

**SRI LANKA TEA BOARD**  
**Tea Commissioner's Division**  
**No 574, Galle Road, Colombo 03**

Ref: TB/TC/Productivity/383/2025

23<sup>rd</sup> January 2025

**Registered Manufacturers of Tea**  
**Licensed Green Tea Leaf Dealers**

Sirs,

**FINANCIAL ASSISTANCE FOR GREEN TEA LEAF CRATES AND STANDARD NYLON BAGS FOR GREEN LEAF DEALERS AND TEA FACTORIES - 2025**

**1. Introduction :**

- (i) The Sri Lanka Tea Board has decided to assist in purchasing Green Tea leaf crates and Standard Nylon bags for Green Tea leaf dealers and Tea factories with a view to minimize post-harvest damage during the transportation of Green Tea Leaves. A maximum of Rs. 2500 is granted for a specified Green Tea Leaf transporting Crate and a maximum of Rs. 400 is granted for a specified Standard Nylon Bag.
- (ii) Registered Tea Factory owners and Licensed Green Tea Leaf Dealers are eligible to receive subsidy for maximum of 100 plastic crates and 200 Standard Nylon Bags.

**2. Method of application:**

- (i) Application for obtaining of Plastic crates and Standard Nylon bags under this scheme should be made available in the prescribed application form No.TC/Productivity/383/2025.
- (ii) It is compulsory to provide all the information as required by the application form. Failure to furnish the required information will lead to rejection of the application. Duly completed applications should be submitted to the relevant Assistant Tea Commissioner of the area where the factories are located on or before 15th February 2025. As the funds are limited, the applications will be entertained on a "First come first Serve" basis.
- (iii) Only the registered tea manufacturers and the registered green leaf dealers or persons authorized by them in writing are authorized to sign the application. (The letter should be attached)

**3.0 Methods for purchasing Green Tea Leaf crates and Standard Nylon bags:**

Once the application is received by the relevant SLTB office in the area, arrangements will be made to conduct the necessary inspections to verify the information in the application. After ratification by the officers of the SLTB, the application will be forwarded to the Tea Commissioner, who is the approving authority. Once the application is approved, the applicant will be informed of the specifications and guidelines to purchase plastic crates and Standard nylon bags. The relevant subsidy amount will be granted for the successful purchase upon the submission of the proofs of purchase. The Subsidy payment will directly be made to the bank account number of beneficiary. The beneficiary should provide the payment details with the application.

**4.0 Applicants are required to furnish true and accurate information and need to assist inspectors at the time of field inspection and whenever they are required additional information regarding the applications.**

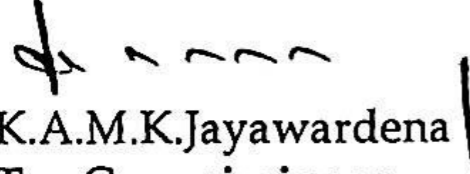
Providing false or information known to be false is a punishable offense under section 41 of the Tea Control Act No. 51 of 1957 as amended. Apart from being liable to furnish under the aforesaid act, providing false information will immediately disqualify the company from current and any future subsidy schemes and will be liable to refund any subsidies already paid. Such companies may also become liable to be punished under the penal code for the embezzlement of state funds.

5.0 The Regional Assistant Tea Commissioners and their areas of authority are as follows.

| Regional Assistant Tea Commissioners  | Areas of authority  |
|---|---|
| 1. Assistant Tea Commissioner<br>Visaka Mawatha, New Badulla Road,<br>Bandarawela. Tel/Fax 057-2222812              | Badulla / Monaragala Districts  |
| 2. Assistant Tea Commissioner<br>Walahanduwa Watta, Walanduwa,<br>, Galle. Tel/Fax 091-2232052                      | Galle District<br>(Except Elpitiya Divisional Secretariat area)             |
| 3. Assistant Tea Commissioner<br>No 140, Ambagamuwa Road,<br>Gampola. Tel/Fax 081-2352279                           | Kandy/Matale Districts  |
| 4. Assistant Tea Commissioner<br>N0 23, New Lane, Uyanwatta,<br>Matara. Tel/Fax 041-2222636                         | Matara District<br>Hambanthota District                                     |
| 5. Assistant Tea Commissioner<br>61/1, New Town,<br>Rathnapura. Tel/Fax 045-2222136                                 | Ratnapura District<br>Kegalle District                                      |
| 6. Assistant Tea Commissioner<br>Wathurana Road,<br>Baduraliya. Tel/Fax: 034-2247444                                | Kalutara District<br>Galle Districts (Elpitiya Divisional Secretariat area) |
| 7. Assistant Tea Commissioner<br>No 10, Nanuoya Road,<br>Kelegala, Nuwara Eliya.<br>Tel: 0522234695/Fax: 0522234686 | Nuwara Eliya District   |

6.0 Information regarding this subsidy scheme could be obtained from the Deputy Tea Commissioner - (Development) at the SLTB head office.

- i. Deputy Tea Commissioner (Development)  
Sri Lanka Tea Board  
No 574, Galle Road, Colombo 03  
Tel: 0112580152/ 0112582121 Fax: 0112580161  
Email: development@pureceylontea.com

  
K.A.M.K. Jayawardena  
Tea Commissioner

- Copies: :
- (1) Secretary, Ministry of Plantation and Community Infrastructure
  - (2) Chairman, Sri Lanka Tea Board.
  - (3) Chairman, TSHDA. (Pl. copy this to your Regional Managers)
  - (4) Chairman, Tea Research Institute
  - (5) Chairman, SLTFOA
  - (6) Chairman, JEDB
  - (7) Chairman, SLSPC
  - (8) Chairman, Colombo Tea Traders' Association
  - (9) Chairman, Colombo Brokers Association
  - (10) Chairman, Planter's Association of Ceylon
  - (11) Director General, Sri Lanka Tea Board
  - (12) Director, Tea Research Institute
  - (13) CEO's of all the Plantation Management Companies
  - (14) Chief Internal Auditor, SLTB
  - (15) Superintendent - Government Audit Division
  - (16) Deputy Tea Commissioners (Development/Regulatory)
  - (17) All Assistant Tea Commissioners/- Please issue copies to Tea Instructor/Inspectors

|                |
|----------------|
|                |
| For Office Use |

**SRI LANKA TEA BOARD**  
**APPLICATION FOR FINANCIAL ASSISTANCE FOR GREEN LEAF CRATES AND**  
**STANDARD NYLON BAGS FOR GREEN TEA LEAF DEALERS AND TEA FACTORIES -**  
**2025**

- 1.0 Name of Tea Factory /Green Tea Leaf Dealer :  
 .....  
 Registration No :.....
- 2.0 Address of the Tea Factory/Green Tea Leaf Dealer: .....
- 3.0 Name and the address of the Registered Manufacturer of Tea/Regional Plantation  
 Company/Green Tea Leaf Dealer:  
 .....  
 Telephone No:..... Fax No:.....
- 4.0 Name of the estate where the tea factory is located (for the corporate sector)  
 .....
- 5.0 Administrative district :.....
- 6.0 D.S.Division:.....  
 G.S.Division:.....
- 7.0 No of Tea Small Holders :.....
- 8.0 Average Monthly Green Tea Leaf Intake for Last Year (kg) :.....
- 9.0 Have you obtained this subsidy for the year 2024. Yes/No  
 If yes please indicate amount of Plastic Crates and Standard Nylon Bags for which the  
 subsidy was granted.

| Type   | Nos |
|--------|-----|
| Bags   |     |
| Crates |     |

- 10.0 Presently available number of Plastic Crates and Standard Nylon Bags :

| Type   | Nos |
|--------|-----|
| Bags   |     |
| Crates |     |

|                |
|----------------|
|                |
| For Office Use |

**SRI LANKA TEA BOARD**  
**APPLICATION FOR FINANCIAL ASSISTANCE FOR GREEN LEAF CRATES AND**  
**STANDARD NYLON BAGS FOR GREEN TEA LEAF DEALERS AND TEA FACTORIES -**  
**2025**

- 1.0 Name of Tea Factory /Green Tea Leaf Dealer :  
 .....  
 Registration No :.....
- 2.0 Address of the Tea Factory/Green Tea Leaf Dealer: .....
- 3.0 Name and the address of the Registered Manufacturer of Tea/Regional Plantation  
 Company/Green Tea Leaf Dealer:  
 .....  
 Telephone No:..... Fax No:.....
- 4.0 Name of the estate where the tea factory is located (for the corporate sector)  
 .....
- 5.0 Administrative district :.....
- 6.0 D.S.Division:.....  
 G.S.Division:.....
- 7.0 No of Tea Small Holders :.....
- 8.0 Average Monthly Green Tea Leaf Intake for Last Year (kg) :.....
- 9.0 Have you obtained this subsidy for the year 2024. Yes/No  
 If yes please indicate amount of Plastic Crates and Standard Nylon Bags for which the  
 subsidy was granted.

| Type   | Nos |
|--------|-----|
| Bags   |     |
| Crates |     |

- 10.0 Presently available number of Plastic Crates and Standard Nylon Bags :

| Type   | Nos |
|--------|-----|
| Bags   |     |
| Crates |     |

11.0 Number of Plastic Crates and Standard Nylon Bags request for:

| Type   | Nos |
|--------|-----|
| Bags   |     |
| Crates |     |

12.0 Payment details of applicant:

| Name of the Beneficiary | NIC Number | Name of the Account | Account No | Name of the Bank and Branch |
|-------------------------|------------|---------------------|------------|-----------------------------|
|                         |            |                     |            |                             |

I certify that the information provided in this application is true and accurate to the best of my knowledge:

Name and designation of the person furnishing this application:

.....

Date : .....

.....

**Signature**

**N.B**

1. Please provide all information and documents required by this application right first time to avoid delays
2. Please provide all necessary assistance to the inspecting officer of the Sri Lanka Tea Board to conduct His inspection
3. For further details about this subsidy schem please refer Circular letter No.TB/TC/Productivity/383/2025 dated 23<sup>rd</sup> December 2024.
4. Applications submitted after the closing date will be rejected. (Closing Date 15<sup>th</sup> February 2025)