

Application No. : .....

REG/...../2025/.....

## SRI LANKA TEA BOARD

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

#### Item No – 8 Office Furniture & Office Equipment

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 Furniture (Office Tables, Chairs, etc...)		
b	Steel furniture (Steel Almairah, Steel Cupboards, etc....)		
c	Office Equipment (TV, Refridgerator, Fan, Kettle, Flask, etc...)		
d	Repairs & maintenance of office furniture		
e	Repairs & maintenance of office equipment		

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 : .....
- h) Vat No (if applicable) : .....

#### 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). Name and address of the Proprietor (in case of limited liability Company, name , address and telephone Nos. of Directors)

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05. Business Registration Certificate No. & Date :

(Photocopy of the Registration Certificate should be enclosed)

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

6. Name of the Bankers : .....

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

8. Information on supplier made during year 2021 and present clients (2022)

No.	Description	Name of the client

9. Period of credit allowed : .....

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

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11. Other significant information:.....

12. 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

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Recommended by : .....