

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: 01847-165888.

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 t

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.