

CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS EXPORTER OF TOBACCO AND EXPORTER OF TOBACCO PRODUCTS FOR 2020

1. E-filing of applications is mandatory for obtaining registration/renewal of registration as Exporter of Tobacco & Exporter of Tobacco Products 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 Exporter of Tobacco & Exporter of Tobacco Products.

Applications received within stipulated time

Exporter of Unmanufactured Tobacco:

- If the average annual value of the export of Unmanufactured Tobacco during the preceding three financial years exceeds Rs.50 lakhs -Rs.6000/-
- Export turnover above Rs.10 lakhs and upto Rs.50 lakhs - Rs.4000/-
- Export turnover upto Rs.10 lakhs - Rs.1000/-

Exporter of Tobacco Products:

- Rs.1000/-

Late Applications:

Exporter of unmanufactured tobacco/Tobacco Products:

- 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) 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.)*
- d) Own godown particulars/Copy of Lease Agreement(if lease godown) on Rs.100/- non-judicial stamp paper duly attested by the authorities concerned for Exporter of Tobacco Category.
- e) Copy of GST certificate.
- f) Self-Certified Copy of PAN Card
- g) Copy of IEC certificate

11. The applicants should upload the attested copy of Import and Export code certificate through online system.

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

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

14. The applicants seeking registration/renewal of registration as Exporter of un-manufactured tobacco should furnish the particulars of godowns/warehouses/handling points (including branches) at the relevant column in the following manner.

- i. Location – address in full with phone No.,
- ii. Whether own or lease
- iii. In case of lease, furnish full address of the owner and upload a copy of lease agreement on Rs. 100/- non-judicial stamp paper.
- iv. Space of each godown in square feet.

15. Exporter of Tobacco and Exporter of Tobacco Products categories seeking for 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 apply for registration within 30 days from issue date of IEC certificate from DGFT. This is in the interest of export promotion, and to encourage the new exporters.

16. All the applicants seeking registration as Exporter of Tobacco & Exporter of Tobacco Products 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 Exporter of Tobacco & Exporter of Tobacco Products is as follows:

(a) Top 5 exporters (value wise):

- 4 Villages to be adopted for developing green cover in any of 4 FCV regions (KLS;SLS;SBS and NLS) every year for planting of trees
- Documentary evidence with regard to planting and maintenance of trees shall be produced for grant of renewal of registration.

(b) Top 6-10 exporters (value wise):

- 2 Villages to be adopted for developing green cover in any of 4 FCV regions (KLS;SLS;SBS and NLS) every year for planting of trees.
- Documentary evidence with regard to planting and maintenance of trees shall be produced for grant of renewal of registration.

(c) Top 11-25 exporters:

- To plant and maintain 200 trees in their villages & any tobacco village of their choice every year.
- It is suggested that two/three years old 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.

(d) All other exporters:

- To plant and maintain 100 trees in their villages & any tobacco village of their choice every year.
- It is suggested that two/three years old 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.

Exporter of Tobacco Products:

- To plant and maintain 100 trees in their villages & any tobacco village of their choice every year.
- It is suggested that two/three years old 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.

The following penalties shall be collected for non-furnishing of statutory returns in time by Exporter of Tobacco/ Exporter of Tobacco Products, while granting registration/renewal of registration for 2020.

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