

REVISED GUIDELINES OF RECORDING CHANGE OF OWNERSHIP OF REGISTERED TEA GARDEN

Applicant(s) shall apply for recording of change of ownership to the Licensing Authority in the prescribed format as in Table-1 and submit the same to the nearest Zonal/Regional Offices or Head Office at Kolkata, Tea Board.

- Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.
- The applicant must give their e-mail ID and contact number for immediate response/reply from Tea Board.
- Application (Format-1) and the corresponding Annexure (A) duly filled and documents serially numbered should be submitted.

Type of Registration	Application form	Licence Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
Recording change of ownership of TG	Format-1	Rs.10,000/- per unit

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.

In case the applications and documents signed by Authorised Signatory, supporting document authorizing the person to sign must be provided.

Annexure-A

The following **self attested** documents with seal and **tick marked in the relevant check box** **should be submitted for consideration:**

- a) Application form properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) Fee of Rs.10,000/- by D.D/Banker cheque in favour of TEA BOARD.
- c) Original Registration certificate issued by Tea Board in favour of the Tea Estate/Indemnity Bond on a non-judicial stamp paper of Rs. 100/- duly notarized stating that original Registration Certificate issued in favour of the Tea Estate (name of the Tea Estate) has been misplaced/lost as the case may be and it is hereby affirm that the said certificate will be surrendered to Tea Board in case it is found at a later date.
- d) Photocopy of
- For Company: Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors
 - For Partnership Firm: Deed of Partnership duly attested by at least two partners.
 - Registered Sale Deed/transfer deeds/court order/lease deed
 - Resolution adopted in the Board Meeting for sale of the Tea Estate in case of company.
 - A Survey Map indicating total area explaining location vide Dag No., Plot No. etc. drawn by a Tea Board approved/ Govt. approved surveyor.
 - Mutation Certificate from the concerned Land and Revenue Department in which the name of applicant company has been recorded.
 - Copies of the following Forms as filled before the Registrar of Companies (latest)
 - i. Form No.32,
 - ii. Form 18
- e. Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company in the company letter head along with address proof
- f. For Proprietorship Firm: Declaration duly notarised in non judicial stamp paper value of Rs.100/- for sole proprietorship along with name and residential address

In lieu of sale deed and mutation certificate as per point no d above, the following documents are required to be submitted:

- **An Indemnity Bond by the applicant duly affirmed before the Executive Magistrate (1st Class) that it/he will indemnify Tea Board in case of dispute arising out of change of ownership.**
- **Proof of payment of land revenue by the new owner / purchaser / possessor.**
- **NOC from the seller of that Tea Estate for the change of ownership in favour of the present applicant buyer in their Company letter head.**

Signature of the applicant with seal

Place:

Date :

Format-1**Application for change of ownership in respect of****..... to**

Sl.No.	Particulars	
1	Name of the Applicant	
2	Address	
3	Contact Details: Telephone, Fax and E-mail	
4	Status of the applicant company	Company/Partnership/Proprietorship
5	Name of the person from whom the property was purchased	
6	Address	
7	Contact details: Telephone, Fax and E-mail	
8	Name of the Tea Estate	
9	Tea Board Registration No.	
10	Total Grant area (in ha)	
11	Total area under tea (in ha)	
12	Whether the applicant having Estate Factory	
13	If so, RC No.	
14	Village	
15	Tehsil	
16	District	
17	State	
18	Details of Tea Board's loan availed by the Estate	
19	Whether Annual Return to Tea Board has been submitted	

Signature of the applicant with seal**Place:****Date:**