

To be submitted to

FORM -TC/ER/M

Deputy Tea Commissioner,  
Sri Lanka Tea Board,  
Tea Export Branch,  
574, Galle Road,  
Colombo 3.

New Registration	Rs.10,000.00 + Vat+NBT
Renewal	Rs.5,000.00+Vat+NBT
If Renewal -state the Reg.No	

**APPLICATION FOR REGISTRATION/RENEWAL AS AN IMPORTER OF TEA  
UNDER THE SRI LANKA TEA BOARD (IMPORT& EXPORT) REGULATIONS-1981**

1. Name of Company: \_\_\_\_\_
2. I. Address (a) Office: \_\_\_\_\_  
(b) Warehouse: \_\_\_\_\_  
II. Telephone No. : \_\_\_\_\_  
III. Telex/Fax No.: \_\_\_\_\_
3. I. Tea Exporter's Registration No.: \_\_\_\_\_  
II. Tea Packer Registration No.: \_\_\_\_\_
4. Ownership - (a) Local: \_\_\_\_\_ (b) Foreign: \_\_\_\_\_
5. Name & Address of Foreign: \_\_\_\_\_  
Collaboration (if any)
6. Proposed scheme of financing: (a) Local: \_\_\_\_\_ (b) Foreign: \_\_\_\_\_
7. Current Export of tea:

	Volume/Kgs.	Value/Rs.
(a) Tea in Bulk	_____	_____
(b) Tea in Packets	_____	_____
(c) Tea in Bags	_____	_____
(d) Others (specify) - Green Tea	_____	_____

8. State Product/s to be exported (Bulk Tea/Tea Packets or Tea in Bags) in  
Blended form: \_\_\_\_\_
9. Trade Name/Brand Name: \_\_\_\_\_
- Tea in Bulk: \_\_\_\_\_
- Tea in Packets: \_\_\_\_\_
- Tea in Bags: \_\_\_\_\_
10. Year of commencement of Exports: \_\_\_\_\_
11. Whether you are an approved project under the BOI or not: \_\_\_\_\_

I/we hereby declare that the particulars furnished in the application are true and correct. If any of the declarations made above is found to be false/incorrect, I am/we are aware that my/our Registration as an Exporter of tea is liable for cancellation.

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Signature of Applicant

Date:.....

.....

Name in block letters

N.B.: This form should be signed by the Managing Director/Managing Agent or by the Proprietor as the case may be.

FOR OFFICE USE ONLY



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பெருந்தோட்ட கைத்தொழில் அமைச்சு  
MINISTRY OF PLANTATION INDUSTRIES



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இலங்கைத் தேயிலைச் சபை  
SRI LANKA TEA BOARD

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காலிவீதி, கொழும்பு 03, இலங்கை  
GALLE ROAD, COLOMBO 03, SRI LANKA

Ref: TC/E/VI/81(P)

29/10/2019

Managing Director/Chief Executive Officer,  
Managing Partners/ Proprietor,  
All Registered Exporters/Importers of Tea.

Sir,

**SRI LANKA TEA BOARD (IMPORT & EXPORT) REGULATIONS 1981  
IMPORTED TEA HELD IN STOCK AS 31<sup>ST</sup> DECEMBER, 2019**

I write with reference to section 8 of the above regulations published in the Government Gazette Extra-ordinary No. 134/6 dated 01.04.1981

02. You are hereby requested to furnish the following information with regard to the balance stock of tea, imported under the above Regulations and held by you as at 31<sup>st</sup> December, 2019 on or before 31<sup>st</sup> January, 2020 according to the specimen format annexed hereto.

- Total quantity of Unblended imported teas held in your stock as at 31<sup>st</sup> December, 2019 (Import permit wise- in **Form IM/BS-1**)
- Total quantity of imported tea in blended from held in your stock as 31<sup>st</sup> December, 2019 (Blend number wise-**Form IM/BS II**) – inclusive of blend gains and losses)
- Quantity of other origin tea sold locally during the year 2019 ( As per **Form IM/BS III**)
- Quantity of other origin tea transferred to other exporters during the year 2019 ( As per the **Form IM/BS/IV**)

03. Kindly note that any subsequent amendments or alterations replacement of the Balance Stock Statement so furnished will not be accepted under any circumstances. **Also note if the balance stock statement is not received on 31.01.2020 no authorization for re-exportation of other origin teas will be considered.**

Yours truly,

K.A.M.K. Jayawardena  
Deputy Tea Commissioner (Exports)

Deputy Tea Commissioner (Export) Sri Lanka Tea Board

- Cc: 1. IE/P File  
2. Imported Stock handling Unit-

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CHAIRMAN

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DIRECTOR GENERAL

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TEA PROMOTION  
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F: +94 11 2587341

ADMINISTRATION  
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F: +94 11 2589132

FINANCE  
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ANALYTICAL LABORATORY  
T/F: +94 11 2581576

(Should be submit on or before 31.01.2020)

Form: IM/BS I

Name & Address of Exporter: .....

Exporter Registration No: TC/E/R/..... Importer Reg. No. IE/P .....

**TOTAL QUANTITY OF UNBLENDED IMPORTED TEA**

**HELD STOCK AS AT 31.12.2019**

<b>Import permit No. &amp; Date of issue</b>	<b>Date of Importation</b>	<b>Country of Origin</b>	<b>Category of tea CTC/Specialty Type/Green</b>	<b>Balance Qty. in Kg. as at 31.12.2019</b>
<b>TOTAL</b>				

I /We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date: .....

.....

Signature of Managing Director/  
Chief Executive

(Should be submit on or before 31.01.2020)

Form: IM/BS II

Name & Address of Exporter: .....

Exporter Registration No: TC/E/R/.....Importer Reg. No. IE/P .....

**TOTAL QUANTITY OF BLENDED IMPORTED TEA**

**HELD STOCK AS AT 31.12.2019**

Blend No.	Date of Blend	Balance as at 31.12.2019 inclusive of Blend Gains/ Losses		
		Local Tea Component (Kgs.)	Imported Tea Component (Kgs.)	Total in Kgs.

I /We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date: .....

.....

Signature of Managing Director  
/Chief Executive Officer

**QUANTITY OF TEA SOLD LOCALY DURING THE YEAR 2019**

Month	Quantity sold Kg.	From whom teas procured	To whom teas sold
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			

I /We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date: .....

.....

Signature of ManagingDirector  
/Chief Executive

**QUANTITY OF TEA TRANSFERRED TO OTHER EXPORTERS DURING THE  
YEAR 2019**

Straight Line or Blend Balance	Quantity (Kg.)	Transferee's Name	Date of Transfer	Whether approval has been obtained for the transaction

I /We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date: .....

.....

**Signature of Managing Director/  
Chief Executive Officer**