



**GUIDELINES & INSTRUCTIONS**  
**TEA (DISTRIBUTION & EXPORT) CONTROL ORDER, 2005**  
**AUTO-RENEWAL OF EXPORTER LICENCE**

Applicant(s) shall have to pay renewal fee of the exporter license through the portal, i.e., [egiccs.teaboard.gov.in](http://egiccs.teaboard.gov.in) prior to expiry of the license.

An alert message will be displayed in the online portal ([egiccs.teaboard.gov.in](http://egiccs.teaboard.gov.in)) 30 days prior to the date of expiry of the license advising the applicants to pay the renewal fee through the portal for renewal of existing exporter license.

On receipt of license fee, the license will be auto-renewed on the day of expiry itself and the signed copy (digitally) of the license will be uploaded in the portal in due course.

In case applicant fails to pay license fee through the online portal within the date of expiry of the license, the license will be expired automatically and shall not be revived. However, the applicant may apply for fresh license if required.

Sd/-  
Controller of Licensing