Revised Return submission Procedure for existing license holders

Various returns are collected from the stakeholders holding licenses under TMCO, TDECO, TWCO by Tea Board. The existing procedure of form submission on Production, Exports, Imports, Warehouse returns and Buyer’s returns would continue till March, 2018.

The returns of April 2018 are to be submitted by Stakeholders in the online system i.e., http://egiccs.teaboard.gov.in/ and to proceed the following instructions.

- Stakeholder would have to visit our site http://egiccs.teaboard.gov.in and create login credentials via the Sign Up option provided in the site.

- Once the login credentials are created a help desk option would be available for the logged in user and stakeholder would have to navigate to the help desk section.
• Over the help desk section stakeholder would have to raise a ticket describing the License number that the Stakeholder is prevailing along with providing scan copy of relevant documents – License Copy and ID proof

• Once the ticket has been raised **Help Desk Representative** would assist to get back USER ID and Password for further access to the site for onward submission of all relevant returns to the user.