

NOTICE



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD



SRI LANKA TEA BOARD LAW NO. 14 OF 1975 SRI LANKA TEA BOARD (WAREHOUSING OF TEA) REGULATIONS -1984 REGISTRATION / RENEWAL OF WAREHOUSES USED FOR STORING OF TEA - 2026

In accordance with the Sri Lanka Tea Board (Warehousing of Tea) Regulations 1984 published in Government Extraordinary Gazette No. 326/17 of 05th December, 1984 as amended by Government Extraordinary Gazette No. 418/11 of 10th September, 1986 and as further amended by the Government Extraordinary Gazette No. 1280/8 of 20th March, 2003 all warehouses used for storage of tea 1000 kgs. or above at any time, should be registered with Sri Lanka Tea Board. All registration of warehouses under these Regulations should be renewed annually on or before the **31st December**.

2. Application forms for registration or renewal of registration of Warehouses for the year 2026 under these Regulations and any further details can be obtained from the **Deputy Tea Commissioner (Exports)** (Tel- 011-2504090) Sri Lanka Tea Board or could be downloaded from the Sri Lanka Tea Board official website (www.srilankateaboard.lk)
3. Duly completed applications for the year 2026 should be forwarded to Deputy Tea Commissioner (Exports), Sri Lanka Tea Board, Tea Exports Division, 574, Galle Road, Colombo 03 on or before **30th November, 2025**.
4. In the aforesaid Regulations "**Warehouse**" means any building used for the purpose of storing tea by **Brokers, Manufacturers, Processors, Transporters, Forwarders, Sellers and Buyers excluding factories registered for the manufacture of tea under the Tea Control Act. No.51 of 1957.**
5. Every person who contravenes or fails to comply with any provision of these regulations or furnishes false information or returns to Sri Lanka Tea Board shall be guilty of an offence, punishable in terms of these Regulations.
6. The registration fee for new registration is **Rs. 25,000/- + 18% VAT** (Total fee is **Rs. 29,500/-**). Every warehouse above renewal annually on or before **31st December** for the following year. The renewal fee is **Rs. 10,000/- + 18% (VAT Total fee is Rs. 11,800/-)**
7. Payment of registration fee or renewal fee could be made either in cash or cheque. All cheques should be drawn in favour of "**Sri Lanka Tea Board**".

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



වැවිලි සහ පුරා යටිතල පහසුකම් අමාත්‍යාංශය
பெருந்தோட்ட மற்றும் சமூக உட்கட்டமைப்பு வசதிகள் அமைச்சு
Ministry of Plantation and Community Infrastructure



ශ්‍රී ලංකා තේ මණ්ඩලය
இலங்கைத் தேயிலைச் சபை
SRI LANKA TEA BOARD

574 | ගාලු පාර, කොළඹ 03, ශ්‍රී ලංකාව.
காலிபீதி, கொழும்பு 03, இலங்கை.
Galle Road, Colombo 03, Sri Lanka.

Ref: TC/E/PAPER ADVERTISEMENT
13 /10/2025

To: - All Warehouse Owners of Tea

Dear Sir/Madam

RENEWAL/NEW REGISTRATION OF WAREHOUSE OF TEA FOR THE YEAR 2026

Please find attached herewith the application for renewal of registration for the year 2026 as per the paper advertisement dated 28th September 2025 in Sunday Observer, Silumina and Vaaramanjari. You are required to submit duly completed application with following documents.

- Certified copy of Business Registration.
- Form 01 and 20 (only for Limited companies and Public Limited companies).
- If the warehouse is owned by you, original deed with a copy should be submitted. If the warehouse is leased or rent, respective agreement registered by the land registry with a copy should be submitted.
- A copy of the Insurance Policy which covers the warehouse (Stock of tea quantity of tea insured) should be submitted.
- Applicant's willingness and the capacity to provide their service to other users should be justified by a letter detailing each user and tea handling volume.
- When other users are further added for warehousing, blending and packing of tea, insurance policy for warehousing of tea should be amended accordingly (as per total insured quantity of tea).
- According to the decision made by the Board, it is compulsory to obtain HACCP Certification as a minimum standard for all registered warehouses and it will be one of the key requirement for registration / renew registration of tea warehouses from year 2020. Therefore you are required to submit original certificate of HACCP certification along with a copy.
- All original document will be returned to the applicant after verification.
- Receipt for the payment of Registration/Renewal Fee (Payment to be made to the Finance Division of the Sri Lanka Tea Board). New registration fee Rs.25,000.00 + 18%VAT, Payable fee is Rs.29,500.00 Renewal fee Rs.10,000.00 + 18%VAT, Payable fee is Rs.11,800/-.

Kindly note that your application should be forwarded on or before 30th November 2025 for renewal and warehouse registration should be renewed on or before 31st December 2025.

Thanking you.

Yours faithfully

M. K. Samaraweera
Deputy Tea Commissioner

M.K. Samaraweera
Deputy Tea Commissioner (Exports)

සභාපති
தலைவர்
CHAIRMAN
T: +94 11 2590968
F: +94 11 2585701

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் தலைவர்
DIRECTOR GENERAL
T: +94 11 2508991
F: +94 11 2582122

පොදු ද. අංකය
கூடுதல் தொலைபேசி
GENERAL NO.
+94 11 2587814
+94 11 2582121
+94 11 2507728

ෆැක්ස්
தொலைபேசி
FAX NO.
+94 11 2587341
+94 11 2589132

TEA COMMISSIONER
T: +94 11 2580182
F: +94 11 2580161
tcd@pureceylontea.com

TEA PROMOTION
T: +94 11 2583343
F: +94 11 2587341
promotion@pureceylontea.com

ADMINISTRATION
T: +94 11 2586053
F: +94 11 2589132
teaboard@pureceylontea.com

FINANCE
T/F: +94 11 2584845
finance@pureceylontea.com

ANALYTICAL LABORATORY
T/F: +94 11 2581576
lab@pureceylontea.com

FORM NO. TWR - 1

This application should be filled in duplicate and sent to the
Deputy Tea Commissioner, Tea Exports Branch, 574, Galle Road, Colombo 3

New Registration	Rs.25,000/-	
Renewal	Rs.10,000/-	
If renewal, state the Registration No. (Above fees are excluding NBT & VAT)		

**APPLICATION FOR THE REGISTRATION/RENEWAL OF WAREHOUSE
USED FOR THE STORAGE OF TEA FOR THE YEAR 20.....**
Sri Lanka Tea Board (Warehousing of Tea) Regulations 1984

1. Name of the Applicant and Address Tel No.: Fax No.: E-Mail Address:	
2. Type of Business (a) (State Whether Sole Trader, or Partnership, Or Corporate Body, or Co-operative of other) (b) Name & Business Registration No.: (Annex certified copy of the Business Reg.: Certificate & copy of Memorandum & Article of Association with Form - 48)	
3. (a) Owner of the warehouse : (b) State whether warehouse on lease or owned. (If on lease annex a copy of lease agreement/deed Registered at Land Registry)	
4. Category for which the application is made State whether to store teas: (a) As a Seller (an exporter) or as an accredited agent of sellers; or (b) As a broker or as an accredited agent of Brokers; or (c) As a buyer or as an accredited agent of buyers; or (d) As a transporter or as an accredited agent of Transporter, or (e) As a Forwarder or an accredited Agent of Forwarder, or (f) As a Processor or an accredited Agent of Processors, or (g) As a Manufacturer or as an accredited Agent of Manufacturers (Please indicate the owner/s of tea) (h) As a Seller (non-exporter) or as an accredited agent of Sellers.	

5. Description and particulars of the building to be used as the warehouse. Give particulars of : (a) Location : 1. Assessment No: 2. Postal Address: 3. Grama Niladari Division: 4. Divisional Secretariat: (b) State how the warehouse can be reached giving the distance to the nearest town and name of road along Which on has to travel: © Floor Area (in Sq. Meters): (d) Average Height of side walls (in meters) : (e) Type of (i) Floor (ii) Walls (iii) Roof (f) No. of Entrances: (g) Year of construction: (h) Whether it is insured: (if so annex copy of insurance Policy)	
6. Facilities available: (a) No. of full chests that could be stored at a Stacking Rate of 16 chests per sq. Meter. (If calculated at a higher rate of stacking, particulars of additional devices in use should be stated) (b) No of weighing scales available and types (c) Availability of Electricity (d) Particulars of any special plant, equipment or machinery in use including air conditioners and dehumidifiers	

7. Particulars of Security arrangements:	
8. Particulars of Supervisory Staff of the Warehouse: (a) Names with designation (b) Whether they are on contract only for blending/ Whether your own staff	
9. If a Registration as a Packer of tea has been obtained for the year and for the same premises, give Registration No.:	
10. If a registered Exporter of Tea, give Registration No.	
11. Please indicate the name & address of other users of the warehouse Please attach an annexure, if this space is inadequate Indicate their category	

I/we declare that the information given above is true and correct.

I enclose a Cheque for Rs. 25,000.00/Rs. 10,000.00 drawn in favour of the Sri Lanka Tea Board being the Registration/Renewal fee (Above fee is excluding NBT and VAT)

I also enclose a Photostat copy of the Insurance Policy covering stocks of tea at market price.

.....
Date:

.....
Signature of Applicant

- N.B**
1. Payments made in cash will also be accepted
 2. A separate application has to be made in respect of Each assessment No.:
 3. This application should be signed by CEO/MC/Managing Partner of Proprietor.