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இலங்கைத் தேயிலைச் சபை
SRI LANKA TEA BOARD

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

Ref: TC/E/R/P

01st November 2010.

Guidelines to New Applicants/Registered Exporters
Criteria for Registration as Exporters of Tea/Renewal of Registration

The Sri Lanka Tea Board has set criteria for registration as an Exporter of tea and renewal of registration of exporters of tea in terms of the Tea (Tax & Control of Exports) Act No. 16 of 1959. The minimum requirements for registration of exporters of tea are stated below:

(I) Business Registration

Applicants should hold valid business registration Certificates issued by the Registrar of Companies or Provincial Registrar of Business Names. In the case of BOI approved projects certified copy of BOI approvals should be furnished. In case of registered exporters if any changes happened of the business registration it should be intimated to the Sri Lanka Tea Board immediately.

(II) Capital

All new comers who wish to register as exporters of tea in terms of the Tea (Tax & Control of Exports) Act No. 16 of 1959 should have a minimum capital (invested/paid up) of at least Rs. 1.0 Million. They should increase the Rs. 1.0 Million capital within 3 years from the date of registration granted up to Rs. 5.0 Million in order to obtain permanent registration as an exporter of tea under the same legislations. At the point of renewal of existing registration as an exporter of tea documentary evidence in support of financial stability should be forwarded to the Sri Lanka Tea Board.

(III) Premises

(a) Office

The premises should be suitable for tea export business and should be complete with all approved infrastructure facilities including;

1. A Name Board should be displayed permanently in front of the office premises for easy identification.
2. Sufficient key staff with experience in the tea exports business.

(b) Warehouse

With regard to storing, blending and packing operations of tea, warehouse should have adequate space for storing of tea, blending operations and all other minimum requirements laid down in terms of the Sri Lanka Tea Board (Warehousing of Tea) Regulation 1984 as amended by the Regulations published in Gazette Extraordinary No. 1280/8 of 20.03.2003.

Contract blenders and warehouse owners should restrict the issue of letters of consent for storing, blending and packing operations of tea taking into consideration of the availability of infrastructure facilities, storing capacity and space. All warehouses should have an appropriate certificate from an internationally recognized certification authority for the suitability of storing, blending, packing and exporting of tea. Letters of consents issued by sub-lessees will not be entertained. All applicants shall have valid registration under the above regulation for the premises intended to be utilized for storing of tea.

A residence or portion of a residence will not be allowed for storing or blending or packing operation of tea for export purposes.

(IV) Staff

Applicants for registration as exporters of tea should have at least one Tea Taster in their staff who should possess trading experience in a recognized tea exporting/brokering firm for a minimum period of 03 years. The trade experience and ability acquired will be verified by the Board. The Names of Directors and Tea Tasters should be indicated in the application.

(V) Inspection and Interview

The business premises, Tea Tasting Facilities and warehouse of the applicant will be inspected and the applicant will interview by the Panel appointed by the Sri Lanka Tea Board before the registration is considered.

(VI) Registration/Renewal Fee

Registration fee of new applicant and a renewal fee of registered exporters are appended below;

• New Applicant-----	Rs.25,000/-
• Renewal of Large Category- Holding Companies (Two or more subsidiaries)- (Over 1 Million kg per annum)-----	Rs.500,000/-
• Renewal of Large Category----- (Over 1 Million kg per annum)	Rs.250,000/-
• Renewal of Medium Category----- (Over 500,000kg and up to 1 Million kg per annum)	Rs.125,000/-
• Renewal of Small Category----- (Over 250,000kg and up to 500,000 kg per annum)	Rs.50,000/-
• Renewal of Extra Small Category----- (Less than 250,000 kg per annum)	Rs.25,000/-
• Renewal of Subsidiaries 50% of the fee of applicable category (Large/Medium/Small)	

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