

# NOTICE



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE



## SRI LANKA TEA BOARD

### NEW REGISTRATION/RENEWAL OF EXPORTERS OF TEA 2026

In terms of the Sri Lanka Tea Board Law No. 14 of 1975 and the Tea (Tax and Control of Exports) Act. No. 16 of 1959, all individuals and organizations engaged in the business of export of tea products should register themselves with the Sri Lanka Tea Board.

Applications are now being called by the Sri Lanka Tea Board for registration of new applicants and renewal of registration of the following categories of individuals and organizations engaged in the export of tea products for the year 2026.

Duly completed applications for the following Exports categories should be forwarded with the renewal fee to the Deputy Tea Commissioner (Exports), Sri Lanka Tea Board, No. 574, Galle Road, Colombo 03, on or before **30<sup>th</sup> November, 2025**. All cheques for the amount applicable should be drawn in favour of "**Sri Lanka Tea Board**".

- I. Large category - Exporters of tea whose annual volume of tea exported is 1 Million kgs or above
- II. Small category - Exporters of tea whose annual volume of tea exported is below 1 Million kgs.

New/renewal application forms could be downloaded from the Sri Lanka Tea Board official web site ([www.srilankateaboard.lk](http://www.srilankateaboard.lk)).

Registration fee for new applicants and renewal fee for registered exporters of tea are appended below:

- |   |                          |
|---|--------------------------|
| I. New Applicant (with Tea packer registration) | Rs. 50,000.00 + 18% VAT  |
| II. Renewal of Large Category                   | Rs. 500,000.00 + 18% VAT |
| III. Renewal of Small Category                  | Rs. 50,000.00 + 18% VAT  |

**All registered exporters of tea shall renew their registration for the year 2026 on or before 31<sup>st</sup> December, 2025.**

Furthermore, those who are engaging in tea export activities through online platforms are also required to register following the above procedure.

Chairman  
**Sri Lanka Tea Board**  
574, Galle Rd,  
Colombo 3



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வெருந்தோட்ட மற்றும் சமூக உட்கட்டமைப்பு வசதிகள் அமைச்சு  
Ministry of Plantation and Community Infrastructure



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இலங்கைத் தேயிலைச் சபை  
SRI LANKA TEA BOARD

574

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காலிவீதி, கொழும்பு 03, இலங்கை.  
Galle Road, Colombo 03, Sri Lanka.

Ref: TC/E/PAPER ADVERTISEMENT

13 /10/2025

**To All Registered Exporters of Tea**

Dear Sir,

**RENEWAL OF EXPORTER REGISTRATION FOR THE YEAR 2026**

Please find attached herewith the application for renewal of registration for the year 2026 as per the paper advertisement dated 28<sup>th</sup> September 2025 in Sunday Observer, Silumina and Vaaramanjari. You are required to submit duly completed application with following documents.

Kindly note that your application should be forwarded on or before 30<sup>th</sup> November, 2025

- Certified copy of Business Registration
- Certified copy of form 20 and Form 1 (Only for Limited Companies and Public Limited Companies).
- Original letter of consents from the warehouse owners and the applicant's requests to use the same warehouse for the year 2026. (If warehouse facilities are not owned by the applicant)
- Copies of warehouse registration certificates for the year 2025. (For warehouse owners)
- Copy of the payment of renewal fee (payment to be made to the Finance Division of the Sri Lanka Tea Board) and please make sure your export category would be decided based on the export quantities from 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025.

Please make sure to comply with following conditions prior to submit your Exporter & Packer registration applications.

- If warehouses of other companies are used, please make sure that renewal application of such warehouses are already submitted to Sri Lanka Tea Board and name of your company is already included in their warehouse renewal application as "other users".
- If you are a holding company with several subsidiaries which are registered with Sri Lanka Tea Board please include their names into relevant warehouse renewal applications as other users.
- Those who are having provisional/Temporary registration certificates should submit a request letter for extension of their exporter and packer registration along with the renewal application form with all past export statistics/export performance.

Please note that your exporter registration should be renewed on or before 31.12.2025

Thanking you,

Yours faithfully,

**M. K. Samaraweera**  
Deputy Tea Commissioner

**M.K. Samaraweera**  
Deputy Tea Commissioner (Exports)

සභාපති தலைவர் CHAIRMAN	T: +94 11 2590968 F: +94 11 2585701	අධ්‍යක්ෂ ජනරාල් பணிப்பாளர் நாயகம் DIRECTOR GENERAL	T: +94 11 2508991 F: +94 11 2582122	පොදු ද. අංකය பொது தொ எண் GENERAL NO.	+94 11 2587814 +94 11 2582121 +94 11 2507728	ලැබ්ස් தொலைநகல் FAX NO.	+94 11 2587341 +94 11 2589132
TEA COMMISSIONER	TEA PROMOTION	ADMINISTRATION	FINANCE	ANALYTICAL LABORATORY			
T: +94 11 2580182	T: +94 11 2583343	T: +94 11 2586053	T/F: +94 11 2584845	T/F: +94 11 2581576			
F: +94 11 2580161	F: +94 11 2587341	F: +94 11 2589132	finance@pureceylontea.com	lab@pureceylontea.com			
tcd@pureceylontea.com	promotion@pureceylontea.com	teaboard@pureceylontea.com					



SRI LANKA TEA BOARD

To be furnished to

Deputy Tea Commissioner (Exports)  
Sri Lanka Tea Board  
No.574, Galle Road,  
Colombo 03.

TEA (TAX AND CONTROL OF EXPORT) ACT. NO. 16 OF 1959

RENEWAL OF EXPORTERS REGISTRATION FOR THE YEAR 2026

- 01. 1.1 Name of Exporter: .....
- 1.2 Exporter's Reg. No.: .....
- 1.3 Date of first Reg.: .....
- 02. Business Registration No. & Date of Registration:.....
- 03. Office Address: .....
- .....
- 04. Telephone No/s. ....
- Mobile No/s:.....
- Email : .....
- Web site: .....
- 05. (a) Name of Managing Director/.....
- Partner/Proprietor: .....
- (b) Names of other Directors: .....
- 06. If Subsidiary/ Associate Company, .....
- Give name of Holding Company & .....
- It's Registration Number: .....
- 07. Warehouse/s information .....
- (Name/s, location address/s .....
- W/H Reg. Number. /s .....
- .....

I/we hereby forward a cheque for Rs. ....being the prescribe fee for the renewal of Exporters Registration for the year.....

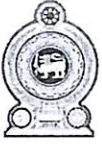
Signature: .....

Date:.....

Name: .....

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OFFICE USE ONLY

# NOTICE



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

## SRI LANKA TEA BOARD



SRI LANKA TEA BOARD LAW NO. 14 OF 1975

### SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATION - 1986 REGISTRATION / RENEWAL OF TEA PACKERS FOR EXPORT - 2026

In terms of the above regulations published in the Extraordinary Gazette No. 386/13 of 28<sup>th</sup> January, 1986 and Extraordinary Gazette No. 2248/36 of 06<sup>th</sup> October 2021, no person or body of persons shall engage in the business of packing tea, unless such person or body of persons is registered with the Sri Lanka Tea Board.

2. Accordingly, all the registered tea exporters in Sri Lanka Tea Board engaging in the business of packing tea in all forms of packaging for export market, are hereby advised to apply for registration or renewal of the registration for the year 2026 to the **Deputy Tea Commissioner (Exports)**, Sri Lanka Tea Board, Tea Exports Division, No. 574, Galle Road, Colombo 03 on or before **30<sup>th</sup> November, 2025** in the prescribed form obtainable from our official web site ([www.srilankateaboard.lk](http://www.srilankateaboard.lk)).
3. The applicable fee for a new registration is **Rs. 25,000/- + 18% VAT**. (Total Fee is **Rs. 29,500/-**). Every Tea Packers shall be renewed before **31<sup>st</sup> December 2025**. The renewal fee is **Rs. 10,000/- + 18% VAT** Total Fee is **Rs. 11,800/-**.
4. In the aforesaid regulation, unless the context otherwise requires "**Export tea Packer**" means a person or body of persons who packs tea in consumer or catering packs not exceeding five kilograms (5kg) in such containers as cartons, canisters packets, wooden boxes, cans, porcelain jars, reed packs or any other form of retail packing for export.
5. Every person who contravenes or fails to comply with any provision of these regulations or furnishes false information or returns to the Sri Lanka Tea Board shall be guilty of an offence, punishable in terms of these regulations.
6. Payment of registration fee or renewal fee could be made either in cash or cheque. All cheques should be drawn in favour of the "**Sri Lanka Tea Board**".

**Chairman**  
**Sri Lanka Tea Board**  
574, Galle Rd,  
Colombo 3



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 Ministry of Plantation and Community Infrastructure



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 இலங்கைத் தேயிலைச் சபை  
 SRI LANKA TEA BOARD

574 { ගැලූ පාර, කොළඹ 03, ශ්‍රී ලංකාව.  
 காலிவீதி, கொழும்பு 03, இலங்கை.  
 Galle Road, Colombo 03, Sri Lanka.

Ref: TC/E/PAPER ADVERTISEMENT

13/10/2025

TO: Chief Executive Officer / Managing Director,  
 All Registered Exporters of Tea  
 All Registered Manufacturers of Tea  
 All Processors of Tea  
 All Sellers of Tea  
 All Buyers of Tea

Dear Sir,

**SRI LANKA TEA BOARD LAW NO. 14 OF 1975**  
**SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986**  
**RENEWAL OF REGISTRATION OF PACKERS OF TEA FOR THE YEAR 2026**

This refers to the section 6.2.iv of the SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986 as amended.

02. You are hereby informed to renew the existing registration as a packer for the year 2026 on or before 31<sup>st</sup> December 2025, by forwarding duly completed **Form No. TC/E/PR** annexed hereto together with the renewal fee of Rs. 11,800.00 (Rs.10, 000.00 +18%VAT) to this office **on or before 30<sup>th</sup> November, 2025**. Payments could be made by cash or cheque for the amount to be drawn in favour of the “Sri Lanka Tea Board”.

03. Please note that no application for renewal will be entertained after **31<sup>st</sup> December, 2025**.

Thanking you,

Yours faithfully,

**M. K. Samaraweera**  
 Deputy Tea Commissioner

**M.K. Samaraweera**  
 Deputy Tea Commissioner (Exports)

සභාපති } T: +94 11 2590968  
 தலைவர் } F: +94 11 2585701  
 CHAIRMAN

අධ්‍යක්ෂ ජනරාල් } T: +94 11 2508991  
 பணிப்பாளர் நாயகம் } F: +94 11 2582122  
 DIRECTOR GENERAL

පොදු ද., අංකය } +94 11 2587814  
 பொது தொ எண் } +94 11 2582121  
 GENERAL NO. } +94 11 2507728

ෆැක්ස් } +94 11 2587341  
 தொலைநகல் } +94 11 2589132  
 FAX NO.

TEA COMMISSIONER  
 T: +94 11 2580182  
 F: +94 11 2580161  
 tcd@pureceylontea.com

TEA PROMOTION  
 T: +94 11 2583343  
 F: +94 11 2587341  
 promotion@pureceylontea.com

ADMINISTRATION  
 T: +94 11 2586053  
 F: +94 11 2589132  
 teaboard@pureceylontea.com

FINANCE  
 T/F: +94 11 2584845  
 finance@pureceylontea.com

ANALYTICAL LABORATORY  
 T/F: +94 11 2581576  
 lab@pureceylontea.com



6. Description of retail packs:

6.1 For Local Consumption only:

Brand Name	Type of Pack	Net Weight	Whether Lion Logo used	Indicate whether you own the brand if so, please attaché copy of registration

6.2. For Export

Brand Name	Type of Pack	Net Weight	Whether Lion Logo Used	Indicate whether you own the brand if so, please attaché copy of registration

7. Estimated volume of teas to be packed for the year ..... for

Local Consumption - ..... Metric Tons

Exports - ..... Metric Tons

On contract basis - ..... Metric Tons

8. Countries of export of packeted teas with specific reference to Brand Names:

9. If packing operation is on contract basis, indicate name and addresses Brand Owners:

I/We hereby declare that the above particulars are true and correct.

Date:.....

.....  
Signature of Applicant

Name:.....

*N.B. If payment made by cheque, the cheque for the amount should be drawn in favour of "Sri Lanka Tea Board"*

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(FOR OFFICE USE)



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இலங்கைத் தேயிலைச் சபை  
SRI LANKA TEA BOARD

574 { ගැලූ පාර, කොළඹ 03, ශ්‍රී ලංකාව.  
காலிவீதி, கொழும்பு 03, இலங்கை.  
Galle Road, Colombo 03, Sri Lanka.

Ref: TC/E/PAPER ADVERTISEMENT

13/10/2025

To: Managing Director/Chief Executive Officer,  
Managing Partners/Proprietor,  
All Registered Exporters of Tea

Dear Sir,

**TEA (TAX AND CONTROL OF EXPORTS) ACT NO. 16 OF 1959**  
**SRI LANKAN ORIGIN TEA HELD IN STOCK AS AT 31<sup>ST</sup> DECEMBER, 2025**

I write with reference to section 12 of the above Act.

02. You are hereby requested to furnish the following information with regard to the balance stock of tea, procured through approved channel as registered exporter of tea under the above Law and held by you as at 31<sup>st</sup> December, 2025 **on or before 31<sup>st</sup> January, 2026** according to the specimen format annexed hereto.

- Total quantity of unblended straight line teas held in your stock as at 31<sup>st</sup> December, 2025 (Broker wise – with all details – in **Form LT /BS-I**)
- Total quantity of local tea in blended form held in your stock as at 31<sup>st</sup> December, 2025 (Blend number wise – **Form LT/BS II**) - inclusive of blend gains and losses)
- Quantity of tea exported during the year 2025 (As per **Form LT/BS III**)
- Quantity of tea sold locally during the year 2025 (As per **Form LT/BS IV**)
- Quantity of tea transferred to other exporters during the year 2025 (As per the **Form LT/BS/V**)

03. Kindly note that any subsequent amendments or alterations or replacement of the balance stock statements you furnished will not be accepted under any circumstances, and **also note if the balance stock statement is not received on 31.01.2026, no authorization for exportation of Sri Lankan Origin Teas will be considered.** Please acknowledge receipt of this letter.

Thanking you,

Yours faithfully,

M. K. Samaraweera  
Deputy Tea Commissioner

M.K. Samaraweera  
Deputy Tea Commissioner (Exports)

සභාපති } T: +94 11 2590968  
தலைவர் } F: +94:11 2585701  
CHAIRMAN

අධ්‍යක්ෂ ජනරාල් } T: +94 11 2508991  
பணிப்பாளர் நாயகம் } F: +94 11 2582122  
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பொது தொ எண் } +94 11 2582121  
GENERAL NO. } +94 11 2507728

ලැබීම් } +94 11 2587341  
தொலைநகல் } +94 11 2589132  
FAX NO.

TEA COMMISSIONER  
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F: +94 11 2580161  
tcd@pureceylontea.com

TEA PROMOTION  
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F: +94 11 2587341  
promotion@pureceylontea.com

ADMINISTRATION  
T: +94 11 2586053  
F: +94 11 2589132  
teaboard@pureceylontea.com

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T/F: +94 11 2584845  
finance@pureceylontea.com

ANALYTICAL LABORATORY  
T/F: +94 11 2581576  
lab@pureceylontea.com

(Should be submitted on or before 31.01.2026)

Name & address of Exporter:.....  
 .....  
 .....

Exporter Registration No. : TC/E/R/.....

**TOTAL QUANTITY OF UNBLENDED STRAIGHT LINE TEA  
 HELD IN STOCK AS AT 31.12.2025**

Date of auction & sale code No.	Broker & Lot No.	Inv. No.	Grade	No. of Cases	Qty. in Kgs.	Location of tea
<b>Total</b>						

I/We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date:.....

.....  
**Signature of Managing Director /  
 Chief Executive Office**

(Should be submitted on or before 31.01.2026)

Name & Address of Exporter: .....

Exporter Registration No: TC/E/R/ .....

**TOTAL QUANTITY OF BLENDED BALANCES OF LOCAL TEA  
HELD IN STOCK AS AT 31.12.2025**

Blend No.	Date of Blend	Balance as at 31.12.2025 inclusive of Blend Gains/Losses		
		Blend Balance (Kgs.) Including short shipped quantities)	Blend Gains (Kgs.)	Total in Kgs.

**I/We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.**

Date:.....

.....  
Signature of Managing Director/  
Chief Executive Officer

(Should be submitted on or before 31.01.2026)

FORM: LT/BS III

**QUANTITY OF TEA EXPORTED DURING THE YEAR 2025**

<b>CusdecLodg. Reg. No. &amp; Date of exportation</b>	<b>Destination Country</b>	<b>Bulk (kg.)</b>	<b>Packets (kg.)</b>	<b>Tea Bags (kg.)</b>	<b>Others Specify (kg.)</b>

**I/We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.**

**Date:.....**

.....  
**Signature of Managing Director/  
Chief Executive Officer**

(Should be submitted on or before 31.01.2026)

FORM: LT/BS IV

Quantity of tea sold locally during the year 2025

Month	Quantity sold kg.	From whom teas procured	To whom teas sold
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>			

I/We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date:.....

.....  
Signature of Managing Director/  
Chief Executive

(Should be submitted on or before 31.01.2026)

Form LT/BS V

Quantity of tea transferred to other Exporters during the year 2025

Straight Line or Blend Balances	Quantity (kg.)	Transferee's Name	Date of Transfer	Whether approval has been obtained for the transaction

I/We hereby declare that the above particulars are true and correct and also confirm that there will not be any addition or alternation or replacement to the above stock.

Date:.....

.....  
Signature of Managing Director/  
Chief Executive Officer