



**GUIDELINES & INSTRUCTIONS
TEA (MARKETING) CONTROL ORDER, 2003**

REGISTRATION OF NEW TEA MANUFACTURING UNIT

Applicant(s) shall apply for License to the Licensing Authority through Board's online 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 'A' duly filled in and signed along with date and seal of the Proprietor/Director/ Partner as the case may be.
2. List of machinery and equipment installed along with date of installation.
3. For Company – A copy of Memorandum and Articles of Association duly certified by one of the directors.

For partnership firm – A court or notary certified deed of partnership.

For registered firm – A copy of certificate of notification issued by Registrar of firms.

For Co-operative firm – A copy of certificate of registration issued by registrar of cooperative firms.

For Proprietorship concern - Declaration duly notarized in non judicial stamp paper value not less than Rs.100/- for sole proprietorship along with name and residential address.

For SHG of STGs – A copy of certificate of registration of society from the State Government.

4. Copy of NOC issued by Tea Board for setting up of tea factory.
5. Application fee to be paid through online portal.

Sd/-
Controller of Licensing