

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

Applicant(s) shall apply for Registration to the Registering Authority in the prescribed format along with requisite documents as in **Table-1** through **Online** to the nearest Zonal/Regional Offices or Head Office at Kolkata, Tea Board.

- Applicant(s) are requested to go through the Guidelines/Instructions before **Online** submission of their application complete in all respects along with all requisite documents/information.
- The application form 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 **before uploading the same to Board's Portal** : <http://egiccs.teaboard.gov.in/>

**Table – 1**

Type of Registration	Application Form	Registration fee through Online payment mode in favour of Tea Board.	Documents required to be uploaded
Buyer Registration	Form-C	Rs.9,000/-	1. GST Registration Certificate 2. GST Goods Description mentioning therein TEA as one of the commodities to be dealt in by the applicant

- The applicant must give their e-mail ID and mobile contact number for immediate response/reply from Tea Board.
- In case the applications and documents are signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.
- In case the submitted application is found incomplete, the applicant could modify/revise the same only once when clarification/modification is sought for, by the Board.
- The application would, however, be rejected in case the applicant fails to submit revised/modified application with a request to apply afresh along with license fee.
- Buyers are requested to submit the online Monthly Return Form-F as per the format given in Annexure-B in the portal [http:// egiccs.teaboard.gov.in](http://egiccs.teaboard.gov.in) within due date. Non-submission of Monthly Return will attract cancellation/suspension of license.
- The Buyer License once approved by the Board will be made available online to the applicant and the same will be digitally signed.