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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
05/10/2026

Managing Director/Chief Executive Officer,
Managing Partners/ Proprietor,
All Registered Exporters/Importers of Tea.

Sir,

SRI LANKA TEA BOARD (IMPORT & EXPORT) REGULATIONS 1981
IMPORTED TEA HELD IN STOCK AS 31ST DECEMBER, 2026

I write with reference to section 8 of the above regulations, published in the Government Gazette Extra-ordinary No.134/6 dated 01.04.1981

02. You are hereby requsted to furnish the following information with regard to the balance stock of tea, imported under the above Regulations and held by you as at 31st December, 2026 on **or before 31st January, 2027** according to the specimen format annexed hereto.

i. Total quantity of Unblended imported teas held in your stock as at 31st December,2026 (Import permit wise- in **Form IM/BS-I)**
ii. Total quantity of imported tea in blended from held in your stock as 31st December,2026 (Blend number wise-**Form IM/BS II**) – inclusive of blend gains and losses)
iii. Quantity of other origin tea sold locally under special permission by SLTB during the year 2026 (As per **Form IM/BS III**)
iv. Quantity of other origin tea transferred to other exporters during the year 2026 (As per the From **IM/BS/IV**)

03. Kindly note that any subsequent amendments or alterations replacement of the Balance Stock Statements so furnished will not be accepted under any circumstances. **Also note if the balance stock statement is not received on 31.01.2027, no authorization for re-exportation of other origin teas will be considered.**

Yours truly,

M.K. Samaraweera
Deputy Tea Commissioner (Exports)

Cc: 1. IE/P File
2. Imported Stock handling Unit

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අධ්‍යක්ෂ ජනරාල් / பணிப்பாளர் நாயகம் / DIRECTOR GENERAL T : +94 11 2508991 F : +94 11 2582122
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TEA COMMISSIONER TEA PROMOTION ADMINISTRATION FINANCE ANALYTICAL LABORATORY

To be submitted to

Form – TC/ER/M

Deputy Tea Commissioner,
Sri Lanka Tea Board,
Tea Export Branch,
574, Galle Road,
Colombo 03

Renewal fee	Rs. 5,000.00+VAT
State the Importer Registration No.	IE/P

*** Above fee is subjected to VAT**

APPLICATION FOR RENEWAL AS AN IMPORTER OF TEA FOR THE YEAR .....
UNDER THE SRI LANKA TEA BOARD (IMPORT & EXPORT) REGULATIONS -1981

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

2. Name of Company: .....

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

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

5. i. Address (a) Office

House Number: .....

Street 1: .....

Street 2: .....

District: .....

City: .....

Divisional Secretariat: .....

Grama Niladari Division: .....

(b) Warehouse

Warehouse Name: .....

House Number: .....

Street 1: .....

Street 2: .....

District: .....

City: .....

Divisional Secretariat: .....

Grama Niladari Division: .....

ii. Telephone No: .....

iii. Mobile No.: .....

iv. Email Address: .....

v. Fax No.: .....

3. i. Tea Exporter's Registration No: .....

   ii. Tea Packer Registration No. .....

4. Ownership (a) Local ..... (b) Foreign .....

5. Name & Address of Foreign: .....
   Collaboration (if any)

6. Proposed scheme of financing: (a) Local: ..... (b) Foreign .....

7. Current Export of tea:

Product	Volume/Kgs.	Value/Rs.
(e) Tea in Bulk	.....	.....
(f) Tea in packets	.....	.....
(g) Tea in Bags	.....	.....
(h) Others (specify) – Green Tea	.....	.....

8. State Product/s to be exported (Bulk Tea/Tea Packets or Tea in Bags) in Blended form: .....

9. Trade Name/Brand Name: .....

   Tea in Bulk: .....

   Tea in Packets .....

   Tea in Bags .....

10. Year of commencement of Exports: .....

11. Whether you are an approved project under the BOI or not: .....

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.

.....
Signature of Applicant

Date: ....
Name in block letters

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

.....

FOR OFFICE USE ONLY

(Should be submit on or before 31.01.2027) **Form: IM/BS I**

Name & Address of Exporter: .....

Exporter Registration No: TC/E/R/..... **Importer Reg. No. IE/P**.....

TOTAL QUANTITY OF UNBLENDED IMPORTED TEA

HELD STOCK AS AT 31.12.2026

Import permit No. & Date of issue	Date of Importation	Country of Origin	Category of tea CTC/Specialty Type/Green	Balance Qty. in Kg. as at 31.12.2026
TOTAL				

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 submit on or before 31.01.2027) **Form: IM/BS II**

Name & Address of Exporter: .....

Exporter Registration No: TC/E/R/.....**Importer Reg. No. IE/P**.....

TOTAL QUANTITY OF BLENDED IMPORTED TEA

HELD STOCK AS AT 31.12.2026

Blend No.	Date of Blend	Balance as at 31.12.2026 inclusive of Blend Gains/ Losses		
		Local Tea Component (Kgs.)	Imported Tea Component (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 submit on or before 31.01.2027) **Form: IM/BS III**

QUANTITY OF TEA SOLD LOCALY DURING THE YEAR 2026

Month	Quantity sold Kg.	From whom teas procured	To whom teas sold
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			

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 submit on or before 31.01.2027) **Form: IM/BS IV**

QUANTITY OF TEA TRANSFERRED TO OTHER EXPORTERS DURING THE YEAR 2026

Straight Line or Blend Balance	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