

GUIDELINES & INSTRUCTIONS

INCLUSION OF ADDITIONAL FLAVOURED TEA IN THE EXISTING CERTIFICATE

Applicant(s) shall apply for Registration Certificate to the Licensing Authority in the prescribed format through online portal <https://onlineapps.teaboard.gov.in>.

Applicant(s) are requested to go through the Guidelines, Fee Structure, FAQ Section, Supporting Documents in the aforesaid online portal before submitting their application complete in all respects with all requisite documents/information.

Applicant(s) must give their e-mail ID and Phone number for immediate response/reply from Tea Board.

The system generated application form (Annexure-B) should be filled-in and signed with proper office seal of the Proprietor/Partner/Director/Authorised Signatory (as the case may be) along with date. (Authorisation letter should be enclosed if the application is signed by the Authorised Signatory).

In case of rejection of application due to error/lacuna on applicant's part, there is no provision for refund of application fee.

Procedure to be followed for modification of online registration certificate:

Applicant(s) possessing online registration certificate will apply through modification link for inclusion of additional flavoured tea(s) in the existing flavoured tea registration certificate.

Procedure to be followed for modification of offline registration certificate:

The flavoured tea manufacturers who earlier obtained flavoured tea registration certificates under offline mode and intend to apply for registration of additional flavoured tea(s) for inclusion in the existing flavoured tea registration certificate are requested to raise Helpdesk Ticket from the aforesaid online portal and upload the offline flavoured tea registration certificate for migration of offline data in the online platform. Once the offline data is migrated to online platform, the modification link shall be provided/activated in the portal for submission of online application. Subsequently, the original copy of the flavoured tea registration certificate is required to be submitted to Tea Board.

For any technical query related to online portal, the applicant should raise Helpdesk ticket.

In case, applicants possessing flavoured tea registration certificates (offline/online) are found to apply as New instead of Modification, their applications would be liable for rejection and there shall be no refund of application fees.

Application form for Registration as a manufacturer of tea with added flavour

SI No.	Particulars	Details		
1	Name of the applicant firm/company (in Block Letters) with Registered Office address.			
2	Address for correspondence & telephone, Fax No., Mobile No., E-Mail ID			
3	Name and address of the manufacturing Unit/Units where tea with added flavour is proposed to be manufactured			
4	Name of the Flavour with %-age per Kg. i) Natural Flavour ii) Natural Flavouring Substances:	S NO.	FLAVOUR DETAIL(S)	%-AGE PER KG
5	Tea Board Factory Registration Number, if applicable (Photocopy of the certificate to be enclosed)	N/A		
6	Factory License No. issued by the State Authority, if applicable (Photocopy of the certificate to be enclosed)	N/A		
7	Tea Exporter's/ Buyer's License No., if any (Photocopy of the certificate to be enclosed)	N/A		
8	Central Excise License/Regd. No. if applicable (Photocopy of the certificate to be enclosed)	N/A		
9	Declaration in Non Judicial Stamp Paper value not less than Rs.100/-, duly sworn before the Executive Magistrate stating that : 1. "Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".			

Date:

Place:

Name & Signature of the applicant with seal

Document(s) Details

S No.	Document(s)	Submission Type	Document Uploaded
1	Application form properly signed along with date and seal of the proprietor/partner/Director/ Authorised Signatory as the case may be.	Electronically	
2	Certificate from Food Safety and Standards Authority of India.	Electronically	
3	Test Report on (FSSAI parameters – Biochemical Parameters) as per Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, from Tea Board enlisted NABL accredited laboratories under Integrated Assessment Scheme.	Electronically	
4	Declaration in Non Judicial Stamp Paper value not less than Rs.100/-, duly sworn before the Executive Magistrate stating that : 1."Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".	Electronically	
5	Add Any other document	Electronically	

****Application fee to be paid through online portal.**