

Tea Development & Promotion Scheme
Component: Small Growers Development
Sub Component: Setting up of New Tea Factory –
Micro/Mini/Big factories
APPLICATION FORM

SI No.	Particulars	
1	Name of the Small Tea Garden/ SHG in Block Letters	
1A	Name of Owner/ Secretary/ President of the SHG	
1B	Identification card number issued by Tea Board for individual applicant for micro/ Mini Tea Factory	
1C	Registration certificate from register of societies in case of SHGs applied for Mini Factory	
1D	Details of Grower members of SHGs along with command area and copies of Identification card issued by Tea Board	
2	Mailing address with PIN Code	
2A	E-Mail ID	
2B	Telephone & Mobile Number	
3	Name & address of the proposed manufacturing Unit	
3A	Registration no. Under Tea Marketing Control Order.2003 (for new factories by self help group a copy or proof of the application to the Licensing authority of the Board to be enclosed)	
3B	Details of the Ownership of the land where tea factory proposed to be set up	
4	Status of the applicant	Small Tea Growers/ SHG of STGs
4A	Type of factory(Strike out whichever is not applicable)	Micro tea Factory / Mini / Big Tea Factory
4B	Type of tea to be produced (Strike out whichever is not applicable)	Black (CTC/Orthodox)/ Green/ White/Oolong/Speciality tea such as hand rolled tea/Organic

6B	Amount of Subsidy applied for 40% of total amount	
7	State the source of mobilization of fund for which subsidy has been applied for.	Financial institutes/own (Please tick mark source of funding)
8	Any other additional information the application wish to inform	
9	Aadhar number of applicant	
10	Bank A/c Details.	A. Bank Name B. IFSC code No. C. Branch Name D. Bank Account No.
11	Please state if any of the applied items are proposed to be imported under the Export Promotion Capital Goods Import (EPCG) scheme Please submit a declaration .	
12	In case any SHG / Cooperative of SHGs set up organic Tea factory, then following details of organic certification may be furnished.	
	(i) The name and complete address of the Organization to whom applied for with date	
	(ii) Expected time of obtaining certification	
	(iii) Training details with cost	
	(a) Financial involvement for certification	
	(b) Cost for training	
	(c) Cost for auditing by the certifying agency	
	(d) Total expenditure incurred for acquiring certificate	

DECLARATION

I/We hereby declare that the above mentioned particulars are true to the best of my/our knowledge and also declare that I/We will strictly abide by the terms and conditions laid down in the Scheme.

Signature -----

Name -----

Designation -----

Full Address -----

Documents to be submitted along with the application:

1. Duly filled in application in the prescribed format and signed by the authorized signatory with seal & date.
2. Photocopy of the certificate regarding Registration of the garden with Tea Board. Land document (title deeds) or possession certificate issued by land revenue department in support of ownership of Tea Garden. Copy of the Identification card issued by Tea Board(if available).
3. Registration certificate from register of societies in case of SHGs applied for Mini Factory.
4. A Detail list of Grower members of SHGs along with command area and copies of Identification card issued by Tea Board
5. A copy of the letter addressed to the Controller of Licensing requesting for TMCO registration.
6. A declaration by the applicant that the applied items are not covered under the EPCG (Export Promotion Capital Goods) Import scheme.
7. A declaration by the applicant SHG that they will comply with the plant protect code (PPC) guidelines
8. in case of individual applicant, a declaration obtained from the Boards Development Officer that the applicant is following the PPC guidelines.
9. Original current quotation of the supplier for the applied items
10. Site/ layout plan for the factory, machineries, Details Project report including source of funding, marketing plan etc.
11. A certificate in the SHGs letter head that all the applicant members of the SHGs will be following the safety standards in the factory. They shall also certify that they are complying with the provisions of the relevant labour laws and there will be no outstanding dues exceeding Rs. 10000/- on account of workers' wages or any other statutory dues.

LETTER OF UNDRTAKING

(On Non Judicial Stamp Paper of Rs. 20/- or appropriate value)

(For setting up of New Tea Factory-Micro/Mini/Big factories)

To,

Tea Board

Sub : Small Growers Development - for setting up of New Tea Factory-Micro/Mini/Big factories

A/C. _____ in respect of -----TF

Dear Sir,

In continuation of Tea Board having sanctioned a subsidy of Rs. (Rupees _____ only) for setting up of New Tea Factory-Micro/Mini/Big factories and as detailed hereunder in first schedule in favour of _____ Tea Factory, we do hereby agree to maintain the machinery in good condition already procured and installed in our factory in the manner envisaged under the scheme and on the terms and conditions hereinafter mentioned.

1. To observe, fulfill, and perform all the terms and conditions laid down in the TD&PS Component, Small Growers Development for setting up of New Tea Factory-Micro/Mini/Big factories.
2. Not to sell and/or transfer the tea garden/factory and the machinery purchased under the scheme without prior written consent of the Tea Board.
3. I/We agree to sign such documents/papers all undertaking as may be required by Tea Board from time to time.
4. I/We also hereby undertake to pay the green leaf price to the supplier of green leaf to our factory in accordance with the price sharing formula notified by the District level green leaf price Monitoring Committee.

5. I/We hereby undertake to submit the monthly return in regard to tea manufactured and price realized during each month and also the yearly statement of the scheme.
6. In the event of breach of any of the aforesaid undertaking or the terms and conditions under the factory up-gradation scheme, Tea Board at its option will be entitled to call for immediately all amount paid as subsidy with interest thereon at the rate of 12% per annum and we undertake to pay the same within 10 days from the date of demand as per the payment made by the Tea Board for the items of machinery procured and civil work undertaken by us under TD&PS Component, Small Growers Development - for setting up of New Tea Factory-Micro/Mini/Big factories.

(Details of machinery to be procured with accessories and civil work, if any)

Description of the machinery

Name of the supplier

Signature of Authorized Signatory

Seal of the Factory/estate & Date.