



GUIDELINES & INSTRUCTIONS

TEA (WAREHOUSE) LICENSING ORDER, 1989

TEA WAREHOUSE LICENCE (NEW/ RENEWAL/ MODIFICATION)

Applicant(s) shall apply for license 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, Supporting Documents, FAQ Sections in the aforesaid online portal before submitting their application, complete in all respect, with all requisite documents/information.

Applicant(s) must provide their contact details for immediate response/ reply from Tea Board.

The system generated application form (Form 'A'), properly signed with date and seal of the proprietor/partners/Directors/Authorized Signatory (as the case may be) and other requisite documents, as per guidelines, should be submitted through online portal. (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 the application fee/ processing fee and the applicant will be required to submit a fresh application.

In case of rejection of application, there is no provision for refund of application fee/ processing fee.

For any technical issue, applicant should raise Helpdesk ticket in the aforesaid online portal.

New warehouse license/ Modification of existing warehouse license:

Details of documents required to be submitted for new and modification are furnished below. In case of modification of existing warehouse license, applicant has to apply through modification link in the aforesaid portal. Modification of license is allowed only in respect of extension and reduction of floor area.

Renewal of warehouse license:

For renewal of existing warehouse license, auto-renewal system has been implemented. For auto-renewal of license, the licensee should apply before expiry of the validity of the existing license. Auto-renewal option is opened/activated in the portal before 30 days from the date of expiry of the validity of the existing license.

Sd/-
Controller of Licensing
Tea Board

FORM 'A'

Sl. No.	Particulars	
1	Name of applicant (in block letters)	
2	Full address (to which correspondence should be sent)	
3	Full address of the warehouse where the applicant intends to do storing/ blending/ packaging of tea	
4	Floor area of the warehouse (a map to the scale to be enclosed)	
5	Whether the warehouse owner holds the warehouse on his own account or on lease or on permission from the owner	
6	Nature of business (storing/blending/ packaging etc.) to be carried out in the Warehouse	
7	Whether the operations stated at (6) above are carried out on his own account on behalf of other person, and if so, furnish the names and address of the Principal (s).	
8	Amount of fees paid	

Document(s) Details (For New Warehouse License)

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	Documents in support of ownership of warehouses premises/registered lease deed, duly notarised/ Rent Agreement duly notarised.	Electronically	
3	Auction Organiser's Recommendation (for auction warehouse only)	Electronically	
4	Declaration from the applicant (in original) in Non Judicial Stamp Paper of Rs. 100/- duly notarised stating that: (i) the warehouse shall conform to the specification as per Annexure-B (ii) there is no allegation against this warehouse for the side of brokers and seller members	Electronically	The specifications of Annexure-B & C are mentioned at next page
5	Add Any other document	Electronically	Please see the last page for additional document(s)

Document(s) Details (For Modification of Warehouse License)

Sl. No.	Document(s)	Submission Type	Document Uploaded
1	Application form properly signed along with date and seal of the proprietor/partner/Director/ Authorised Signatory as the case may be.	Electronically	
2	Latest Rent Receipt in case of Rented /Leased Warehouse.	Electronically	
3	Sketch Map of the warehouse premises duly prepared and signed with seal by a registered surveyor.	Electronically	
4	Documents in support of ownership of warehouses premises/registered lease deed, duly notarised/Rent Agreement duly notarised.	Electronically	
5	Auction Organiser's Recommendation (for auction warehouse only).	Electronically	
6	Declaration from the applicant (in original) in Non Judicial Stamp Paper of Rs.100/- duly notarised stating that: (i) the warehouse shall conform to the specification as per AnnexureB (ii) there is no allegation against this warehouse for the side of brokers and seller members.	Electronically	
7	Copy of existing warehouse license issued by Tea Board	Electronically	
8	Any other document.	Electronically	

(Annexure-B and C mentioning point-wise specifications as mentioned below are to be prepared on Non Judicial Stamp Paper of value not less than Rs.100/-, duly notarized)

Annexure-B:

The warehouse shall conform to the following specifications:

- (a) Shall be fit for tea storage;
- (b) The walls and the roof may preferably be made of bricks and well plastered, or be made of tins or asbestos, but in any case the walls and roof must be damp-proof and leak proof;
- (c) The floor shall be of pucca construction, properly-cemented and damp-proof;
- (d) It shall be properly ventilated, but at the same time protected against pests, rodents, birds and insects;
- (e) There shall be adequate lighting arrangements and electrical fittings should be maintained in good condition;
- (f) There shall be adequate number of gates of appropriate size for easy ingress and egress of tea chests;
- (g) The entry/ exit gates shall have leak-proof covered sheds to protect against rain damage at the time of loading/unloading of tea chests;

- (h) The doors and windows shall be properly secured for the safety of the stored goods;
- (i) where the warehouse will store teas other than owned by the licensee, there shall be adequate space for parking/ maneuvering of the vehicles carrying teas. The approach road shall be properly maintained and shall have adequate number of fire-fighting equipments;
- (j) The warehouse shall store only tea and other materials connected with the storage, blending and packaging of tea. Anything which may adversely affect the quality of tea shall not be kept in the warehouse;
- (k) The hygienic condition of the surrounding area adjoining the warehouse shall be properly maintained;
- (l) No new construction shall be undertaken in an area prone to water logging. The existing warehouses shall take proper precaution against entry of water due to sudden heavy rainfall;
- (m) The workers engaged for manual blending of tea shall wear clean dresses and shall not have contagious disease.
- (n) The warehouse must have adequate number of supervisory, clerical staff and workers depending upon the nature of business carried out therein and commensurate with the volume of business handled.
- (o) The Warehouse storing teas not belonging to the licensee shall have the following :-
- (i) Adequate number of watch-and -ward staff;
 - (ii) Adequate number of weighing scales proportionate to the volume of business which the warehouse is capable of handling. Such scales in operation shall be maintained properly to ensure correct reading of weights;
 - (iii) Shall use dumping pads made out of appropriate materials to avoid damage of tea chests while dropping on the floor;
 - (iv) Shall not stock too high which may cause damage to the chests and leave enough space between two rows of stacking for smooth movement of workers and easy identification of chest markings;
 - (v) There shall be adequate space for office, for receiving, delivery and sorting of teas, for the brokers to draw samples and for blending/ packaging of tea, wherever such operations are applicable.

Annexure-C

There is no allegation against this warehouse either from the Brokers or from the seller members.

Signature of Owner
Authorised Signatory of the Warehouse with seal

Any other document (additional documents):

1. If the validity of lease/rent agreement does not cover the validity of the warehouse license, an Undertaking in Non-Judicial Stamp Paper of Rs. 100.00, duly notarized, is to be submitted mentioning the following clauses:

- (A) I/ We..... (name of Director/Partner/Proprietor) of M/s (name of Company/Firm), (Regd. Office address) hereby declare that I/We have taken the warehouse measuring sq. ft. situated at (warehouse address) on lease/ rent basis from M/s (name of Lessor/ Licensor) since (effective date) for the purpose of storing/ blending/ packaging of tea.
- (B) I/ We further declare that we are paying rent to the Lessor/ Licensor on regular basis in accordance with the Lease/ Rent Agreement.
- (C) That, the current Lease/ Rent Agreement is valid upto (expiry date) and will be renewed on time and the renewed copy will be submitted to Tea Board before expiry of the validity of the Lease/ Rent Agreement.
- (D) That, in case of non-renewal of the Lease/ Rent Agreement, I/ We will intimate Tea Board prior to expiry of the validity of the Lease/ Rent Agreement and Tea Board may cancel our warehouse license at any point of time without further notice.

2. If the warehouse is taken on sub-lease basis, an NOC is to be obtained from the actual owner (Lessor) of the warehouse, in the following format:

“I/ We (name of Lessor) am/ are the exclusive and absolute owner(s) of the warehouse situated at (warehouse address). The said warehouse has been given to M/s (name of Sub-Lessor) on lease for a period of (lease period). I/ We have no objection, if the said warehouse is sub-leased to M/s (name of sub-lessee).”

The above declaration is to be submitted in the letterhead of the Lessor, duly signed and affixing seal.

3. In case of private warehouse, a declaration is to be submitted in company/ firm’s letterhead, duly signed and affixing seal, in the following format:

“I/ We (name of Director(s)/ Partners/ Proprietor) of M/s (name of Company/Firm), hereby declare that the warehouse located at (warehouse address) is solely for private use for carrying on the activities of storing, blending and packaging of tea. The warehouse will not be used for auction purpose.”

(Please upload the aforementioned additional document(s) (as the case may be) as single merged PDF file under ‘Add Any other document’ section in the online portal.)