

THE TEA BOARD OF KENYA

THE TEA ACT
(Cap 343)

THE TEA (LICENSING, REGISTRATION & TRADE)
REGULATIONS, 2008

FORM C:

APPLICATION FOR ISSUANCE/RENEWAL OF TEA MANUFACTURING
LICENCE

(r. 5, 7)

Application is made for permission to erect/operate a factory for the manufacture of tea in accordance with the particulars given below—

1. Name of Applicant.....
2. Certificate of Company Incorporation No (Attach copy)
3. List Names and Particulars of Directors (Attach details)
4. Postal Address
5. Telephone No.....
6. Location.....
7. Division.....
8. District.....
9. L.R.No./Nos.....
10. Factory Trade Mark.....
11. Source of green leaf for processing:
Own (Hectares)
Outgrowers (Hectares)
12. Type of tea manufacture:
(a) C.T.C.(cut, tear, curl)
(b) Orthodox
(c) Instant
(d) Others (specify)
13. Manufacturing capacity:
Green tea leaf..... Kilogrammes per year.
Made Tea..... Kilogrammes per year.

The particulars given hereby are hereby certified to be correct.

Date..... Signature.....

Applicant

FOR OFFICIAL USE:

Decision of the Tea Board of Kenya.....

Date.....

*Managing Director
The Tea Board of Kenya*

For Terms and Conditions see overleaf:

Terms and conditions

1. When licensing a new manufacturing factory due consideration shall be taken to ensure that processing over-capacity is not created in a given local area or zone. In the case of a new investor, the Tea Board shall where necessary arbitrate to decide how the growers are distributed between the existing and the new factory before issuing a licence.
2. A licence for a new factory may only be issued to a person or company who has at least 250 hectares of planted tea bushes. Where a group of persons or companies make a joint application for a licence, they may only be issued with a licence if they have at least 250 hectares of tea bushes, which parcels of land must be within a fifty (50) kilometre radius.
3. Notwithstanding paragraph 2 where an applicant seeks to manufacture high value specialty or value added teas, the Board may grant a licence based on the economic viability, technology used /or range of products.
4. An applicant for the issuance or renewal of a manufacturing licence shall pay the prescribed fees.
5. A tea manufacturing factory shall not buy green leaf from any other person other than the growers appearing in its register.
6. A tea factory shall verify the details contained in the application made to it by a grower to ensure that the particulars submitted are correct.
7. A tea factory shall sign a Green Leaf Supply Agreement with all its registered growers and a copy of the Agreement shall be maintained at the factory for inspection.
8. Notwithstanding paragraph 5, in the case of a tea factory where there is inadequate processing capacity and a surplus green leaf, the Tea Board of Kenya shall, where necessary, arbitrate to decide the arrangements to divert the surplus green leaf to the nearest factory with extra processing capacity.
9. An applicant for renewal of a manufacturing licence must comply with good manufacturing practices and national standards on quality, food safety and hygiene.
10. When considering an application for a manufacturing licence, the Board shall satisfy itself that the applicant has adequate financial capacity to undertake the project.
11. When considering an application for renewal of a manufacturing licence, the Board shall require the applicant to submit an Audit Certificate on their financial statements from registered external auditors.
12. Before granting a licence, the Board shall satisfy itself that the directors of the company are fit for the functions for which they seek a licence.