



NOTICE



MINISTRY OF PLANTATION SRI LANKA TEA BOARD TEA COMMISSIONER'S DIVISION

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

REGISTRATION OF LOCAL TEA PACKERS FOR THE YEAR 2024

In order to safeguard the quality of the tea presented to the domestic consumption. All the persons or bodies engaging in the local business of tea are required to register or renew their registration of local tea packer for the year 2024. In terms of this regulations published in the Gazette Extraordinary No. 386/13 of 28th January 1986, & Gazette Extraordinary No. 2248/36 of 06th October, 2021 all the local tea packers should be registered & renewal with the Sri Lanka Tea board.

The Tea Packers will be registered & renewed under 3 categories, on the basis of the expected monthly sales volume. The registration fee & renewal fee for each category is appended below.

| Monthly sales Volume | Registration Fee | Renewal fee |
|-------------------------|------------------|--------------|
| Up to 2500 Kg | Rs 5,000.00 | Rs 2,500.00 |
| Between 2501 to 5000 Kg | Rs 10,000.00 | Rs 5,000.00 |
| Over 5001 Kg | Rs 25,000.00 | Rs 10,000.00 |

* All above fees are with subjected to 15% VAT. (Value Added Tax)

The application forms for the above registration & renewal can be obtained from the SLTB head office or from Following regional offices or could be downloaded from our official website www.srilankateaboard.lk

| Number | Regional Office Address | Administrative Districts and Bank Accounts details |
|--------|--|--|
| 01 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 140, Ambagamuwa Road, Gampola. Tel.No: 081-2352279 | Kandy, Matale, Kurunegala, Kegalle Bank Of Ceylon -Gampola A/C No : 0002499151 |
| 02 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 34, Gangarama Cross Road, Magalle, Galle. Tel: 091-2232052 | Galle District Bank Of Ceylon -Galle A/C No : 0001585875 |
| 03 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, 61/1, New Town, Rathnapura. Tel : 045-2222136 | Rathnapura Districts Bank Of Ceylon -Rathnapura A/C No : 0001015630 |
| 04 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 23, Aluth Mawatha, Uyanwatta , Matara. Tel : 041- 2222636 | Matara & Hambantota Districts Bank Of Ceylon-Matara A/C No : 0001659159 |
| 05 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, Vishaka Mawatha, New Badulla Road, Bandarawela. Tel : 057-2222812 | Badulla & Monaragala Districts Bank Of Ceylon-Bandarawela A/C No : 0002067259 |
| 06 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, Wathurana Road, Baduraliya. Tel: 034-2247444 | Galle & Kalutara (Mathugama and Elpitiya Divisional Secratariate) Bank Of Ceylon-Mathugama A/C No : 0005121673 |
| 07 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 10, Kelegala, Nanuoya Road, Nuwara Eliya. Tel : 052-2234695 | Nuwara Eliya, Hanguranketha, Ambagamuwa, Kotmale, Norwood, Walapane, Hatton. Bank Of Ceylon - Nuwara Eliya A/C No : 84323339 |
| 08 | Deputy Tea Commissioner (Exports) Sri Lanka Tea Board, Tea Commissioner's Division, No: 574, Galle Road, Colombo 03. Tel: 011-2504090 | Colombo & other Districts Submit the application form with stipulated payment in cheque or cash to Head office |

Payment of registration & renewal fee could be made either in cash or cheque. All cheques should be drawn in favour of the "Sri Lanka Tea Board". Duly filled Applications together with the relevant payment should be handed over to the applicable regional office or Sri Lanka Tea Board head office.

In addition those who are engaging in tea business for local market through online are also required to register according to the above procedure.

Chairman
Sri Lanka Tea Board
No: 574, Galle Road,
Colombo 03.
29.10.2023



SRI LANKA TEA BOARD

LOCAL TEA SUPPLIERS REGISTRATION

Categories of Registration

Local tea supplier registration will be carry out under 3 main categories on the basis of monthly sales volume

| <u>Category</u> | <u>Monthly sales volume</u> | <u>Registration Fee</u> | <u>Regi.fee with VAT (15%)</u> |
|-----------------|-----------------------------|-------------------------|--------------------------------|
| Small | Up to 2500 KG | Rs 5,000.00 | Rs 5,750.00 |
| Medium | 2501 KG to 5000 KG | Rs 10,000.00 | Rs 11,500.00 |
| Large | Over 5001 | Rs 25,000.00 | Rs 28,750.00 |

Basic Requirements for the registration

- Applicants should have a valid business registration to engage with Local tea business.
- All the suppliers should needs to furnish the sample of the retail container together with a representative sample of the tea content. Sample should comply with the ISO 3720 quality standard.
- Hygienic and other requirements of the premises in which the packaging operations are carried out.
- In the terms of the Sri Lanka Tea Board (Warehousing of Tea) regulation 1984 published in Government Gazette Extraordinary No 326/17of December 5th 1984 ,storage of any quantities of tea in excess of 1000 kgs at any one time and which Sri Lanka Tea Board considers satisfactorily for the purpose of storing of tea has to be registered with the Sri Lanka Tea board.

Payments Details and application collection

The application forms for the above registration can be obtained from the SLTB head office or from following regional offices or could be downloaded from our official website www.srilankateaboard.lk

| No | Branch Office Address | Administrative District and Bank Account details. |
|-----------|---|--|
| 01 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division. No: 140, Ambagamuwa Road, Gampola. Tel.No: 081-2352279 | Kandy, Matale, Kurunegala, Kegalle Bank Of Ceylon – Gampola A/C No : 0002499151 |
| 02 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division. No: 34, Gangarama Cross Road, Magalle, Galle. Tel: 091-2232052 | Galle District Bank Of Ceylon – Galle A/C No : 0001585875 |
| 03 | Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner Division, 61/1, New Town, Rathnapura. Tel : 045-2222136 | Rathnapura District Bank Of Ceylon – Rathnapura A/C No : 0001015630 |
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Payment of registration fee could be made either in cheque or cash. All cheques should be drawn in favour of the "Sri Lanka Tea Board". Duly filled Applications together with the relevant payment should be handed over to the applicable regional office or Sri Lanka Tea Board head office.



FORM: TC/LC/PR/

SRI LANKA TEA BOARD

To be furnished to:

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

Small Category
Medium category
Large Category

| Reg.Fee Rs. | |
|-------------|--|
| 5,000/- | |
| 10,000/- | |
| 25,000/- | |

**APPLICATION FOR REGISTRATION / RENEWAL OF LOCAL TEA PACKERS FOR YEAR -
SRI LANKA TEA BOARD (REGULATIONS OF TEA PACKERS) REGULATIONS 1986**

01. Company Name:.....
02. Sri Lanka Tea Board Registration Number: TC /LC/PR/(Please attach Copy)
03. Type of Business (Individual/ Partnership/Private/Public):.....
04. Business Registration Number and Date:
05. Full Name of Applicant:.....
06. Address of Office premises:
.....
07. Warehouse address which you use to store the tea:.....
.....
08. Registration Number if warehouse is registered: (TC/WH//R/).
09. NIC Number of Applicant:.....
10. Administrative District:.....
11. Divisional Secretariat:.....
12. Telephone Numbers (a) Landline Number:
(b) Mobile Number:..... (c) E-Mail:.....
13. Maximum amount of tea which can be stored at a time:.....

(2)

14. Quantity of Tea to be used per month (Kgs.):.....

15. The way of tea purchasing (Tea Auction/Private Sale/Direct Sale) ** Please attach

necessary documents for proof:.....

16. Present Tea selling areas: (District/Divisional Secretariat):.....

17. Details of Tea Packs:

| Trade Name | Type of packing (Packets/Tea Bags/Box, Tin/others | Net Weight |
|------------|---|------------|
| | | |
| | | |
| | | |
| | | |
| | | |

18 .Cheque Number:.....

I/We have herewith attached the applicable license fee of Rs.in cheque/Bank receipt.

I/ We hereby declare that all information mentioned above are true and correct to the best of my/our knowledge.

Date:.....

Applicant Signature:.....

Applicant Name:.....

OFFICE USE ONLY

Notice

Payments should be made through any Bank of Ceylon branch account No:0001633709 to Sri Lanka Tea Board(Kollupitiya 2nd Branch) and the payment receipt should be submitted along with duly completed application.