



## **GUIDELINES & INSTRUCTIONS**

### **GARDEN REGISTRATION**

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. For company - Certificate of Incorporation and Memorandum & Articles of Association, duly certified by one of the directors.

For partnership firm – A court/ notary certified deed of partnership, duly signed at least by two partners.

For registered firm – copy of certificate of Registration issued by the Registrar of Firm & commencement of business issued by ROC

3. Original copies or court certified or notary certified copies of the title deeds, establishing ownership of the land under reference.
4. A soil suitability certificate.
5. No Objection Certificate for planting tea is proposed tea garden to be obtained by Collector/ District Magistrate/ Land and Land Revenue Department.
6. Application fee to be paid through online portal.