

Application No. :

REG/...../2025/.....

SRI LANKA TEA BOARD

Application for Registration of Suppliers/Service Providers/Contractors – 2025

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	Art work, Designing & Advertising		
b	Printing and Supply of Polythene Bags		
c	Biodegradable Bags (Cloth Bags)		
d	Reed Packs for retail packing of tea		
e	Cartons, Boxes, Bags & Corrugated Boxes		
f	Wooden Tea Caddies, Porcelain Tea Caddies		
g	Aluminum Tea Canisters, Plastic Containers – for Tea samples		
h	Alufoil Envelopes (for collecting Tea samples), Tea Sachet		
i	Printing of promotional materials including Annual Report, books, brochures, calendars, diaries, Leaflets and posters		
j	Printing of Banners, Cutouts, Visiting cards, Identity cards & Plastic Name Boards.		
h	Printing of office documents, Receipt Books, Visiting cards, Identity cards.		

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

- 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) Details of the Service Supply Person for Tea Board

- a) Name :
- b) Designation :
- c) Service Supply Person's Contact No :
- d) Email address to be sent to call for quotations:

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

1. Gravure Machine	<input type="checkbox"/>	7. Laser Printer	<input type="checkbox"/>
2. Inkjet Printers	<input type="checkbox"/>	8. Pad Printers	<input type="checkbox"/>
3. Digital Printers	<input type="checkbox"/>	9. Offset Printers	<input type="checkbox"/>
4. Screen Printers	<input type="checkbox"/>	10. Letter Press Printers	<input type="checkbox"/>
5. Heat Press Printers	<input type="checkbox"/>	11. Cutting Equipment	<input type="checkbox"/>
6. Flexographic Printers	<input type="checkbox"/>		

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

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07.) 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/Reject for registration

If rejected, Reasons for Rejection:

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Recommended by:.....