NOTICE

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

SRI LANKA TEA BOARD

SRI LANKA TEA BOARD LAW NO. 14 OF 1975 AND SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS) REGULATION - 1986

REGISTRATION OF LOCAL TEA PACKERS FOR THE YEAR 2027

In order to safeguard the quality of the tea presented to the domestic consumption all the persons or bodies engaging in the local business of tea are required to register or renew their registration of local tea packer for the year 2027.

In terms of the regulations published in the Extraordinary Gazette No. 386/13 of 28th January 1986, & Extraordinary Gazette No. 2248/36 of 06th October, 2021 all the local tea packers should be registered & renewed with the Sri Lanka Tea board.

The Tea Packers will be registered & renewed under 3 categories, on the basis of the expected monthly sales volume. The registration fee & renewal fee for each category are appended below.

Monthly sales Volume	New Registration Fee (Rs.)	Annual Renewal fee (Rs.)
I. Up to 2500 Kg	5,000.00 + 18% VAT	2,500.00 + 18% VAT
II. Between 2501 to 5000 Kg	10,000.00 + 18% VAT	5,000.00 + 18% VAT
III. Over 5001 Kg	25,000.00 + 18% VAT	10,000.00 + 18% VAT

The application forms for the above registration & renewal can be obtained from the SLTB Export Divisions or from following Regional offices or could be downloaded from our official website **(www.srilankateaboard.lk)**

Number	Regional Office Address	Administrative Districts and Bank Accounts details.
01	Assistant Tea Commissioner, Sri Lanka Tea Board,Tea Commissioner's Division, No: 140, Ambagamuwa Road, Gampola. Tel. No: 081-2352279	Kandy, Matale, Kurunegala, Kegalle Bank Of Ceylon –Gampola A/C No : 0002499151
02	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: Walahanduwa Watte, Walahanduwa Galle. Tel: 091-2232052	Galle District Bank Of Ceylon - Galle A/C No : 0001585875
03	Assistant Tea Commissioner, Sri Lanka Tea Board,Tea Commissioner's Division, 61/1, New Town, Rathnapura. Tel : 045-2222136	Rathnapura Districts Bank Of Ceylon –Rathnapura A/C No : 0001015630
04	Assistant Tea Commissioner, Sri Lanka Tea Board,Tea Commissioner's Division, No: 23, Aluth Mawatha, Uyanwatta, Matara. Tel : 041-2222636	Matara & Hambantota Districts Bank Of Ceylon–Matara A/C No : 0001659159
05	Assistant Tea Commissioner, Sri Lanka Tea Board,Tea Commissioner's Division, Vishaka Mawatha,New Badulla Road, Bandarawela. Tel : 057-2222812	Badulla & Monaragala Districts Bank Of Ceylon–Bandarawela A/C No : 0002067259
06	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, Wathurana Road, Baduraliya. Tel: 034-2247444	Galle & Kalutara (Mathugama and Elpitiya Divisional Secratariate) Bank Of Ceylon–Mathugama A/C No : 0005121673
07	Assistant Tea Commissioner, Sri Lanka Tea Board, Tea Commissioner's Division, No: 10, Kelegala, Nanuoya Road, Nuwara Eliya. Tel : 052-2234695	Nuwara Eliya, Hanguranketha, Ambagamuwa, Kotmale, Norwood, Walapane, Hatton. Bank Of Ceylon - Nuwara Eliya A/C No : 84323339
08	Deputy Tea Commissioner (Exports) Sri Lanka Tea Board, Tea Commissioner's Division, No: 574, Galle Road, Colombo 03. Tel: 011-2504090	Colombo & other Districts

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"**. Duly filled Applications together with the relevant payment slip should be handed over to the respective regional office or Tea Exports Division, Sri Lanka Tea Board head office, Colombo 03 on or before **31st October 2026.**

Furthermore, those who are engaging in tea business for local market through online platforms are also required to register following the above procedure.

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

SRI LANKA TEA BOARD

Categories of Registration

Local Tea Packer registration will be carry out under 3 main categories on the basis of monthly sales volume

Category	Monthly Sales Volume	Registration Fee	Reg. Fee with VAT (18%)
Small	Up to 2500 KG	Rs. 5,000.00	Rs. 5,900.00
Medium	2501KG to 5000 KG	Rs. 10,000.00	Rs. 11,800.00
Large	Over 5001 KG	Rs. 25,000.00	Rs. 29,500.00

Basic Requirements for Registration

- Applicant should have a valid business registration to engage with Local tea business.
- Hygienic and other requirements of the premises in which the packaging operations are carried out.
- In the terms of the Sri Lanka Tea Board (Warehousing of Tea) regulation 1984 published in Government Gazette Extraordinary No 326/ 17 of December 5th 1984, storage of any quantities of tea in excess of 1000 kg at any one time and which Sri Lanka Tea Board considers satisfactorily for the purpose of storing of tea has to be registered with the Sri Lanka Tea Board,

Documents Required for Registration

I. If the applicant's business is registered as a Sole Proprietorship or Partnership:

1. Business Registration Certificate valid for the period.
2. A certified copy of National Identity Card (NIC) of the applicant(s).
3. If the business premises are owned by the applicant(s), the Deed.
4. If the business premises are leased or rented, the Lease Agreement or Rental Agreement.
5. If tea blending, packing, and storage are carried out in another warehouse, a Letter of consent from the expected warehouse.
6. If tea is purchased from private suppliers, Proof of Purchase.

Note: Applicants should submit the original documents along with their copies.

II. If the applicant's business is registered as a Private Limited Company:

1. Business Registration Certificate valid for the period.
2. Forms 1 and 20.
3. Articles of Association.
4. A certified copy of National Identity Card (NIC) of the applicant(s).
5. If the business premises are owned by the applicant(s), the Deed.
6. If the business premises are leased or rented, the Lease Agreement or Rental Agreement.
7. If tea blending, packing, and storage are carried out in another warehouse, a Letter of consent from the expected warehouse.
8. If tea is purchased from private suppliers, Proof of Purchase.

Note: Applicants should submit the original documents along with their respective copies.

Payment Details and Application Collection

The application forms for the above registration can be obtained from the SLTB Export Divisions or from following Regional offices or could be downloaded from our official website (www.srilankateaboard.lk)

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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 Cheque should be drawn in favor of the **"Sri Lanka Tea Board".**

Duly filled Applications together with the relevant payment slip should be handed over to the respective regional office or Tea Exports Division, Sri Lanka Tea Board head office, Colombo 03 on or before 31st October 2026.

Furthermore, those who are engaging in tea business for local market through online platforms are also required to register following the above procedure.

FORM: TC/LC/PR/

SRI LANKA TEA BOARD

To be furnished to:

Deputy Tea Commissioner (Exports)
Tea Exports Division,
Sri Lanka Tea Board,
574, Galle Road,
Colombo 3.

Registration Fee (Rs)

Small Category	5,000/= + 18% VAT	
Medium Category	10,000/= + 18% VAT	
Large Category	25,000/= + 18% VAT	

Renewal Fee (Rs)

Small Category	2,500/= + 18% VAT	
Medium Category	5,000/= + 18% VAT	
Large Category	10,000/= + 18% VAT	

APPLICATION FOR REGISTRATION / RENEWAL OF LOCAL TEA PACKERS FOR THE YEAR – 2027

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

1. Company Name: ……
2. Sri Lanka Tea Board Registration Number (If a Renewal): TC/LC/PR/……. (Please attach a copy)
3. Type of Business (Individual/ Partnership/ Private/ Public): ……
4. Business Registration:
    1. Reg. Number: ……
    2. Date: ……
5. Full Name of the Applicant: ……
6. NIC Number of Applicant: ……
7. Tax Registration Number (TIN): ……
8. Address of Office Premises
    a) House Number: ……
    b) Street 1: ……
    c) Street 2: ……
    d) City: ……
    e) Grama Niladari Division: ……
    f) Divisional Secretariat: ……
    g) Administrative District: ……

9. Warehouse Address Which You Use to Store the Tea:

    a) House Number: ……..…….. e) Grama Niladari Division: ……..

    b) Street 1: …… f) Divisional Secretariat: ……

    c) Street 2: …… g) Administrative District: ……..

    d) City: ……..

10. If the Warehouse is Registered Under the Sri Lanka Tea Board:

    a) Warehouse Registration Number: …….

    b) Warehouse Name: ……

11. Contact Details:

    a) Telephone Number: …….

    b) Mobile Number: ……..

    c) Email Address: ……..

    d) Fax Number: ……

12. Maximum amount of Tea which can be stored at a time: ……

13. Quantity of Tea to be used per month (Kgs): ……

14. The way of purchasing Tea (**Please attach necessary documents for proof):

    a) Tea Auction ☐

    b) Private Sale ☐

    c) Direct Sale ☐

15. Present Tea Selling Areas :

    a) City: ……..

    b) Divisional Secretariat: ……..

    c) District: ……..

16. Details of Tea Packs:

Trade Name	Type of Packing (Packets/Tea Bags/Boxes/Tins/ Others)	Net Weight (g)

17. Cheque Number: ……

I/We have herewith attached the applicable license fee of Rs…… in Cheque/Bank receipt.

I/We hereby declare that all the information mentioned above are true and correct to the best of my/our knowledge.

Date: …….. Applicant's Signature: ……..

Applicant's Name: ……

OFFICE USE ONLY

Notice

Payments should be made through any Bank of Ceylon branch account No:0001633709 to Sri Lanka Tea Board(Kollupitiya 2nd Branch) and the payment receipt should be submitted along with duly completed application.