



GUIDELINES & INSTRUCTIONS

FLAVOURED TEA REGISTRATION

Applicant(s) shall apply for License to the Licensing Authority through Board's online egiccs portal i.e. <http://egiccs.teaboard.gov.in/>.

Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.

The below mentioned each document should be self attested with the seal of the company:

1. Application form as per the enclosed format, properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
2. For Proprietorship concern : Declaration duly notarized in non judicial stamp paper value not less than Rs.100/- for sole proprietorship along with name and residential address.

For partnership firm: Deed of Partnership duly attested by at least two partners (if the applicant is a partnership firm).

For company Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors.

3. Certificate from Food Safety and Standards Authority of India.
4. Test Report on (FSSAI parameters/Bio-Chemical Parameters), from Tea Boardenlisted NABL accredited laboratories.
5. Declaration by the applicant duly affirmed before the Executive Magistrate stating that flavour of tea shall contain natural flavours and natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical processes from materials of plants origin either in their natural state of after processing for human consumption.
6. Application fee to be paid through online portal.

Application form for Registration as a manufacturer of tea with added flavor

Sl. No.	Particulars	Details
1	Name of the applicant (in Block Letters) with Registered Office address.	
2	Address for correspondence & telephone, Fax No., Mobile No., E-Mail ID	
3	Name and address of the manufacturing Unit/Units where tea with added flavour is proposed to be manufactured	
4	Name of the Flavour with %-age per Kg. i) Natural Flavour ii) Natural Flavouring Substances:	
5	Tea Board Factory Registration Number, if applicable	
6	Factory Licence No. issued by the State Authority, if applicable	
7	Tea Exporter's/ Buyer's Licence No., if any	
8	GST Registration No.	
9	FSSAI Licence No.	
10	A declaration sworn before Executive Magistrate stating that " flavor of the tea shall contain natural flavour & natural flavouring substances which are flavour preparation and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from material of plant origin either in their natural state or after processing for human consumption"	Submitted (Yes/No)

Date:

Place:

Name & Signature of the applicant with seal