



Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)

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Ref. No. T-28(11)/Stats/2020

Dated: 29.01.2021

Notice

Sub: Submission of Buyers returns through online

Further to our notice in ref No. T-28(11)/Stats/2020 dt. 22.01.2021 on the subject, the following instructions are given for filing Quarterly Buyers Returns (Form F) in our online portal.

For online submission of Buyer returns (Issued Online):

- Login into egiccs portal with existing user ID and password.
- Click on Returns management
- Proceed with "Buyer returns" and submit accordingly.

For online submission of Buyer returns (Issued offline):

- Login into egiccs portal by creating user ID and password. If user ID and password is already created, user may log into the system with the same credentials.
- Click on Helpdesk portal and raise a ticket
- Attach a scan copy of license issued by Tea Board
- Support team will migrate the data of the offline issued license into online system in minimum time of 2 working days.
- After migration, a mail alert will be sent to the applicant and thereafter the returns can be filed through Returns Management Module.

All the Buyers are requested to follow the steps and submit the returns for the 1st Quarter of 2021 (Jan-Mar) by 7th of April, 2021.

Sd/-

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