



NOTICE



MINISTRY OF PLANTATION SRI LANKA TEA BOARD

ANNUAL REGISTRATION/RENEWAL OF REGISTRATION OF EXPORTERS OF TEA 2024

In terms of the Sri Lanka Tea Board Law No. 14 of 1975 and the Tea (Tax and Control of Exports) Act. No. 16 of 1959, all individuals and organizations engaged in the business of export of tea products should register themselves with the Sri Lanka Tea Board.

Applications are now being called by the Sri Lanka Tea Board for registration of new applicants and renewal of registration of the following categories of individuals and organizations engaged in the export of tea products for the year 2024.

Duly completed applications for the below categories should be forwarded with the renewal fees to the **Deputy Tea Commissioner, Tea Exports Section, Sri Lanka Tea Board, No. 574, Galle Road, Colombo 3, on or before 30th November, 2023.** All cheques for the amount applicable should be drawn in favour of the **"Sri Lanka Tea Board"**.

- | | |
|--|----------------|
| * Exporters of tea whose annual volume of tea exported is 1 Million Kgs or above | Large category |
| * Exporters of tea whose annual volume of tea exported is below 1 Million Kgs. | Small category |

New/renewal application forms could be downloaded from the Sri Lanka Tea Board official web site (www.srilankateaboard.lk).

Registration fee for new applicants and renewal fee for registered exporters of tea are appended below:

- | | |
|--|-----------------------|
| * New Applicant (For Exporter and Packer registrations)..... | Rs.50,000/- + 15% VAT |
| * Renewal of Large Category!..... | Rs.500,000/-+ 15% VAT |
| * Renewal of Small Category..... | Rs.50,000/- + 15% VAT |

All registered exporters of tea shall renew their registration for the year 2024 on or before 31st December, 2023.

In addition those who are engaging in tea exports activities through online are also required to register according to the above procedure.

**CHAIRMAN
SRI LANKA TEA BOARD
574, GALLE ROAD,
COLOMBO 03.
29.10.2023**



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பெருந்தோட்ட அமைச்சு
MINISTRY OF PLANTATION

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இலங்கை தேயிலைச் சபை
SRI LANKA TEA BOARD



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காலிவீதி, கொழும்பு 03, இலங்கை
Galle Road, Colombo 03, Sri Lanka

Ref: TC/E/R/

30.10.2023

To All Registered Exporters of Tea

Dear Sir,

RENEWAL OF EXPORTER REGISTRATION FOR THE YEAR 2024

Please find attached herewith the application for renewal of registration for the year 2024 as per the paper advertisement dated 29th October 2023 in Sunday Observer, Sunday Lankadeepa and Vaaramanjari. You are required to submit duly completed application with following documents.

Kindly note that your application should be forwarded on or before 30th November, 2023

- Certified copy of Business Registration
- Certified copy of form 20 and Form 1 (Only for Limited Companies and Public Limited Companies).
- Original letter of consents from the warehouse owners and the applicant's requests to use the same warehouse for the year 2024. (If warehouse facilities are not owned by the applicant)
- Copies of warehouse registration certificates for the year 2024. (For warehouse owners)
- Copy of the payment of renewal fee (payment to be made to the Finance Division of the Sri Lanka Tea Board) and please make sure your export category would be decided based on the export statistics from 1st October 2022 to 30th September 2023.

Please make sure to comply with following conditions prior to submit your Exporter & Packer applications.

- If warehouses of other companies are used, please make sure that renewal application of such warehouses are already submitted to Sri Lanka Tea Board and name of your company is already included in their warehouse renewal application as "other users".
- If you are a holding company with several subsidiaries which are registered with Sri Lanka Tea Board please include their names into relevant warehouse renewal applications as other users.
- Those who are having provisional/Temporary registration certificates should submit a request letter for extension of their exporter and packer registration along with the renewal application form with all past export statistics/export performance.

Please note that your exporter registration should be renewed on or before 31.12.2023

Thanking you,

Yours faithfully,

B.K.Jayamanna
Deputy Tea Commissioner (Exports)

B.K.JAYAMANNA
DEPUTY TEA COMMISSIONER (EXPORTS)
SRI LANKA TEA BOARD

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ANALYTICAL LABORATORY
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lab@pureceylontea.com



SRI LANKA TEA BOARD

To be forwarded to

Deputy Tea Commissioner (Exports)

TEA (TAX AND CONTROL OF EXPORT) ACT. NO. 16 OF 1959

RENEWAL OF EXPORTERS REGISTRATION FOR THE YEAR 2024

01. 1.1 Name of Exporter:
- 1.2 Exporter's Reg. No.:
- 1.3 Date of first Reg.:
02. Business Registration No. & Date of Registration:.....
03. Office Address:
-
04. Telephone and Fax Nos.
- Mobile No/s:.....
- Email :
- Web site:
05. (a) Name of Managing Director/
- Partner/Proprietor:
- (b) Names of other Directors:
06. If Subsidiary/ Associate Company,
- Give name of Holding Company &
- It's Registration Number:
07. Warehouse/s information
- (Name/s, location address/s
- W/H Reg. Number./s
-

I/we hereby forward a cheque for Rs.being the prescribe fee for the renewal of Exporters Registration for the year.....

Signature:

Date:.....

Name :

OFFICE USE ONLY



NOTICE



MINISTRY OF PLANTATION SRI LANKA TEA BOARD

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

REGISTRATION / RENEWAL OF REGISTRATION OF TEA PACKERS FOR EXPORTS OF TEA FOR THE YEAR 2024

In terms of the above regulation published in the Gazette Extraordinary No. 386/13 of 28th January, 1986 and Gazette Extraordinary No. 2248/36 of 6th October 2021, no person or body of persons shall engage in the business of packing tea, unless such person or body of persons is registered with the Sri Lanka Tea Board.

1. Accordingly, all the registered tea exporters in the Sri Lanka Tea Board engaging in the business of packing tea in all forms of packaging for export market, are hereby advised to apply for registration or renewal of the registration for the year 2024 to the Deputy Tea Commissioner (Tel: 0112504090), Sri Lanka Tea Board, Tea Export Branch, No. 574, Galle Road, Colombo 3 on or before **30th November, 2023** in the prescribed form obtainable from our official web site (www.srilankateaboard.lk).
2. The applicable fee for a new registration would be **Rs. 25,000/- + 15% VAT**. (Payable Fee would be **Rs. 28,750/-**). Every registration shall be renewed annually on or before **31st December** of the current year. The renewal fee would be **Rs. 10,000/- + 15% VAT** (Payable Fee would be **Rs. 11,500/-**).
3. In the aforesaid regulation, unless the context otherwise requires "**Export tea Packer**" means a person or body of persons who packs tea in consumer or catering packs not exceeding five kilograms (5kg) in such containers as cartons, canisters packets, wooden boxes, cans, porcelain jars, reed packs or any other form of retail packing for export.
4. Every person who contravenes or fails to comply with any provision of these regulations or furnishes false information or returns to the Sri Lanka Tea Board shall be guilty of an offence, punishable in terms of these regulations.
5. Payment of registration fee or renewal fee could be made either in cash or cheque. All cheques should be drawn in favour of the "**Sri Lanka Tea Board**".

CHAIRMAN,
SRI LANKA TEA BOARD,
574, GALLE ROAD,
COLOMBO 3.
29.10.2023



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காலிவீதி, கொழும்பு 03, இலங்கை
Galle Road, Colombo 03, Sri Lanka

30/10/2023

TC/E/PR/

TO: Chief Executive Officer / Managing Director,
All Registered Exporters of Tea
All Registered Manufacturers of Tea
All Processors of Tea
All Sellers of Tea
All Buyers of Tea

Dear Sir,

SRI LANKA TEA BOARD LAW NO. 14 OF 1975
SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986
RENEWAL OF REGISTRATION OF PACKERS OF TEA FOR THE YEAR 2024

This refers to the section 6.2.iv of the SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986 as amended.

02. You are hereby informed to renew the existing registration as a packer for the year 2024 on or before 31st December 2023, by forwarding duly completed **Form No. TC/E/PR** annexed hereto together with the renewal fee of Rs. 11,500.00 (Rs. 10,000.00 - +15%VAT) to this office **on or before 30th November, 2023**. Payments could be made by cash or cheque for the amount to be drawn in favour of the “Sri Lanka Tea Board”.

03. Please note that no application for renewal will be entertained after **31st December, 2023**.

Thanking you,

Yours faithfully,

B.K. Jayamanna
Deputy Tea Commissioner (Exports)

B.K. JAYAMANNA
DEPUTY TEA COMMISSIONER (EXPORTS)
SRI LANKA TEA BOARD

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Web : www.pureceylontea.com / www.srilankateaboard.lk



To be furnished to:

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

Annual Renewal Fee Rs.10,000/-
Above fees are excluding VAT

APPLICATION FOR RENEWAL OF TEA PACKERS FOR THE YEAR 2024
SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986

- 1.**

i. Company Name & Office Address:.....

ii. Telephone/Fax Nos.:

iii. Mobile No/s:

iv. E-mail :

2.

2.1 Packer Registration No:.....

2.2 Exporter Registration No:

3.

Nature of Packaging:	a)	Export only
(Please underline what	b)	Both domestic consumption & Export
is relevant)	c)	On contract basis

4.

Address of premises used for storing
Blending & Packing operation of tea/
Warehouse Registration No.
(If you are using the warehousing
facilities not owned by you, please
attach a letter of consent obtained
from the owner of the warehouse)

5.

Source of purchase of tea:
(i.e. Auction, Private Sale, Direct Sale)

Contd.....2/-

6. Description of retail packs:

6.1 For Local Consumption only:

Brand Name	Type of Pack	Net Weight	Whether Lion Logo used	Indicate whether you own the brand if so, please attaché copy of registration

6.2. For Export

Brand Name	Type of Pack	Net Weight	Whether Lion Logo Used	Indicate whether you own the brand if so, please attaché copy of registration

7. Estimated volume of teas to be packed for the year 2024 for

Local Consumption - **Metric Tons**
Exports - **Metric Tons**
On contract basis - **Metric Tons**

8. Countries of export of packeted teas with specific reference to Brand Names:

9. If packing operation is on contract basis, indicate name and addresses Brand Owners:

I/We hereby declare that the above particulars are true and correct.

Date:.....

.....
Signature of Applicant

Name:.....

N.B. If payment made by cheque, the cheque for the amount should be drawn in favour of "Sri Lanka Tea Board"

(FOR OFFICE USE)



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காலிவிதி, கொழும்பு 03, இலங்கை
Galle Road, Colombo 03, Sri Lanka

Ref: TC/E/VI/8

30/10/2023

To: Managing Director/Chief Executive Officer,
Managing Partners/Proprietor,
All Registered Exporters of Tea

Dear Sir,

TEA (TAX AND CONTROL OF EXPORTS) ACT NO. 16 OF 1959
SRI LANKAN ORIGIN TEA HELD IN STOCK AS AT 31ST DECEMBER, 2023

I write with reference to section 12 of the above Act.

02. You are hereby requested to furnish the following information with regard to the balance stock of tea, procured through approved channel as registered exporter of tea under the above Law and held by you as at 31st December, 2023 **on or before 31st January, 2024** according to the specimen format annexed hereto.

- Total quantity of unblended straight line teas held in your stock as at 31st December, 2023 (Broker wise – with all details – in **Form LT /BS-I**)
- Total quantity of local tea in blended form held in your stock as at 31st December, 2023 (Blend number wise – **Form LT/BS II**) - inclusive of blend gains and losses)
- Quantity of tea exported during the year 2023 (As per **Form LT/BS III**)
- Quantity of tea sold locally during the year 2023 (As per **Form LT/BS IV**)
- Quantity of tea transferred to other exporters during the year 2023 (As per the **Form LT/BS/V**)

03. Kindly note that any subsequent amendments or alterations or replacement of the Balance Stock Statements so furnished will not be accepted under any circumstances, and **also note if the balance stock statement is not received on 31.01.2024, no authorization for exportation of Sri Lankan Origin Teas will be considered.**

04. Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

B.K. Jayamanna

Deputy Tea Commissioner (Exports)

B.K. JAYAMANNA
DEPUTY TEA COMMISSIONER (EXPORTS)
SRI LANKA TEA BOARD

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lab@pureceylontea.com

(Should be submitted on or before 31.01.2024)

Name & address of Exporter:.....

Exporter Registration No. : TC/E/R/.....

**TOTAL QUANTITY OF UNBLENDED STRAIGHT LINE TEA
HELD IN STOCK AS AT 31.12.2023**

Date of auction & sale code No.	Broker & Lot No.	Inv. No.	Grade	No. of Cases	Qty. in Kgs.	Location of tea
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 Managing Director /
Chief Executive Office**

FORM: LT/BS II

(Should be submitted on or before 31.01.2024)

Name & Address of Exporter:

Exporter Registration No: TC/E/R/

**TOTAL QUANTITY OF BLENDED BALANCES OF LOCAL TEA
HELD IN STOCK AS AT 31.12.2023**

Blend No.	Date of Blend	Balance as at 31.12.2023 inclusive of Blend Gains/Losses		
		Blend Balance (Kgs.) Including short shipped quantities)	Blend Gains (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**

(Should be submitted on or before 31.01.2024)

FORM: LT/BS III

QUANTITY OF TEA EXPORTED DURING THE YEAR 2023

CusdecLodg. Reg. No. & Date of exportation	Destination Country	Bulk (Kg.)	Packets (Kg.)	Tea Bags (Kg.)	Others Specify (Kg.)

**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**

(Should be submitted on or before 31.01.2024)

FORM : LT/BS IV

Quantity of tea sold locally during the year 2023

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 Managing Director/
Chief Executive**

(Should be submitted on or before 31.01.2024)

Form LT/BS V

Quantity of tea transferred to other Exporters during the year 2023

Straight Line or Blend Balances	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**