

**CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS  
EXPORTER OF 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:

**Applications received within stipulated time**

- a. If the average annual value of the export of Unmanufactured Tobacco during the preceding three financial years exceeds Rs.50 Lakhs - Rs.6,000/-
- b. Export turnover above Rs.10 Lakhs and up to Rs.50 Lakhs - Rs.4,000/-
- c. Export turnover up to Rs.10 Lakhs - Rs.1,000/-

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**Late Applications**

- a. 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/-
- b. For fresh and Renewal applications received **On or after 01.01.2025** - 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:

- a) 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))
- b) Copies of Declaration Form and Letter of Undertaking on Company Letter head in the prescribed proforma (available at login page of website: [www.tobaccoboard.in](http://www.tobaccoboard.in))
- c) 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.**
- d) Self-certified copy of GST certificate.
- e) Self-certified copy of PAN Card
- f) Self-certified copy of Importer Exporter Code (IEC) certificate
- g) All the exporters who are having Udyam/MSME Registration shall upload self certified copy of the said registration certificate.
- h) The applicants seeking registration/renewal of registration as **Exporter of Tobacco** should furnish the particulars of godowns / warehouses / handling points (including branches) at the relevant column of the application in the following manner:
  - i. Location – address in full with Phone No.,
  - ii. Space of each godown in square feet.
  - iii. Whether own or lease
  - iv. In case of lease, full address of the owner along with a self-attested copy of lease agreement on Rs.100/- non-judicial stamp paper should be submitted.

**13.** If the firm is registered already with the Board as Dealer in tobacco and has applied in the middle of the year for conversion of registration as Exporter of tobacco, registration may be granted accordingly subject to submission of required documents for registration as Exporter of tobacco, and upon payment of the difference amount of the Registration fee applicable and conversion charges of Rs.1,000/-.

**14.** The applicant should furnish the value of Exports of un-manufactured tobacco during the last three financial years.

**15.** Applicants under "Exporter of Tobacco" category seeking fresh registration and filed application beyond the statutory last date may be granted registration without levying late application fee as mentioned in fee particulars **provided the exporter applies for registration within 30 days from the issue date of IEC certificate from DGFT.** This is in the interest of export promotion, and to encourage the new exporters.

**16.** The following penalties shall be collected for non-furnishing of statutory returns in time by Exporter of Tobacco, while granting registration / renewal of registration for 2025.

- A penalty of Rs.500/- per month shall be levied, if the returns are submitted after 15<sup>th</sup> and before the end of the succeeding month.
- A penalty of Rs. 1000/- per month shall be levied, if the delay is beyond one month.

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