



TEA BOARD

14, BIPLABI TRAILOKYA MAHARAJ SARANI

Kolkata – 700 001

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CIRCULAR

Sub: Implementation of application fee for amendment of licenses/registration certificates

It is notified to all concerned that application fee for amendment of following licenses/registration certificates has been implemented.

- Amendment of Tea Waste License (Online):** Registered tea manufacturers of Tea Board possessing valid tea waste license for their manufacturing units may amend their existing tea waste license for exporting tea waste through online portal <https://onlineapps.teaboard.gov.in> with application fee of Rs. 1180/- (including applicable GST).
- Amendment of Garden/Factory Registration Certificate (Offline):** Applicants possessing Garden Registration Certificate or Factory Registration Certificate issued under offline mode may amend their existing certificates. Provision is available only for change of name and address in the existing registration certificates. For change of name of Company/LLP, Certificate of Incorporation consequent upon change of name issued by the Registrar of Companies needs to be submitted. Change of name will not be granted in case of merging to other entity or conversion to another entity, since licenses/registration certificates are not transferrable. For such amendment, application fee of Rs. 1180/- (including applicable GST) has to be paid in the form of Demand Draft drawn in favour of **Tea Board (Tea Fund) A/c (Collection) No. 11107799307**.

This comes into force with immediate effect.

(Rajanigandha Seal Naskar)
Controller of Licensing

Distribution:

1	All Tea Producers' Associations	For kind information
2	All Buyers' Associations	
3	All Exporters' Associations	
4	Executive Director, Tea Board, Guwahati	
5	Executive Director, Tea Board, Coonoor	
6	Deputy Director, Tea Board, Siliguri	
7	Deputy Director, Tea Board, Jalpaiguri	
8	In-charge, Tea Board, Palampur	