

Bangladesh Tea Board
Head Office
171-172, Baizid Bostami Road,
Nasirabad, Chittagong.

An application to be registered with Tea Board as Retail-Wholesale (Form-A/1)/Bidder (Form-A/2)/Blender (Form-A/3) under the Article No. 3(1) of the Ordinance (Amendment Ordinance), 1972 (Presidential Order No. 160/1972) of price control, distribution and transfer of tea.

1	Name of the Applicant	⊘	
2	Address of the Applicant	⊘	
3	Phone/Mobile	⊘	
4	Applicant's Business Organization's Name	⊘	
5	Address of the Business Organization	⊘	
6	Type of the Business Organization (Sole Proprietorship/Limited Company/Partnership Business)	⊘	
7	Name & Address of the Partners (if applicable)	⊘	
8	Address of the Warehouse	⊘	
9	Is there any other license of Bangladesh Tea Board	⊘	

Date of the Application:

Signature of the Applicant:

Full Name:

To attach the following documents with the retail-wholesale application:

- a) Pay order/Bank draft of 2,500/- (two thousand and five hundred taka) in favor of Bangladesh Tea Board;
- b) Attested photocopy of issued or renewal trade license by local City Corporation or Municipal or Union Council.

To attach the following documents with the tea bidder application:

- a) Pay order/Bank draft of 10,000/- (ten thousand taka) in favor of Bangladesh Tea Board;
- b) Photocopy of issued license of retail-wholesale by Bangladesh Tea Board in favor of the applicant or applicant's organization;
- c) Attested photocopy of issued or renewal trade license by local City Corporation or Municipal or Union Council;
- d) Bank Solvency Certificate in favor of the applicant by any Government approved bank;
- e) Attested photocopy of applicant's (1) TIN Certificate and (2) VAT Registration Certificate.

To attach the following documents with the tea blender application:

- a) Pay order/Bank draft of 10,000/- (ten thousand taka) in favor of Bangladesh Tea Board;
- b) Photocopy of issued license of retail-wholesale by Bangladesh Tea Board in favor of the applicant or applicant's organization;
- c) Attested photocopy of issued or renewal trade license by local City Corporation or Municipal or Union Council;
- d) Bank Solvency Certificate in favor of the applicant by any Government approved bank;
- e) Attested photocopy of applicant's (1) TIN Certificate and (2) VAT Registration Certificate;
- f) Bio-data of a tea taster appointed by the applicant.

The address to send application: Deputy Director (Trade), Bangladesh Tea Board , 171-172, Baizid Bostami Road, Nasirabad, Chittagong. Phone: 031-683527, Mobile: 01774-901988.

Registration fee, renewal fee and late fee of licenses:

Types	License Registration Fee	License Renewal Fee	Late fee if not renew in due time
Broker	25,000.00	12,500.00	2,500.00
Blender	20,000.00	10,000.00	1,000.00
Bidder	10,000.00	5,000.00	500.00
Retail-Wholesale	2,500.00	1,000.00	250.00

Pay order/Bank draft in favor of 'Secretary, Bangladesh Tea Board, Chittagong' from any Government approved bank.

Online Application :

Application can be submitted through email (tealicense.tea@gmail.com) by attaching scan copies of the necessary documents. In that case, the applicant needs to online the license fee to the bank account no. 2905-0320000291, Bangladesh Krishi Bank, Tea Board Branch, Chittagong. As the proof of deposit, the receipt copy must be emailed as attachment.

Note: a) Please mention the contact number of applicant for any query.

b) If the application is accurate, the license will be sent through registered postal service.