

THE TEA BOARD OF KENYA

THE TEA ACT
(Cap 343)

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

FORM S:

APPLICATION FOR REGISTRATION /RENEWAL OF MANAGEMENT AGENT
(r. 24)

1. Name of applicant.....
2. Certificate of incorporation No.....(attach copy)
3. Names and Particulars of directors (attach details).....
4. Address.....
5. Telephone number.....
6. L.R. No. /Nos.
7. Nature of business.....
8. Factory Marks (specify).....

9. Services to be provided shall be in the following areas,(tick as appropriate)
 - a. Processing.
 - b. Marketing Services.
 - c. Financial and Internal audit services.
 - d. Company Secretarial services.

Date.....

Signature of applicant

For Terms and Conditions see overleaf:

Terms and conditions

1. Before granting any registration , the Board shall satisfy itself -
 - a) that the applicant is not a director of a company having a direct commercial relationship with the tea factory that they intend to offer management services to;
 - b) that the applicant has the necessary management capacity to carry on tea manufacturing business for which the licence is required;
 - c) that applicant has the necessary educational, professional qualifications and management capacity to carry on the business of tea management agent and that at least one (1) director and one (1) employee who is the Chief Executive Officer of the applicant company has at least five (5) years of proven experience at senior management level; and
 - d) Where the applicant intends to offer agency services including marketing and payment to growers, the applicant shall provide evidence of security or indemnity of 0.5% of annual business turnover or equivalent Bank guarantee or bond from a recognized institution.
2. A Management Agent offering agency services including marketing and grower payment services shall pay the growers within 14 days on receipt of the proceeds.
3. A Management Agent offering company secretarial services shall not be eligible to offer any other services prescribed in these regulations.
4. The Board shall satisfy itself that the management agreement between the Management Agent and the Factory Company conforms to these Regulations and the Act.
5. A firm applying for registration as a management agent shall attach a letter of support from the respective producers stating that they are satisfied that the applicant has sufficient capacity to offer the services being applied for.
6. When considering an application for renewal of registration of a Management Agent, the Board shall require the applicant to submit the annual audited certificate for inspection.