

SRI LANKA TEA BOARD

TC/E/VI/8

Tea Exports Section  
654, Galle Road  
Colombo 3

20<sup>th</sup> December 2001

TO : ALL REGISTERED EXPORTERS OF TEA

Sirs,

**PROCEDURES RELATED TO EXPORT OF TEA  
AT THE TEA EXPORT SECTION OF THE SRI LANKA TEA BOARD**

All exporters of tea who are registered under the Tea (Tax & Control of Exports) Act No : 16 of 1959 are required to adhere to the following procedures, which have been extracted from the circulars addressed to registered exporters of tea from time to time and still in force.

1. **Registration of Customs Goods Declaration - CUSDEC Form at the Tea Export Section (Circular No : OR/3/14 of 20<sup>th</sup> April 1995)**

(i) The Export Section of the Sri Lanka Tea Board registers the Customs Goods Declaration - CUSDEC Form in duplicate at the time of lodgement.

(ii) An endorsement - "SUBJECT TO PRE-SHIPMENT SAMPLING" is made on both copies (Tea Board copy and the Security copy) of the CUSDEC Form indicating that the relevant consignment will be subjected to pre-shipment sampling. In case where the consignment will not be subjected to pre-shipment sampling, the endorsement "NOT SELECTED FOR SAMPLING" will be made on the both copies of the CUSDEC Form. If any consignment is selected for sampling, the respective security copy of the CUSDEC Form will not be accepted by the Customs for processing until the stipulated period of two working days (48 hours) from the time of lodgement of the CUSDEC Form at the Tea Export Section has lapsed.

In instances where the consignments are not selected for sampling, the relevant security copy of the CUSDEC Form will be accepted by the Customs for processing documents.

(iii) Tea Export Section of the Sri Lanka Tea Board, will carry out sampling of export consignments where necessary within the stipulated 48 hour period mentioned above. After the expiry of the 48 hour period, the security copy of the CUSDEC Form will be accepted by the Customs for processing documents even if the sampling of the consignment had not been carried out by the Tea Export Section.

**Subsequent Modification to the procedure for registration of CUSDEC Form**

The modified procedure for registration of the CUSDEC Form in respect of consignments which are selected for pre-shipment sampling but are not packed and available for sampling within the stipulated 48 hour period is detailed below.



- (i) The Tea Commissioner will make the endorsement - "SUBJECT TO PRE-SHIPMENT SAMPLING - ONLY FOR DOCUMENTATION PURPOSES" on both the Tea Board copy and the security copy of the CUSDEC Form enabling the exporter to finalize all documentation formalities of the customs in advance even though the consignment is not packed and ready for shipment. The Customs, in turn will make an endorsement - "NO BOAT - NOTE TO BE PASSED UNTIL THE SHIPMENT IS AUTHORIZED BY THE SRI LANKA TEA BOARD" on the security copy of the CUSDEC form.
- (ii) At the time the consignment is fully packed and ready, the exporter should re-lodge the security copy of the CUSDEC Form confirming the readiness of the consignment for sampling indicating the location of the consignment.
- (iii) Further to drawing of samples, an endorsement - "SAMPLES DRAWN - SHIPMENT AUTHORIZED" will be made on the security copy of the CUSDEC Form by the Tea Commissioner enabling the exporter to move the consignment to the Port after necessary Customs checks.

#### 1.2 Purchase of teas for export

- (i) All teas utilized for export consignments should be procured through approved channels, i.e. Auction, Private Treaty, Forward Contract & Direct Sale.
- (ii) Purchase Statement - Form PD should be submitted together with the Customs Goods declaration - CUSDEC Forms at the time of lodgement at the Tea Export Section (Circular No. TC/E/VI/8(IV) dated 20<sup>th</sup> June 1994). A specimen format is attached herewith. In case the purchases are through Private sale/ Direct sale, copies of Panel valuation certificate / or ratification certificate should be furnished.

#### 1.3 Minimum Quality Standard - ISO 3720 at the Point of Exports

- (i) All teas prepared for exports should be above ISO standards for Black tea and Green Tea, free of any contamination and suitable for exports. No authorisation will be given for export of tea which does not comply with the required quality parameters.
- (ii) If the Government analyst's Department confirms that any teas prepared for export by any registered exporter of tea in any form are below the Minimum Quality Standard and/or are contaminated, such analytical cost will be recovered from the exporter concerned.
- (iii) If the Government Analyst's Department confirms that any teas which have been stored by registered exporters of tea intending to utilize them for export purposes or otherwise, are below the Minimum Quality Standard and/ or are contaminated, such analytical cost will be recovered from the exporter concerned.
- (iv) If the Government Analyst's Department confirms that any teas which have been received from overseas are below the Minimum Quality Standard, contaminated or with excessive amount of iron filings or any other extraneous matters, such analytical costs will be recovered from the exporter concerned.



(v) As per the above (iii), (iv) & (v) the analytical cost applicable, will be intimated to relevant exporters officially and they will bear the total amount indicated therein and settle it to the Sri Lanka Tea Board by a cheque within one month. All cheques should be drawn in favour of the Tea Commissioner.

(vi) In case any exporter fails to settle the cost as above within one month, granting of authorization for export of tea may be suspended until payment is made.

#### 1.4 Use of Lion Logo

Any person who wishes to use the Lion Logo should obtain the franchise rights from the Director, Tea Promotion Bureau.

- (i) The use of Lion Logo is permitted only on consumer packs, i.e. Packets, Bags, Caddies etc. The use of Lion Logo on any form of packaging containing bulk tea is not allowed and exporters are hereby requested to refrain from using the Lion Logo on such packaging (Circular no. OR/2/92) of 06<sup>th</sup> September 1993)
- (ii) In order to maintain required quality standard for usage of Lion Logo in consignments of tea in value added form, you are requested to declare as to whether Lion Logo have been used or not used on the reverse side of the CUSDEC Forms and necessary approval for use of Lion Logo should be obtained prior to export (Circular No. CTE/PVS/E/SS dated 29<sup>th</sup> November 1993)

#### 1.5 Submission of Statements – Monthly/Fortnightly Basis

- i Submission of statement of purchases and utilization of teas (Ref. OR/1/120 of 26<sup>th</sup> April 1994)

Monthly statement of purchases and utilization of tea by registered exporters should be furnished in the format (Form ABU – annexed herewith, to the Deputy Tea Commissioner (Exports) on or before the tenth day of the following month.

- ii Statement of Actual Exports – Form AE (Ref TC/E/VI/8 of 27<sup>th</sup> May 1998)

The statement of actual exports in Form AE should be furnished fortnightly as per the Circular No. TC/E/VI/8 of 23<sup>rd</sup> April 2001 which is annexed herewith.

#### 1.6 Renewal of Export License and Registration as a Packer of Tea

Renewal of the registration as an exporter of tea and as a packer should be done annually. Renewal fee is Rs. 500/= each. If any registered exporter does not export any teas for a consecutive period of 12 months, the registration will be cancelled.

**Price of Tea and Charges for Tea Board Services (Ref - Circular No. TVI/8 dated 27<sup>th</sup> December 1999)**

25000/- N.B.T.  
10000/- + vat. 12%

Registration as an exporter of tea on a fresh application - Rs. 5000/=

500/- + - 10/-


- ii Renewal of Export License fee, annually for registered exporters of tea - Rs. 500/=
- iii Customs Goods Declarations - CUSDEC Form - Lodgement Registration fee - Rs. 100/=
- iv Issue of permit to import tea under the regulations - Rs. 500/=
- v Issue of certificates - Rs. 250/= per certificate
- vi Sale of applications for import, re-export under the regulation - Rs. 20/= per set
- vii Private Sale - Ratification fee for teas - Rs. 100/= per each grade

**1.3 Testing of tea samples at the Analytical Laboratory of the SLTB**

A separate circular in this regard will be available in due course.

If any clarification is required regarding the above procedures you may contact the Deputy Tea Commissioner (Exports) or the undersigned.

Yours truly

  
H.D. Hemaratne  
Tea Commissioner