



## **GUIDELINES & INSTRUCTIONS**

### **CHANGE OF OWNERSHIP OF FACTORY**

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, completed in all respects with all requisite documents/information.

#### **Documents to be submitted**

1. Original Registration certificate issued by Tea Board in favour of the Tea Factory or Indemnity Bond on a Non Judicial Stamp Paper of Rs.100/- duly notarized stating that original Registration Certificate issued in favour of the Tea Factory (name of the Tea Factory) has been misplaced/lost as the case may be and it is hereby affirm that the said certificate will be surrendered to Tea Board in case it is found at a later date.
2. For Company- Memorandum & Articles of Association and Certificate of incorporation/For Partnership Firm- Deed of Partnership/For Proprietorship Firm: Declaration for sole proprietorship on a Non Judicial Stamp Paper of Rs.100/- duly notarized.
3. Registered Sale Deed/Transfer Deed/Court Order/Registered Lease Deed to be submitted.
  - (i) In case, Registered Sale Deed/ Transfer Deed/Court Order/Registered Lease Deed are not executed due to non-receipt of permission from the concerned State Government Authorities, the applicant should submit a) An Indemnity Bond on a Non Judicial Stamp Paper of Rs.100/- duly affirmed before Executive Magistrate (1<sup>st</sup> Class) stating that the company will indemnify Tea Board in case of dispute arising out of change of ownership, b) Agreement to sale, duly notarised between seller and purchaser and c) proof of payment of land revenue by the purchaser.
4. Application fees of Rs.1,16,000/-(plus GST) to be paid online through egiccs portal.

**N.B:**

1. Change of ownership shall be done by the Board provided requisite outstanding loan due towards Board as per policy has been cleared or regular payments are being made by the seller for the concerned tea factory applied for and the purchaser for all registered tea factories owned by the company.
2. The exemption mentioned at point no. 3(1) above is applicable only for those factories (both estate and BLF) which are situated on Government land and requisite permission is due from the concerned State Government authorities. For all other factories (both estate and BLF) the documents mentioned at point no.3 above have to be submitted mandatorily.
3. This guideline comes into effect on immediate basis. Henceforth, all the applications (both new and existing ones) shall be treated as per this guideline.

Sd/-  
Controller of Licensing  
Tea Board