



## **GUIDELINES & INSTRUCTIONS**

### **CHANGE OF OWNERSHIP OF GARDEN**

Applicant(s) shall apply for License to the Licensing Authority through Board's online egiccs portal i.e. <http://egiccs.teaboard.gov.in/>.

Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.

**The below mentioned each document should be self attested with the seal of the company:**

1. Application form properly signed along with date and seal of the proprietor/partner/director/authorised signatory as the case may be.
2. Original Registration certificate issued by Tea Board in favour of the Tea Estate/Indemnity Bond on a non-judicial stamp paper of Rs. 100/-, duly notarized, stating that original Registration Certificate issued in favour of the Tea Estate (name of the Tea Estate) has been misplaced/lost as the case may be and it is hereby affirmed that the said certificate will be surrendered to Tea Board in case it is found at a later date.
3. For Company: Memorandum & Articles of Association and Certificate of incorporation, duly certified by one of the Directors.

For Partnership Firm: Deed of Partnership, duly attested by at least two partners.

For Proprietorship Firm: Declaration, duly notarized, in non-judicial stamp paper of value Rs.100/- for sole proprietorship along with name and residential address.

4. Registered Sale Deed/transfer deeds/court order/lease deed, Or

In lieu of sale deed and mutation certificate- An Indemnity Bond by the applicant duly affirmed before the Executive Magistrate (1st class) that it/he will indemnify Tea Board in case of dispute arising out of change of ownership.

5. Application fee to be paid through online portal.