

CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS COMMERCIAL GRADERS FOR 2020

1. E-filing of applications is mandatory for obtaining registration/renewal of registration as Commercial Grader of Virginia Tobacco for the calendar year 2020. The manual applications will not be entertained.
2. Registration/Renewal of registration may be granted to the applications received within the stipulated time, if they are in order and fulfill conditions of registration as laid down in sub Rule7(a) and (b) of Rules 34-E,34-I and 36 of Tobacco Board Rules,1976.
3. The applicants seeking renewal of registration should have submitted the statutory returns as required under Tobacco Board Rules,1976 within the stipulated time
4. The applicants required to submit the "Letter of Undertaking" in the prescribed proforma duly signed by the authorized person and upload the scanned copy through online system.
5. The applicants seeking registration/renewal of registration should not have violated any of the provisions of the Tobacco Board Act, Rules, Regulations, terms and conditions of certification of registration or renewal of registration granted by the Board, directions issued by the Board from time to time and stipulations laid down by the Board for discharging the various activities as prescribed under Section 8 of Tobacco Board Act, 1975.
6. The applicants (in case of proprietary concerns) shall submit a copy of Pan card of the proprietor as Identification proof.
7. The applicants required to submit the "GST Certificate" and upload the scanned copy through online system.
8. The applicants should submit hard copies of application form along with Demand Draft, Declaration form and self-certified copies of documents, as specified under each category of traders in online system.
9. Applications received within stipulated time and beyond the prescribed due dates may be considered for grant / renewal of registration for the calendar year 2020 subject to payment of following fees for registration/renewal as Commercial Grader of Virginia Tobacco.
 - (a) Applications received within stipulated time: - Rs.250/-
 - (b) Late Applications:
 - For Fresh Applications received from 02.11.2019 to 31.12.2019 & for Renewal Applications received from 01.12.2019 to 31.12.2019 - Rs.5,000/-
 - On or after 01.01.2020 - Rs. 10,000/-
10. The applicants should upload the scanned documents as mentioned below along with submission of application and payment of requisite fees:
 - a. Latest Bank Certificate (As per Proforma) on bank letterhead
 - b. Letter of Undertaking on Company Letter head
 - c. Self- Certified Copy of PAN Card

- d. Copy of plan of North light grading pendals duly certified by the Registered Surveyor.
 - e. Copy of GST certificate
 - f. Copy of Partnership Deed / Memorandum of Articles of Association along with full addresses of partners / directors, if the firm is Partnership / Pvt Ltd / Public Ltd.
 - g. Copy of Lease Agreement on Rs.100/- of warehouse / godown non-judicial stamp paper duly attested by the authorities concern
 - h. Copy of Licence under Inspector of Factories Act 1948/Factory licence
 - i. Copy of Municipal/Corporation license for the factory premises along with the details of latest tax paid*
 - j. Copy of commitment letter from traders/ List of growers certified by the concerned auction superintendent from whom tobacco to be graded.
11. The applicant should possess godown and North Light Grading Hall and submit the attested copy of plan of godown/North Light Grading Hall.
 12. The applicant should furnish a copy of licence obtained from the concerned authorities of Inspector of factories for grading of tobacco.
 13. The applicant shall submit the list of farmers with their registration numbers endorsed by the concerned Auction Superintendents in case the applicant intends to undertake grading of the tobacco of growers and the names of companies to whom he wants to undertake grading along with a copy of such contract in case he intends to undertake grading of the tobacco of Traders
 14. All the applicants seeking registration as Commercial Grader of Virginia Tobacco shall undertake planting of trees during 2020 and submit the documentary evidence at the time of registration for 2021. Policy regarding green cover for grant of registration/renewal of registration for Commercial Grader of Virginia Tobacco is as follows:
 - To plant and maintain 50 trees in their villages & any tobacco village of their choice every year.
 - It is suggested that plants are to be planted on Tank Bunds /School/ beside village roads.
 - Documentary evidence with regard to planting and maintenance of trees shall be produced for grant of renewal of registration.
 15. The following penalties shall be collected for non-furnishing of statutory returns in time by Commercial graders, while granting registration/renewal of registration for 2020.
 - A penalty of Rs.250/- per fortnight shall be levied, if the 1st fortnight returns are submitted after the end of the same month and before 15th of succeeding month.
 - A penalty of Rs.500/- per fortnight shall be levied, if the 1st fortnight returns are submitted after 15th of succeeding month.
 - A penalty of Rs.250/- per fortnight shall be levied, if the 2nd fortnight returns are submitted after the 15th of succeeding month and before end of the month.
 - A penalty of Rs.500/- per fortnight shall be levied, if the 2nd fortnight returns are submitted after end of the succeeding month.
