



This return should be made in duplicate and addressed to :

The Tea Commissioner  
No. 574, Galle road,  
Colombo 03.

Form T.C.4

**THE TEA CONTROL ACT NO. 51 OF 1957**

Return to be furnished to the Tea Commissioner under section 7(1) of the above Act.

Important :-

An application for registration must be made on this form:

- (i) When a new Tea Factory is registered.
- (ii) When a new owner purchases, inherits or otherwise acquires an existing registered Tea Factory and requires registration as a Manufacturer of Tea for the registration of the tea factory may have to use this format.
- (iii) Registration fee can be made by a cheque drawn in favor of "Sri Lanka Tea Board"
- (iv) Registration fee is subject to revision.

<p>1.(a) Name of the person making the return the owner or anyone the owners of the Factory or an accredited agent of the owner or owner may make this return. if the person making the return is the agent of the owners, he should state the same.</p>	
<p>(b) Address of the person making the return</p>	
<p>2. (a) Name of the Tea Factory in respect of which the application is being made</p> <p>(b) <i>Type of Business</i> (Sole of Proprietor/Partnership/Limited Liability Co etc.)</p>	
<p>(c) <i>Details of Business Registration</i> (Please attached relevant document) (List of Documents attached)</p>	
<p>(d) <i>Tax identification (TIN)</i> (Please attach the confirmation form Department of Inland Revenue)</p>	
<p>(e) Propose a new name for the factory (in the registered name has to be changed)</p>	
<p>(f) Telephone / fax / e-mail</p>	
<p>(g) Reason for submission of the application (according to requirement (i) &amp; (ii) above</p>	
<p>3. Situation of the factory:</p>	
<p>(a) Administrative District</p>	
<p>(b) D.S. Division</p>	
<p>(c) Grama Niladhari Division</p>	
<p>(d) Village</p>	
<p>(e) Is the Factory situated on an Estate or Smallholding? If so give the name of the Estate of Smallholding</p>	<p>.....</p> <p>.....</p> <p>.....</p>

<p>(f) State how the Factory can be reached giving the distance to the nearest town and the name of the road along which one has to travel. If it is necessary to turn off from the main road to reach the Factory, give the number of the milepost or culvert nearest the turning.</p>	
<p>4. Is the Factory a new Tea Factory, which has been established recently? Give the year of establishment. Please indicate No: and data of the prior approval letter. (attach on a copy of the letter)</p>	
<p>5. If the Factory is not a new Factory but has recently been acquired by the present owner or owners give:</p> <p>(a) The number under which the factory was registered in terms of the Tea Control Act by the previous owner or owners.</p>	
<p>(b) The name of the previous owner or owners:</p>	<p>(1).....</p> <p>(2).....</p> <p>(3).....</p> <p>(4).....</p> <p>(5).....</p>
<p>(c) Did the present owner or owners of the Factory acquire it by:</p> <p>(1) Purchase</p> <p>(2) Inheritance</p> <p>(3) Gift</p> <p>(4) Lease or</p> <p>(5) In any other manner</p> <p>Please state the mode of inquisitor documents proving the legal possession should be attached.</p>	
<p>6. (a) The name of the present owner or owners of the factory.</p> <p>(b) If the applicant's having registered any tea factory's under them. Please state the respective Registered No/No's</p> <p>(c) In case ownership is a partnership, of two or more, the nominee should get the from other partners.</p>	<p>(1).....</p> <p>(2).....</p> <p>(3).....</p>
<p>7. Is the present owner (or are the present owners) of the factory citizen (s) of Sri Lanka or not? If the factory is owned by a company. Please state whether the company is an approved project of BOI. If so annex a copy of the BOI approval.</p>	
<p>8.(a) Approximate elevation of Factory in meters above sea level.</p>	<p>.....meters</p>
<p>(b) Agro-Climatic district in which the factory is situated.</p>	

<p>9. (a) <b>Layout of Factory</b> (Please attach a floor plan of each level with the location of machinery clearly mention)</p>	
<p>(b) Floor area of Factory</p>	<p>Area of ground .....Sq.ft.</p> <p>No. of floors above the ground floor.....</p>
<p>(c) List of the full description of the machinery and equipment installed in the factory to be annexed by indicating whether they are new or used.</p>	<p>Area of withering (I) tat .....sq.mt</p> <p>(II) troughs.....sq.mt</p>
<p>(d) Maximum capacity of the factory expressed in kilograms of made tea per month.</p>	
<p>(e) Type of tea to be manufactured.</p>	<p>Orthodox / CTC / Green Tea/ Organic Tea / Instant Tea Orthodox &amp; CTC / Organic Green tea / Oolong Tea</p>
<p>10. (a) Is the factory now functioning? (b) If the factory was working before but it not functioning now. Please state how long it has not been working and when it is proposed to resume working at the factory.</p>	
<p>11. If the factory is now working; (a) Please state the average quantity of green tea leaf manufactured at the factory each month (if possible state the average for the 12 months immediately proceeding). (b) Please state whether the factory handles only green tea leaf from the estate and smallholding to the owners of the factory or whether its manufacturers bought leaf as well.</p>	<p>Kgs.</p>
<p>(c) If the bought leaf is manufactured at the factory, please state the average monthly quantity of bought green tea leaf manufactured.</p>	<p>Kgs.</p>
<p>12. Garden marks used for the sale of tea at the Auctions and the names of selling brokers.</p>	<p>(1) Garden marks i. .... ii. .... iii. .... iv. ....</p> <p>(2) Name of the Broker/s i. .... ii. .... iii. .... iv. .... v. ....</p>

	<p>13. Do you have Warehouse facilities for storing of made tea other than the factory premises? If so state the location of the Warehouse.</p> <p>If over 1000 Kg need to have Warehouse Registration</p>
	<p>14. If the factory is a new factory that has not yet started working:</p> <p>(a) Please state whether it is intended to procure to the factory, green tea leaf only from estates and smallholdings belonging to the owner or owners of the factory or whether it is proposed to procure bought leaf as well.</p> <p>(b) It is proposed to procure bought leaf at the factory please give approximate monthly quantity of bought leaf, which the factory is expected to handle.</p>
	<p>15. Name &amp; Experience in the field of;</p> <p>(a) Factory manager</p> <p>(b) Tea Maker, Employed at the factory (If he hire a Registered Factory officer at Sri Lanka Tea Board, please indicate the register number)</p>
	<p>16. <i>Method of Financing</i> (Bank Loan / Self-funded etc.)</p>
	<p>17. <i>Please attach a letter from a reputed Bank confirming the release of fixed capital</i> (Amount Rs ... ..)</p>
	<p>18. <i>Letter from a reputed Bank confirming facilities for working capital</i> (Amount Rs ... ..)</p>
	<p>19. At the time of taking over legal possession of the factory what are the liabilities under,</p> <p>(a) Green leaf suppliers reasonable price arrears</p> <p>(b) Unsettled Working Capital Loans with Year and the Bank/ Lending Institute</p> <p>(c) Advances obtained from Selling Brokers</p>
<p>I/We hereby declare that the statements contained in this return are true and accurate. (any incorrect / falls information submitted with the application leads to canceling the registration)</p> <p>Date:.....</p> <p>..... Signature of Applicant</p> <p>Name:.....</p> <p>Office Use Only :</p>	