



**GUIDELINES & INSTRUCTIONS
TEA (MARKETING) CONTROL ORDER, 2003
FRESH BROKER LICENSE FOR TEA AUCTION**

Applicant(s) shall apply for License to the Licensing Authority through Board's online egiccs portal i.e. <http://egiccs.teaboard.gov.in/>.

Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.

The below mentioned each document should be self attested with the seal of the company:

1. Application Form 'G' duly filled in and signed along with date and seal of the Company.
2. The applicant must be a legally registered company in India under the Companies Act and must furnish copy of Memorandum & Articles of Association and Certificate of Incorporation, duly certified by one of the directors.

For Partnership firm- A court/notary certified deed of partnership, duly signed at least by two partners.

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.

3. An undertaking by the company that they will comply with all norms of brokers in public tea auctions as per norms of the auction centres as well as Tea Board.
4. Application fee to be paid through online portal.
5. The applicant company or its directors should have prior experience in tea trading, broking business, valuation, auctioning or related fields. The details in this regard should be provided in Company's letter head along with supporting documents, duly signed and sealed by the Directors or the authorized signatory of the company.
6. Proof of financial stability to handle the tea broking business or audited financial statements, wherever applicable for last three (03) financial years.

7. Directors/Partners/Proprietors should have a proven track record of ethical business practices and be free from any past involvement in fraudulent or unethical activities.
8. For each location where a license is sought, the applicant should provide details of physical office and the office space should be well equipped with necessary facilities require for handling tea broking business.
9. The Company must employ qualified and experienced tea tasters and inspectors, proportionate to its business volume, to ensure accurate tasting and inspection of teas.
10. The Directors, Partners, or Proprietor of the Company must provide a written undertaking, stating that they will not directly or indirectly engage in the purchase of tea and have any interests that conflict with those of the buyer members of the auction organizer.
10. Applicants must provide confirmation letters from their producer-clients, guaranteeing adequate business allocation for the first three years. This ensures the applicant's viability and continued presence in the market.