



SRI LANKA TEA BOARD

LOCAL TEA SUPPLIERS REGISTRATION

Categories of Registration

Local tea supplier registration will be carry out under 3 main categories on the basis of monthly sales volume

| <u>Category</u> | <u>Monthly sales volume</u> | <u>Registration Fee</u> | <u>Regi.fee with VAT & NBT</u> |
|-----------------|-----------------------------|-------------------------|------------------------------------|
| Small | Up to 2500 KG | Rs 5,000.00 | Rs 5,865.00 |
| Medium | 2501 KG to 5000 KG | Rs 10,000.00 | Rs 11,730.00 |
| Large | Over 5001 | Rs 25,000.00 | Rs 29,325.00 |

Basic Requirements for the registration

- Applicants should have a valid business registration to engage with Local tea business.
- All the suppliers should needs to furnish the sample of the retail container together with a representative sample of the tea content. Sample should comply with the ISO 3720 quality standard.
- Hygienic and other requirements of the premises in which the packaging operations are carried out.
- In the terms of the Sri Lanka Tea Board (Warehousing of Tea) regulation 1984 published in Government Gazette Extraordinary No 326/17of December 5th 1984 ,storage of any quantities of tea in excess of 1000 kgs at any one time and which Sri Lanka Tea Board considers satisfactorily for the purpose of storing of tea has to be registered with the Sri Lanka Tea board.

Payments Details and application collection

The application forms for the above registration can be obtained from the SLTB head office or from following regional branches.

| <u>No</u> | <u>Branch Office Address</u> | <u>Administrative District and Bank Account details.</u> |
|-----------|--|---|
| 01 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 140 ,Ambagamuwa Road, Gampola. Tel.No: 081-2352279 | Mahanuwara,Mathale,Kurunegala, And Nuwaraeliya district Bank Of Ceylon – Gampola A/C no : 0002499151 |
| 02 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 59A , Lower Dickson Road,Galle. Tel: 091-2232052 | Galle District Bank Of Ceylon – Galle A/C no : 0001585875 |
| 03 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, 1/61, New Town ,Rathnapura . Tel : 045-2222136 | Rathnapura & Kegalle District Bank Of Ceylon –Rathnapura A/C no : 0001015630 |
| 04 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 46, Vilfred Gunasekara Mawatha, Fort,Matara. Tel : 041- 2222636 | Mathara & Hambantota District Bank Of Ceylon–Matara A/C no : 0001659159 |
| 05 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, Vishaka Road,New Badulla road, Bandarawela. Tel : 057-2222812 | Badulla & Monaragala District Bank Of Ceylon–Bandarawela A/C no : 0002067259 |
| 06 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, Wathurana Road,Baduraliya. Tel: 034-2247444 | Galle & Kalutara (Mathugama and Elpitiya Divisional Secratariate) Bank Of Ceylon–Mathugama A/C no : 0005121673 |
| 07 | Deputy Tea Commissioner (Exports) Sri Lanka Tea Board, Tea Commissioner Division, No: 574 ,Galle Road, Colombo 03.Tel:011 2504090 | Colombo & other District |

Payment of registration fee could be made either in cheque or cash . All cheques should be drawn in favour of the “Sri Lanka Tea Board”.



SRI LANKA TEA BOARD

FORM : TC/LC/PR

Small Category
Medium Category
Large Category

| Reg. Fee Rs. | |
|-----------------|--|
| 5,000/- | |
| 10,000/- | |
| 25,000/- | |

Above fees are excluding NBT & VAT

APPLICATION FOR REGISTRATION / RENEWAL OF LOCAL TEA PACKERS FOR YEAR
SRI LANKA TEA BOARD (REGULATIONS OF TEA PACKERS) REGULATIONS 1986

01. Company Name:.....
02. Full Name of Applicant:.....
03. Address of Business premises:
-
04. NIC Number of Applicant:.....
05. Administrative District:.....
06. Divisional Secretariat:.....
07. (a) Telephone Number:..... (b) Fax:.....
- (c) E-Mail:.....
08. Registration Number if already registered as a local packer in Sri Lanka Tea Board
(TC /LC/PR):.....
09. Business Registration Number and Date:
- (Please attach certified copy)
10. Type of Business (Sole/Private/Public/Partnership):.....
-
11. Warehouse address which you use to store the tea:.....
-

12. Registration Number if warehouse is registered :.....

13. Maximum amount of tea which can be stored at a time:.....

14. The way of tea purchasing (Tea Auction/Private Sale/Direct Sale) ** Please attach necessary documents for proof:.....

15. Present Tea selling areas: (District/Divisional Secretariat):.....

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16. Details of Tea Packs:

| Trade Name | Type of packing (Packets/Tea Bags/Box, Tin/others | Net Weight | Do you hope to use the Lion Logo |
|------------|---|------------|-------------------------------------|
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| | | | |
| | | | |

17. Quantity of Tea to be used per month (Kgs.):.....

I/We have herewith attached the applicable license fee of Rs.in cheque/Bank receipt.

18 .Cheque Number:.....

I/ We hereby declare that all information mentioned above are true and correct to the best of my/our knowledge.

Date:.....

Applicant Signature:.....

Name:.....

OFFICE USE ONLY