

CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS DEALER IN
TOBACCO FOR 2020

1. E-filing of applications is mandatory for obtaining registration/renewal of registration as Dealer in 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 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 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 Dealer in Tobacco.

Applications received within stipulated time:

- If the average annual turnover during the preceding three financial years exceeds Rs.10 lakhs - Rs.1,000/-
- Turnover upto Rs.10 lakhs - Rs. 500/-

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.2,000/-
- On or after 01.01.2020 - Rs.5,000/-

10. The applicants should upload the requisite scanned documents as mentioned below along with submission of application and payment of requisite fees:
- Latest Bank Certificate(As per Proforma) on bank letterhead*
 - Letter of Undertaking on Company Letter head*
 - Self -Certified Copy of PAN Card*
 - 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,
 - Copy of Lease Agreement of warehouse/godown on Rs.100/- non-judicial stamp paper duly attested by the authorities concerned.
 - Copy of GST certificate.
11. The applicants should furnish the particulars of godowns / warehouses / handling points (including branches) at the relevant column in the following manner.
- Location – address in full with phone No.,
 - Whether own or lease
 - In case of lease, furnish full address of the owner and a copy of lease agreement on Rs.100/- non-judicial stamp paper.
 - Space of each godown in square feet.
12. The applicant (in case of proprietary concern) shall not have been involved in the cultivation of VFC tobacco without holding a valid licence with the Board in the past.
13. The applicant shall not use the godown declared to stock the tobacco of growers .
14. All the applicants seeking registration as Dealer in 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 Dealer in 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 Dealers, while granting registration/renewal of registration for 2020.
- A penalty of Rs.1,500/- shall be levied, if the quarterly returns are submitted after 15th and before the end of the succeeding month of the concerned quarter.
 - If the delay is beyond one month for submission of quarterly returns, levy of penalties will be @ Rs.3000/-.
