SRI LANKA TEA BOARD

Application for Registration of Suppliers/Service Providers/Contractors – 2025

Item No – 6   Stationery & Related Products

01.) Please mark the (✓) in front of the items/services that you are willing to supply for the Tea Board confirm it with your signature.

No	Item	Please mark the tick (✓)	Signature
a	Office Stationery & consumables suppliers		
b	Photocopying papers		
c	Polymer seals & stamps (date stamps, rubber stamps)		
d	Cleaning Equipment, detergents, Toilet Papers, Tissue Boxes		

For each sub category you have to pay Rs.500/-, Sub Category means a, b, c etc.... (If You are wish to register for 03 sub categories like a, b, c, you have to pay Rs.1500/-). Payment can be made by Cash or Cheques to the Finance Division of Sri Lanka Tea Board. Cheques should be drawn in favour of Sri Lanka Tea Board.

02.) Information Of the Business
    a) Name of the Business   : ....
    b) Address   : ....
    c) Address of the service points : ....
    (Factory, printing, shop etc.)   ....
    d) Tele. No.   : ....
    e) E-mail Address   : ....
    f) Contact Person   : ……………………………………………………………
    g) Web site   : ....

03) **Details of the Service Supply Person for Tea Board**
    a) Name   : …………………………………….
    b) Designation   : …………………………………………..
    c) Service Supply Person's Contact No : …………………………………………..
    d) Email address to be sent to call for quotations: …………………………………..

04) . Business Registration Certificate No. & Date:
    (Photocopy of the Registration Certificate should be enclosed)

    a. BRC No.: ………………………………… b. Date of Issue: ……………………………….

5. Name of the Bankers   : ....

6. No of years in this business: ....

7. Information on supplier made during year 2021 and present clients (2024)

No.	Description	Name of the client

8. Period of credit allowed   : ....

9. Please mention receipt no. & attached a copy of the receipt obtained from Tea Board.

   ....

10. Other significant information   :

   ....

   11. I do hereby certify that the above mentioned details are true & correct to the best of my knowledge.

   Name: ………………………………………….   Signature: …………………………

   Date: ……………………………   Company Seal :

Office Use Only

Recommended for registration / Rejected for registration
If rejected Reason for Rejection
....
....
....
....
....

Recommended by : ....