



Tea Board
14, B.T.M. Sarani, (Brabourne Road), Kolkata 700 001

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Ref. No. LC-POLY/1/2026-Licensing | 6607

Date: 08.01.2026

Notice

Tea Board has implemented online system for issuance of various licenses/ registration certificates under different Acts & Control Orders. The timeframe for disposal of applications are mentioned below for information of all concerned.

Applicant(s) shall apply for licenses/ registration certificates in the prescribed format and submit documents, complete in all respect as per guidelines, through the online portal <https://onlineapps.teaboard.gov.in>.

Only one opportunity will be provided to the applicant for submission of the required document(s) and clarification, if the application is found deficient in any respect, and if the applicant fails to submit the document(s)/ clarification in response to the clarification request, the application shall be rejected with forfeiture of the application fee.

Sl. No.	Nature of Application	Timeframe in no. of working days (from the date of receipt of application, complete in all respect as per guidelines)
1	Exporter License	10
2	Permanent Exporter	10
3	Distributor	10
4	Buyer Registration	10
5	Broker in Tea Auction	10
6	Organisers of Tea Auction	10
7	Flavour Registration	20
8	Warehouse License	25
9	NOC for construction of Manufacturing unit (under Accelerated Scheme)	15
10	NOC for construction of Manufacturing unit (under Non-Accelerated Scheme)	20
11	Issuance of Registration Certificate for Manufacturing unit	20
12	Change of Ownership of Garden	20
13	Change of Ownership of Factory	20
14	Tea Waste	20
15	New Garden Registration	10
16	Mini Tea Factory	25


(Dr. Rishikesh Rai)
Secretary