

Application No. :

REG/...../2027/.....

SRI LANKA TEA BOARD

Application for Registration of Suppliers/Service Providers/Contractors – 2027

Item No – 1 Printing

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	Digital name board printing		
b	Printing and Supply of Polythene Bags		
c	Printing and Supply of Biodegradable cloth Bags		
d	Printing of computer continuation sheets		
e	Printing & Supply of Cartons, Boxes, Bags & Corrugated Boxes		
f	Printing of Alufoil Envelopes (for collecting Tea samples), IMA Tea Bags / Envelopes & Tea Packaging Materials		
g	Printing of promotional materials including Annual Report, books, brochures, calendars, diaries, Leaflets and posters etc.....		

For each sub category you have to pay Rs.500/-, Sub Category means 1a, 1b, 1c etc.... (If You are wish to register for 03 sub categories like 1a, 1b, 1c, 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.

Please attach a payment receipt with this letter.

02.) Information of the Business

Email address will be used for calling quotations. Therefore, please ensure that the correct email address is submitted. (මිල ගණන් කැඳවීම විද්‍යුත් තැපැල් ලිපිනය (Email) මගින් සිදු කෙරේ. එබැවින් නිවැරදි විද්‍යුත් තැපැල් ලිපිනය ලබා දෙන්න.)

- 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 :

03.) Nature of the Business

- a) Business Registration Number :
b) Business Registration Date :

Please attached the copy of Business Registration Certificate (Compulsory)

04.) Banking Details

- a) Details of the Banks & Branches

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- b) Current Accounts Holding Banks

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Please attached past 03 months bank statements.

05.) Credit Facilities (Minimum 30 Days):

06.) Please mark the tick (✓) for available machinery in your company at present. (Compulsory)

1. Gravure Machine

2. Inkjet Printers

3. Digital Printers

4. Screen Printers

5. Heat Press Printers

6. Flexographic Printers

7. Laser Printer

8. Pad Printers

9. Offset Printers

10. Letter Press Printers

11. Cutting Equipment

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

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08.) Other details

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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, Reasons for Rejection:

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Recommended by:.....