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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

01<sup>st</sup> 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.