster/s) Copies of certificates should be annexed</p>	<p>CEO- Working Directors- Tea Director/Managers- Stores Manager – Tea Taster/s- Executives- Clerk-</p>
<p>3.2 Location & Tea Tasting facilities</p>	
<p>4. WAREHOUSING OF TEA</p> <p>4.1 Location/s of warehouse/s</p> <p>4.2 Whether owned by you or on lease (Please attach A copy of lease agreement)</p> <p>4.3 If owned by others, names & addresses of the Owners</p> <p>4.4 Is a fitness certificate for the warehouse available?</p> <p>4.5 Whether the warehouse and teas to be stored There are covered by insurance, If so, the name Of the insurer and Policy No/Date</p> <p>4.6 Are you obtaining services from contract Blender/s If so, the name & address of the Blenders</p> <p>4.7 Warehouse Registration No. (Copy to be annexed)</p> <p>4.8 Whether the warehouse provided by sub-lessee. If so declare name of sub-lessee</p>	

I/we hereby declare that the particulars furnished in the application are true and correct. If any of the declarations made above is found to be false /incorrect, I am/We are aware that my/our Registration as an Exporter of Tea is liable for cancellation.

Date:.....

.....
Signature of Applicant

Name in block letters:.....
Rubber Stamp

N.B

- 1. This form should be signed by the CEO/Managing Director/Managing Agent or by the Proprietor as the case may be**
- 2. Please indicate the location of your Business Premises/Warehouse with route/s for easy identification**
- 3. All information should be furnished**
- 4. Registration fee Rs. 25,000/- is to be paid by all new applicant. If renewal applicable fee as per the information sheet to be paid. Please annex receipt. If payment is made by cheque, the cheque for the amount should be drawn in favour of "Sri Lanka Tea Board"**

FOR OFFICE USE ONLY

Received on :
Application checked on :.....
Inspection on:
Interviewed on:.....
Application rejected on :.....
Registered on :.....
Under No.TC/E/R.....

Any remarks: