

**GUIDELINES & INSTRUCTIONS**  
**TEA (WAREHOUSE) LICENSING ORDER, 1989.**  
**AUTO-RENEWAL OF TEA WAREHOUSE LICENCE**

For renewal of existing Tea Warehouse License, auto-renewal system has been implemented in the online portal <https://onlineapps.teaboard.gov.in>. For auto-renewal of license, the licensee should apply before expiry of the validity of the existing license. Auto-renewal option will be opened/activated in the portal before 30 days from the date of expiry of the validity of the existing license.

Applicant(s) shall have to pay application fee for auto-renewal of the existing tea warehouse license through the aforesaid portal prior to expiry of the license.

An alert message will be displayed in the online portal (<https://onlineapps.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 the existing tea warehouse license.

On payment of application fee, the existing 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.

No inspection shall be carried out for auto-renewal of tea warehouse license. In case applicant fails to pay application 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.