



NOTICE



MINISTRY OF PLANTATION SRI LANKA TEA BOARD

SRI LANKA TEA BOARD LAW NO. 14 OF 1975
SRI LANKA TEA BOARD (WAREHOUSING OF TEA)
REGULATION - 1984

REGISTRATION / RENEWAL OF REGISTRATION WAREHOUSES USED FOR STORING OF TEA - 2024

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

1. Application forms for registration or renewal of registration of Warehouses for the year 2024 under these Regulations and any further details can be obtained from the **Deputy Tea Commissioner (Exports)** (Tel-011-2504090) at the Tea Exports Section of the Sri Lanka Tea Board or could be downloaded from the Sri Lanka Tea Board official website (www.srilankateaboard.lk).
2. Duly completed applications for the year 2024 should reach Deputy Tea Commissioner Sri Lanka Tea Board, Tea Exports Section, 574, Galle Road, Colombo 3 on or before **30th November, 2023**.
3. 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.
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. The registration fee for new registration is **Rs. 25,000/- + 15% VAT**, total fee is **Rs.28,750/-**. Every registration is renewable annually on or before **31st December** of the current year. The renewal fee is **Rs.10,000/- + 15% VAT**, total fee is **Rs.11,500/-**.
6. 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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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

TC/WH/

30/10/2023

To: - All Warehouse Owners of Tea

Dear Sir/Madam

RENEWAL/NEW REGISTRATION OF WAREHOUSE OF TEA 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.

- 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.
- An Insurance Policy with a copy, for covering the warehouse and 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). All original documents will be returned to the applicant after verification.
- According to the decision made by the board, it is compulsory to obtain HACCP Certification as the minimum standard for all registered warehouses and it will be one of key requirement for registration / renew registration of tea warehouses from year 2020. Above decision has been communicated to you with the letter dated 10th May 2019. Therefore you are required to submit original certificate of HACCP certification along with a copy. 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/- + 15%VAT, Payable fee is Rs.28,750/-. Renewal fee Rs.10,000/- + 15%VAT, Payable fee is Rs.11,500/-.

Kindly note that your application should be forwarded on or before 30th November 2023 for renewal and warehouse registration should be renewed on or before 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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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 . . . (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**

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

<p>5. Description and particulars of the building to be used as the warehouse. Give particulars of :</p> <p>(a) Location :</p> <ul style="list-style-type: none">1. Assessment No:2. Postal Address:3. Grama Niladari Division:4. Divisional Secretariat: <p>(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:</p> <p>© Floor Area (in Sq. Meters):</p> <p>(d) Average Height of side walls (in meters) :</p> <p>(e) Type of</p> <ul style="list-style-type: none">(i) Floor(ii) Walls(iii) Roof <p>(f) No. of Entrances:</p> <p>(g) Year of construction:</p> <p>(h) Whether it is insured: (if so annex copy of insurance Policy)</p>	
<p>6. Facilities available:</p> <ul style="list-style-type: none">(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 VAT)

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

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Date:

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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.**