

**CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS COMMERCIAL GRADERS OF VIRGINIA TOBACCO FOR 2023**

1. E-filing of applications is mandatory for obtaining registration/renewal of registration by all categories of traders for the calendar year 2023. 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 Rule7(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 upload copy of “Letter of Undertaking” in the prescribed proforma duly signed by the authorized person.
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. The applicants (in case of proprietary concerns) should upload the self certified copy of PAN Card of the proprietor as Identification proof.
7. All the categories of Traders are required to upload the self certified copy of “GST Certificate”.
8. The applicants should upload the self certified copies of “Declaration Form”, “Bank Certificate” and “Letter of Undertaking” as specified under each category of traders.
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 or Demand Draft drawn 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 2023 subject to payment of following fees:

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

b) **Late Applications**

- For Fresh Applications received from 02.11.2022 to 31.12.2022 & for Renewal Applications received from 01.12.2022 to 31.12.2022 - Rs.5,000/-
- For fresh and Renewal applications received **On or after 01.01.2023** - Rs.10,000/-

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 2023.
- 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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