

**CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS
EXPORTER OF TOBACCO PRODUCTS FOR 2021**

1. E-filing of applications is mandatory for obtaining registration/renewal of registration as Exporter of Tobacco Products for the calendar year 2021. 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 are required to submit the “GST Certificate” and upload the scanned copy through online system.
8. The applicants should submit the “Bank Certificate”, “Letter of Undertaking” and ‘Declaration form” in **Original** along with Demand Draft towards the fee payable and self-certified copies of documents, as specified 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 2021 subject to payment of following fees:

Applications received within stipulated time

- Rs. 1,000/-

Late Applications

- a. For Fresh Applications received from 02.11.2020 to 31.12.2020 & for Renewal Applications received from 01.12.2020 to 31.12.2020 - Rs.5,000/-
 - b. For fresh and Renewal applications received **On or after 01.01.2021** - Rs.10,000/-
10. The applicants should upload the self certified scanned documents as mentioned below along with submission of application and payment of requisite fees.
- a) Latest Bank Certificate against current account of the applicants’ banker in the prescribed proforma (available at login page of website: www.tobaccoboard.in)

- b) Letter of Undertaking on Company Letter head in the prescribed proforma (available at login page of website: www.tobaccoboard.in)
 - c) 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) Copy of GST certificate.
 - e) Copy of PAN Card
 - f) Copy of Importer Exporter Code(IEC) certificate
11. Applicants 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.
12. The following penalties shall be collected for non-furnishing of statutory returns in, while granting registration / renewal of registration for 2021.
- 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

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