

**CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS COMMERCIAL  
GRADERS OF VIRGINIA TOBACCO FOR 2025**

1. E-filing of applications is mandatory for obtaining registration/renewal of registration by all categories of traders for the calendar year 2025 through tobacco board website www.tobaccoboard.in and the fresh Investors/Traders can also apply for grant of Registration through National Single Window system portal – www.nsws.gov.in. The manual applications will not be entertained.
2. Registration/Renewal of registration may be granted to all categories of applications received within the stipulated time, if they are in order and fulfill conditions of registration as laid down in Sub Rule 7(a) and (b) of Rules 34-E, 34-I and 36 of Tobacco Board Rules, 1976.
3. All the categories of traders seeking renewal of registration should have submitted the statutory returns as required under Tobacco Board Rules, 1976 within the stipulated time.
4. All the categories of traders are 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 traders 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. All the applicants shall submit self certified copy of PAN Card and upload the scanned copy through online system.
7. All the categories of Traders are required to submit the self certified copy of “GST Certificate” and upload the scanned copy through online system.
8. The applicants should submit the self certified copies of “Bank Certificate”, “Letter of Undertaking” as specified under each category of traders and upload the same in online system.
9. In case the application is being submitted by an authorized signatory, necessary authorization by way of Board Resolution / Letter of Authorization / General Power of Attorney should be uploaded, as the case may be.
10. The applicants should make payment through online transfer / DD in favour of “**TOBACCO BOARD**” towards Registration fee specified under each category of traders and upload the scanned copy of the transaction receipt in online system. The online payment details are as follows:

Name of the Bank	: State Bank of India
Name of the Account	: Tobacco Board
Marketing Account Number	: 62378409896
IFSC code	: SBIN0020764

11. Applications received within stipulated time and beyond the prescribed due dates may be considered for grant / renewal of registration for the calendar year 2025 subject to payment of following fees:

a) **Applications received within stipulated time** - Rs.250/-

b) **Late Applications**

- For Fresh Applications received from 02.11.2024 to 31.12.2024 & for Renewal Applications received from 01.12.2024 to 31.12.2024 - Rs.5,000/-
- For fresh and Renewal applications received **On or after 01.01.2025** - Rs.10,000/-

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- 12.** The applicants should upload the **self attested scanned documents** as mentioned below along with submission of application and payment of requisite fees:
- 1) Self certified copy of latest Bank Certificate against current account of the applicants' banker in the prescribed proforma (available at login page of website: [www.tobaccoboard.in](http://www.tobaccoboard.in))
  - 2) Copies of Declaration Form and Letter of Undertaking on Company Letter head in the prescribed proforma (available at loginpage of website: [www.tobaccoboard.in](http://www.tobaccoboard.in))
  - 3) Self-certified copy of Partnership Deed / Memorandum of Articles of Association along with full addresses of partners/directors, **if the firm is Partnership/Private Ltd / Public Ltd.**
  - 4) Self-certified copy of PAN Card
  - 5) Self-certified copy of GST certificate
  - 6) Self-attested copy of plan of North light grading hall duly Certified by the Registered Surveyor.
  - 7) Self-attested copy of Lease Agreement (in case of lease godown) on Rs.100/- non-judicial stamp paper.
  - 8) Self-certified copy of Latest Municipal/Corporation tax paid receipt pertaining to grading premises.
  - 9) Self-certified copy of License under the Factories Act 1948.
  - 10) Self-certified copy of Latest Municipal/Corporation tax paid receipt pertaining to grading premises.
  - 11) Copy of commitment letter from traders/list of growers certified by the concerned Auction Superintendent for whom tobacco is to be graded.
- 13.** The applicant should possess godown and North Light Grading Hall and submit the self-attested copy of plan of godown/North Light Grading Hall.
- 14.** The applicant shall submit the list of farmers along with their TBGR No's 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.
- 15.** The following penalties shall be collected for non-furnishing of statutory returns in time by Commercial Grader, while granting registration/renewal of registration for 2025.
- a) A penalty of Rs.250/- per fortnight shall be levied, if the 1<sup>st</sup> fortnight returns are submitted after the end of the same month and before 15<sup>th</sup> of succeeding month.
  - b) A penalty of Rs.500/- per fortnight shall be levied, if the 1<sup>st</sup> fortnight returns are submitted after 15<sup>th</sup> of succeeding month.
  - c) A penalty of Rs.250/- per fortnight shall be levied, if the 2<sup>nd</sup> fortnight returns are submitted after the 15<sup>th</sup> of succeeding month and before end of the month.
  - d) A penalty of Rs.500/- per fortnight shall be levied, if the 2<sup>nd</sup> fortnight returns are submitted after end of the succeeding month.

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