NOTICE

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD

NEW REGISTRATION/RENEWAL OF REGISTRATION OF EXPORTERS OF TEA 2027

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 2027.

Duly completed applications for the following Exports categories should be forwarded with the renewal fee to the Deputy Tea Commissioner (Export), Tea Exports Division, Sri Lanka Tea Board, No. 574, Galle Road, Colombo 03, on or before **31st October, 2026**. All applicable payment could be made in cash to the cashier, cheque or through the GovPay scheme, (Account No.1633709, BOC Kollupitiya 2nd Branch). All cheques should be drawn in favour of the **"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**).

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

I. New Applicant	Rs. 25,000.00 + 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 2027 on or before 31st December, 2026.

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

To be furnished in duplicate to: **Form – TC/E/R**

Deputy Tea Commissioner,
Sri Lanka Tea Board,
Tea Exports Section,
574, Galle Road,
Colombo 3.

SRI LANKA TEA BOARD APPLICATION FOR REGISTRATION AS AN EXPORTER OF TEA

IN TERMS OF THE TEA (TAX & CONTROL OF EXPORTS) ACT NO. 16 OF 1959

1.0 ORGANIZATION: 1.1 Company Name 1.2 Name of Applicant 1.3 Tax Registration Number (TIN)	
1.3 Business Registration No & date of Registration (Please annex a Certified copy of Business Registration)	
1.4 Type of Organization Please state whether Limited Liability Co., Partnership or Sole Trade. In the case of Limited Liability Co., Please annex A certified copy of Articles of Association and Form COM 48	
1.5Ownership of Office Premises (Lease/ Deed)	
1.6 Please state whether you are a BOI Approved project. If so, please attach Certified copy of BOI approval	
1.7 Please state whether you are • a Registered Tea Manufacturer. If so, Please indicate Factory Reg. No. Reg. Name • a refuse tea processor if so, please indicate the license. No. • a local dealer of tea if so, please indicate the business address	
1.8 Business Address House Number: Street 1: Street 2: District: City: Divisional Secretariat: Grama Niladari Division:	
1.9 Telephone No: Mobile No.: Email Address: Fax No.: Website:	
1.10 (a) Name of Managing Director/Partner/Proprietor (b) Names of other Directors	
1.11 If subsidiary/Associate Company, Give name of Holding Company	

1.12 Whether you or any Directors have engaged in tea Export business earlier? If so, indicate name of the business & Reg. No.	
2. FINANCIAL RESOURCES 2.1 Name of Bankers with their addresses House Number: Street 1: Street 2: District: City: Divisional Secretariat: Grama Niladari Division:	1. 2.
2.2 Capital (Kindly refer minimum criteria of the Circular supporting documents should be annexed)	Invested/Paid-up Rs. .....
3. OPERATION 3.1 Details of staff presently Employed (Please indicate names & Trading Experience of Tea Tasters) Copies of certificates should be annexed	CEO- Working Directors- Tea Director/Managers- Stores Manager – Tea Tasters/- Executives- Clerk-
3.2 Location & Tea Tasting facilities House Number: Street 1: Street 2: District: City: Divisional Secretariat: Grama Niladari Division: 3.3 Whether the tea taster an employee; Name	
4. WAREHOUSING OF TEA 4.1 Location/s of warehouse/s 4.2 Whether owned by you or on lease (Please attach A copy of lease agreement) 4.3 If owned by others, names & addresses of the owners 4.4 Is a fitness certificate for the warehouse available? 4.5 Whether the warehouse and teas to be stored There are covered by insurance, If so, the name Of the insurer and Policy No/Date 4.6 Are you obtaining services from contract Blender/s If so, the name & address of the Blenders 4.7 Warehouse Registration No. (Copy to be annexed) 4.8 Whether the warehouse provided by sub-lessee. If so declare name of sub-lessee	

I/we hereby declare that the particulars furnished in the application are true and correct. If any of the declarations made above is found to be false /incorrect, I am/We are aware that my/our Registration as an Exporter of Tea is liable for cancellation.

Date: ..... **.....**

Signature of Applicant

Name in block letters: .....
Rubber Stamp

N.B

1. This form should be signed by the CEO/Managing Director/Managing Agent or by the Proprietor as the case may be

2. Please indicate the location of your Business Premises/Warehouse with route/s for easy identification

3. All information should be furnished

4. Registration fee Rs. 25,000/- is to be paid by all new applicant. If renewal applicable fee as per the information sheet to be paid. Please annex receipt. If payment is made by cheque, the cheque for the amount should be drawn in favour of "Sri Lanka Tea Board"

FOR OFFICE USE ONLY

Received on: .....

Application checked on: .....

Inspection on: .....

Interviewed on: .....

Application rejected on: .....

Registered on: .....

Under No.TC/E/R: .....

Any remarks:

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 REGISTRATION OF TEA PACKERS FOR EXPORTS OF TEA FOR THE YEAR 2027

In terms of the above regulation published in the Extraordinary Gazette No. 386/13 of 28th January, 1986 and Extraordinary Gazette No. 2248/36 of 6th 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 the 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 2027 to the Deputy Tea Commissioner (Export), Sri Lanka Tea Board, Tea Exports Division, No. 574, Galle Road, Colombo 03 on or before 31st October, 2026 in the prescribed form obtainable from our official web site (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 31st December 2026. 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 in cash to the cashier, cheque or through the GovPay scheme, (Account No.1633709, BOC Kollupitiya 2nd Branch). 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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பெருந்தோட்ட மற்றும் சமூக உட்கட்டமைப்பு வசதிகள் அமைச்சு
Ministry of Plantation and Community Infrastructure

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இலங்கைத் தேயிலைச் சபை
SRI LANKA TEA BOARD

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

Ref: TC/E/PAPER ADVERTISEMENT
/10/2026

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 2027

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 2027 on or before 31st December 2026, 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 31st October, 2026.** 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 **31st December, 2026**.

Thanking you,

Yours faithfully,

M.K. Samaraweera
Deputy Tea Commissioner (Exports)

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ADMINISTRATION T : +94 11 2586063
FINANCE T/F : +94 11 2584845
ANALYTICAL LABORATORY T/F : +94 11 2591576

SRI LANKA TEA BOARD

To be furnished to: **Form: TC/E/PR**

Deputy Tea Commissioner (Exports)
Tea Exports Section,
574, Galle Road,
Colombo 3.

Registration Fee Rs. 25,000/-
Annual Renewal Fee Rs. 10,000/-
Above fees are excluding NBT & VAT

APPLICATION FOR REGISTRATION/ RENEWAL OF TEA PACKERS FOR THE YEAR .....

SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATIONS 1986

1. i. Full Name of the Applicant: .....

ii. Company Name: .....

iii. Office Address

House Number: .....

Street 1: .....

Street 2: .....

District: .....

City: .....

Divisional Secretariat: .....

Grama Niladari Division: .....

iv. Telephone No: .....

v. Mobile No.: .....

vi. Email Address: .....

vii. Fax No.: .....

2.Tax Registration Number (TIN): .....

3.1 Packer Registration No.: .....

3.2 Exporter Registration No.: .....

4. Relationship to the Company (Company/ Individual/ Partnership/ Lease GOVT/ Lease PVT/ Unauthorized/ Other/ Owner/ Rental/ Public/ Sole/ Limited Liability Co/ Sole Trade Pvt Ltd):
.....

5. Nature of Packaging (Please underline what is relevant)
   a) Domestic Consumption only
   b) Export only
   c) Both domestic consumption & Export
   d) On contract basis

6. Address of premises used for storing, Blending & Packing operation of tea/ Warehouse Registration No. & Warehouse Name (If you are using the warehousing facilities not owned by you, please attach a letter of consent obtained from the owner of the warehouse)

.....
.....

7. Source of purchase of tea: (i.e. Auction, Private Sale, Direct Sale)

.....

Contd.....2/-

8. Description of retail packs:

8.1 For Local Consumption only:

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

8.2. For Export

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

Contd. ...3/-

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

Local Consumption - ..... Metric Tons

Exports - ..... Metric Tons

On contract basis - ..... Metric Tons

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

.....

11. 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. Registration fee payable is Rs. 25,000/-. Please annex receipt. 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)