

# NOTICE



Ministry of Environment, Wildlife, Forest Resources, Water Supply,  
Plantation and Community Infrastructure



## SRI LANKA TEA BOARD

TEA COMMISSIONER'S DIVISION

### SRI LANKA TEA BOARD LAW NO. 14 OF 1975 AND SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATION - 1986

### REGISTRATION OF LOCAL TEA PACKERS FOR THE YEAR 2025

In order to safeguard the quality of the tea presented to the domestic consumption. All the persons or bodies engaging in the local business of tea are required to register or renew their registration of local tea packer for the year 2025. In terms

of this regulations published in the Gazette Extraordinary No. 386/13 of 28th January 1986, & Gazette Extraordinary No. 2248/36 of 06th October, 2021 all the local tea packers should be registered & renewal with the Sri Lanka Tea board.

The Tea Packers will be registered & renewed under 3 categories, on the basis of the expected monthly sales volume. The registration fee & renewal fee for each category is appended below.

Monthly sales Volume	Registration Fee	Renewal fee
Up to 2500 Kg	Rs. 5,000.00	Rs. 2,500.00
Between 2501 to 5000 Kg	Rs. 10,000.00	Rs. 5,000.00
Over 5001 Kg	Rs. 25,000.00	Rs. 10,000.00

\* All above fees are with subjected to 18% VAT. (Value Added Tax)

The application forms for the above registration & renewal can be obtained from the SLTB head office or from following regional offices or could be downloaded from our official website [www.srilankateaboard.lk](http://www.srilankateaboard.lk)

Number	Regional Office Address	Administrative Districts and Bank Accounts details.
01	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 140, Ambagamuwa Road, Gampola. Tel. No: 081-2352279	Kandy, Matale, Kurunegala, Kegalle Bank Of Ceylon - Gampola A/C No : 0002499151
02	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: Walahanduwa Watte, Walahanduwa Galle. Tel: 091-2232052	Galle District Bank Of Ceylon - Galle A/C No : 0001585875
03	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, 61/1, New Town, Rathnapura. Tel : 045-2222136	Rathnapura Districts Bank Of Ceylon - Rathnapura A/C No : 0001015630
04	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 23, Aluth Mawatha, Uyanwatta, Matara. Tel : 041-2222636	Matara & Hambantota Districts Bank Of Ceylon - Matara A/C No : 0001659159
05	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, Vishaka Mawatha, New Badulla Road, Bandarawela. Tel : 057-2222812	Badulla & Monaragala Districts Bank Of Ceylon - Bandarawela A/C No : 0002067259
06	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, Wathurana Road, Baduralliya. Tel: 034-2247444	Galle & Kalutara (Mathugama and Elpitiya Divisional Secretariate) Bank Of Ceylon - Mathugama A/C No : 0005121673
07	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 10, Kelegala, Nanuoya Road, Nuwara Eliya. Tel : 052-2234695	Nuwara Eliya, Hanguranketha, Ambagamuwa, Kotmale, Norwood, Walapane, Hatton. Bank Of Ceylon - Nuwara Eliya A/C No : 84323339
08	Deputy Tea Commissioner (Exports) Sri Lanka Tea Board, Tea Commissioner's Division, No: 574, Galle Road, Colombo 03. Tel: 011-2504090	Colombo & other Districts Submit the application form with stipulated payment in cheque or cash to Head office.

Payment of registration & renewal fee could be made either in cash or cheque. All cheques should be drawn in favour of the "Sri Lanka Tea Board". Duly filled Applications together with the relevant payment should be handed over to the applicable regional office or Sri Lanka Tea Board head office.

In addition those who are engaging in tea business for local market through online are also required to register according to the above procedure.

Chairman  
**Sri Lanka Tea Board**  
574, Galle Rd,  
Colombo 3



## 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 (15%)</u>
Small	Up to 2500 KG	Rs 5,000.00	Rs 5,750.00
Medium	2501 KG to 5000 KG	Rs 10,000.00	Rs 11,500.00
Large	Over 5001	Rs 25,000.00	Rs 28,750.00

#### 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 5<sup>th</sup> 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 offices or could be downloaded from our official website [www.srilankateaboard.lk](http://www.srilankateaboard.lk)

<b>No</b>	<b>Branch Office Address</b>	<b>Administrative District and Bank Account details.</b>
01	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 140, Ambagamuwa Road, Gampola. Tel.No: 081-2352279	Kandy, Matale, Kurunegala, Kegalle Bank Of Ceylon – Gampola A/C No : 0002499151
02	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, Walahanduwa Watte, Walahanduwa, 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, 61/1, New Town, Rathnapura. Tel : 045-2222136	Rathnapura District Bank Of Ceylon – Rathnapura A/C No : 0001015630
04	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 23, Aluth Mawatha, Uyanwatta, Matara. Tel : 041- 2222636	Matara & Hambantota District Bank Of Ceylon – Matara A/C No : 0001659159
05	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, Vishaka Mawatha, 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	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, No: 10, Kelegala, Nanuoya Road, Nuwara Eliya. Tel: 0522234695	NuwaraEliya, Hanguranketha, Kotmale, Ambagamuwa, Norwood, Walapane, Hatton. Bank Of Ceylon - Nuwara Eliya A/C No : 84323339
08	Deputy Tea Commissioner (Exports) Sri Lanka Tea Board, Tea Commissioner Division, No: 574, Galle Road, Colombo 03. Tel: 011 2504090	Colombo & Other District Submit the application form with stipulated payment in cheque or cash to Head office.

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". Duly filled Applications together with the relevant payment should be handed over to the applicable regional office or Sri Lanka Tea Board head office.



FORM: TC/LC/PR/

## SRI LANKA TEA BOARD

**To be furnished to:**

**Deputy Tea Commissioner (Exports)  
Tea Exports Section,  
574, Galle Road,  
Colombo 3.**

**Small Category  
Medium category  
Large Category**

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

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

01. Company Name:.....
02. Sri Lanka Tea Board Registration Number: TC /LC/PR/ .....(Please attach Copy)
03. Type of Business (Individual/ Partnership/Private/Public):.....
04. Business Registration Number and Date: .....
05. Full Name of Applicant:.....
06. Address of Office premises: .....
- .....
07. Warehouse address which you use to store the tea:.....
- .....
08. Registration Number if warehouse is registered: (TC/WH/...../R/.....).
09. NIC Number of Applicant:.....
10. Administrative District:.....
11. Divisional Secretariat:.....
12. Telephone Numbers (a) Landline Number: .....
- (b) Mobile Number:..... (c) E-Mail:.....
13. Maximum amount of tea which can be stored at a time:.....

(2)

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

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

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

17. Details of Tea Packs:

Trade Name	Type of packing (Packets/Tea Bags/Box, Tin/others)	Net Weight

18 .Cheque Number:.....

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

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

Date:.....

Applicant Signature:.....

Applicant Name:.....

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**OFFICE USE ONLY**

# Notice

Payments should be made through any Bank of Ceylon branch account No:0001633709 to Sri Lanka Tea Board(Kollupitiya 2<sup>nd</sup> Branch) and the payment receipt should be submitted along with duly completed application.