



Revised Guidelines for Registration as a Manufacturer of tea with added Flavour

In accordance with the Notification No. GSR 694(E) dated 11.10.1999 issued by the Department of Health, Ministry of Health and Family Welfare, Govt. of India, no person shall carry on the activities of manufacturing tea with added flavour except under a valid registration obtained from the Tea Board as bonafide manufacturer of flavoured tea, as per the said order in respect of each factory owned or controlled by him.

Following the above Notification and the provision under Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, Tea Board has been issuing flavoured tea registration certificates to the manufacturers of Flavoured Tea.

Applicant(s) shall apply for Registration Certificate to the Licensing Authority in the prescribed format through online portal <https://onlineapps.teaboard.gov.in>.

Applicant(s) are requested to go through the Guidelines, Fee Structure, FAQ Section, Supporting Documents in the aforesaid online portal before submitting their application, complete in all respects, with all requisite documents/information.

Applicant(s) must provide their e-mail ID and Phone number for immediate response/reply from Tea Board.

The system generated application form (Annexure-B) should be filled-in and signed with proper office seal of the Proprietor/Partner/Director/Authorised Signatory (as the case may be) along with date. (Authorisation letter should be enclosed if the application is signed by the Authorised Signatory).

In case of non-submission of requisite documents as amended by Tea Board from time to time, application shall be liable for rejection with forfeiture of application fee.

Who will apply for registration of flavoured tea?

The Marketing Company under whose brand name the flavoured tea will be marketed shall apply for registration as manufacturer of flavoured tea. The manufacturing unit i.e. where the activities of blending and packaging of flavoured tea are carried out should be recorded as authorized premises in the FSSAI License of the applicant company. The addresses of the marketing company (manufacturer of flavoured tea) and the manufacturing unit should be mentioned in detail on the packet following the provisions under Food Safety and Standards (Packaging and labelling) Regulations, 2011.

Procedure to be followed for new registration/ modification of registration certificate:

For registration of flavoured tea(s), the applicant company/ firm will submit only one application through online portal. After issuance of flavoured tea registration certificate, the modification link will be provided/activated in the online portal through which the applicant can apply further for inclusion of additional flavoured tea(s) in the existing flavoured tea registration certificate.

Procedure to be followed for modification of offline registration certificate:

The flavoured tea manufacturers who earlier obtained flavoured tea registration certificates under offline mode and intend to apply for registration of additional flavoured tea(s) for inclusion in the existing flavoured tea registration certificate are requested to raise Helpdesk Ticket from the aforesaid online portal and upload the offline flavoured tea registration certificate for migration of offline data in the online platform. Once the offline data is migrated to online platform, the modification link shall be provided/activated in the portal for submission of online application. Subsequently, the original copy of the flavoured tea registration certificate is required to be submitted to Tea Board.

For any technical query related to online portal, the applicant should raise Helpdesk ticket.

In case, applicant possessing flavoured tea registration certificate (offline/online) is found to apply as New instead of Modification, the application shall be liable for rejection and there shall be no refund of application fee.

Sd/-
Controller of Licensing
Tea Board

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

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:	S NO.	NAME OF FLAVOURED TEA (PRODUCT NAME)	TYPE OF TEA & INGREDIENT DETAILS WITH %-AGE
5	Tea Board Factory Registration Number, if applicable (Photocopy of the certificate to be enclosed)	N/A		
6	Factory License No. issued by the State Authority, if applicable (Photocopy of the certificate to be enclosed)	N/A		
7	Tea Exporter's/ Buyer's License No., if any (Photocopy of the certificate to be enclosed)	N/A		
8	Central Excise License/Regd. No. if applicable (Photocopy of the certificate to be enclosed)	N/A		
9	Declaration in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized, stating that: 1. "Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".			

Date:

Place:

Name & Signature of the applicant with seal

Document(s) Details

Sl. No.	Document(s)	Submission Type	Document Uploaded
1	Application form properly signed along with date and seal of the proprietor/partner/Director/ Authorized Signatory as the case may be.	Electronically	
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, Or For partnership firm: Deed of Partnership duly attested by at least two partners (if the applicant is a partnership firm), Or For company Memorandum & Articles of Association & Certificate of Incorporation duly certified by one of the Directors.	Electronically	
3	Certificate from Food Safety and Standards Authority of India.	Electronically	
4	Test Report(s) of the flavoured tea(s) on Biochemical Parameters as per Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, and on Pesticide Residue and Metal Contaminants as per Food Safety and Standards (Contaminants, Toxins and Residues) Regulations, 2011 from Tea Board enlisted NABL accredited laboratory under Integrated Assessment Scheme.	Electronically	
5	Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company.	Electronically	
6	Declaration in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized, stating that: 1."Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".	Electronically	
7	Add Any other document	Electronically	

- ***The procedure for filling up the application form and submission of documents are furnished below (next pages):***

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

Sl. No.	Particulars	Details		
1	Name of the applicant (in Block Letters) with Registered Office address.	Please mention the trade name (in Block Letters) in which license is to be issued. Trade name and registered office address should match with those mentioned in FSSAI License.		
2	Address for correspondence & telephone, Fax No., Mobile No., E-Mail ID	Please mention office address and contact no. for correspondence.		
3	Name and address of the manufacturing Unit/Units where tea with added flavour is proposed to be manufactured	Please mention name and address of manufacturing/blending unit as per the authorized premises recorded in FSSAI License.		
4	Name of the Flavour with %-age per Kg. i) Natural Flavour ii) Natural Flavouring Substances:	S NO.	NAME OF FLAVOURED TEA (PRODUCT NAME)	TYPE OF TEA & INGREDIENT DETAILS WITH %-AGE
		1	Please mention name of flavoured tea/product name (Example- Masala Tea)	Please mention individual percentage of ingredients (Example- Black Tea CTC 95%, Cardamom 2%, Cinnamon 1%, Clove 1%, Black Pepper 1%)
5	Tea Board Factory Registration Number, if applicable (Photocopy of the certificate to be enclosed)	Not required		
6	Factory License No. issued by the State Authority, if applicable (Photocopy of the certificate to be enclosed)	Not required		
7	Tea Exporter's/ Buyer's License No., if any (Photocopy of the certificate to be enclosed)	Not required		
8	Central Excise License/Regd. No. if applicable (Photocopy of the certificate to be enclosed)	Not required		
9	Declaration in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized, stating that: 1. "Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".			

Date:

Place:

Name & Signature of the applicant with seal

Document(s) Details

Sl. No.	Document(s)	Documents to be uploaded in the portal
1	Application form properly signed along with date and seal of the proprietor/partner/Director/Authorized Signatory as the case may be.	Please upload system generated application form, duly signed and affixing seal.
2	For Proprietorship concern: Declaration duly notarized in Non Judicial Stamp Paper of value not less than Rs.100/- for sole proprietorship along with name and residential address, Or For partnership firm: Deed of Partnership, duly attested by at least two partners (if the applicant is a partnership firm), Or For company Memorandum & Articles of Association & Certificate of Incorporation, duly certified by one of the Directors.	Please upload document, as the case may be.
3	Certificate from Food Safety and Standards Authority of India.	Please upload copy of valid FSSAI License along with Product Annexure (all the pages of the license should be uploaded). 'Tea' should be mentioned as authorized food product under FC 14.1.5 in the Product Annexure.
4	Test Report(s) of the flavoured tea(s) on Biochemical Parameters as per Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011, and on Pesticide Residue and Metal Contaminants as per Food Safety and Standards (Contaminants, Toxins and Residues) Regulations, 2011 from Tea Board enlisted NABL accredited laboratory under Integrated Assessment Scheme.	Please upload test report(s) of the flavoured tea(s) on parameters of Biochemical, Pesticide Residue and Metal Contaminants. Name of flavoured tea (Example - Masala Tea) should be mentioned in the test report. List of Tea Board enlisted laboratories is available at the official website of Tea Board India (https://www.teaboard.gov.in) under 'Regulatory Activities' section.
5	Name, residential address, e-mail ID and contact numbers of present Partners/Directors/Proprietor of the firm/company.	Please furnish the information in Company/Firm's letterhead, duly signed and affixing seal and upload in the portal.
6	Declaration in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized, stating that: 1."Tea used in the manufacture of flavoured tea conforms to FSSAI standards". 2. "Flavour of the tea shall contain natural flavours & natural flavouring substances which are flavour preparations and single substance respectively, acceptable for human consumption, obtained exclusively by physical process from materials of plants origin either in their natural state or after processing for human consumption".	Please upload the declaration in Non Judicial Stamp Paper of value not less than Rs. 100/-, duly notarized and signed by the deponent/applicant, mentioning the statement at Sl. No. 1 and 2 (left side). There should not be any mismatch of word in the statement.
7	Add Any other document	Please upload additional document(s), viz., MSME Certificate, Declaration from flavour manufacturer*, Method of preparation of flavour** etc. Please upload the additional documents as single merged PDF file.

* **Declaration from Flavour Manufacturer** – If the flavour is used in processed form (oil/essence/liquid), the applicant has to obtain a certificate/declaration in prescribed format from the concerned flavouring company or flavour manufacturer. **The prescribed format of declaration is furnished at next page.**

** **Method of preparation of flavour** – If the ingredient is used in its natural form, i.e., natural spice, not in processed form (oil/essence/liquid) procured from the flavour manufacturer, a declaration is to be submitted in Company/Firm's letterhead, duly signed and affixing seal, mentioning the method of preparation of flavour, in detail. In such cases, declaration/certificate from flavour manufacturer is not applicable.

Sample Declaration Letter from Flavour Manufacturer

[Manufacturer's Letterhead]

[Company Name]

[Complete Address]

[FSSAI License Number, if applicable]

[Contact Details]

[Date]

To Whom It May Concern / [Name of Recipient Company]

Subject: Declaration of Compliance for Natural Flavour/Flavouring Substance with FSSAI Standards

We, [Manufacturer's Company Name], hereby declare and certify the following regarding the product supplied by us:

Product Details:

- Name of the Flavour/Flavouring Substance: [e.g., Natural Vanilla Flavour / Natural Mango Flavouring Substance / etc.]
- Batch/Lot Number(s): [Specify product id, batch numbers or other details, etc.]
- Date of Manufacture: [DD/MM/YYYY]
- Description: Natural flavouring substance(s) / Natural flavour(s) as defined under Regulation 3.3.1 of the Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011.
 1. The above-mentioned flavour/flavouring substance is **natural** and **fit for human consumption** and suitable for use in food products as per the applicable provisions of the Food Safety and Standards Act, 2006, and the Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011 (as amended).
 2. The flavour/flavouring substance fully conforms to all relevant **FSSAI standards and regulations**, including the definitions, specifications, and limits for natural flavours and natural flavouring substances.
 3. It **does not contain** any banned or restricted additives, substances, or contaminants as per the prohibited list in the Food Safety and Standards (Food Products Standards and Food Additives) Regulations, 2011 (e.g., no coumarin, dihydrocoumarin, tonka bean, β -asarone, estragole, or any other prohibited flavouring agents).
 4. The product is free from any artificial flavouring substances, nature-identical substances (unless separately declared), synthetic additives, or non-permitted ingredients.
 5. It complies with Good Manufacturing Practices (GMP) and is produced under hygienic conditions. No processing aids or carry-over additives are present beyond permissible limits.

This declaration is based on our quality control records, raw material specifications, and testing (where applicable). We shall maintain supporting documents (e.g., COA, raw material declarations, test reports, MSDS) and make them available upon request for verification by regulatory authorities or your organization if required.

We take full responsibility for the accuracy of this declaration and any non-compliance shall be our liability.

[Authorized Signatory Name]

[Designation]

[Signature & Company Seal]