

CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS PROCESSOR
AND MANUFACTURER OF VIRGINIA TOBACCO FOR 2020

1. E-filing of applications is mandatory for obtaining registration/renewal of registration as Processor and Manufacturer of Virginia 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 Rule 7(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 Processors and Manufacturers of Virginia Tobacco.

Applications received within stipulated time:

Processor of Virginia Tobacco:

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| a) If the average quantity of tobacco processed during the preceding three financial years exceeds 10,000 Metric tones | - Rs.20,000/- |
| b) Above 5,000 Metric tones and upto 10,000 Metric tones | - Rs.16,000/- |
| c) Above 1,000 Metric tones upto 5,000 Metric tones | - Rs.10,000/- |
| d) 1,000 Metric tones or below | - Rs. 4000/- |

Manufacturer of Virginia Tobacco:

- | | |
|--|---------------|
| a) If the average value of the products manufactured during the previous three financial years is above Rs.30 Crores | - Rs.30,000/- |
| b) Above Rs.1 crore and upto Rs.30 crores | - Rs.20,000/- |
| c) Above Rs.20 lakhs and below Rs.1 Crore | - Rs.10,000/- |
| d) Rs.20 lakhs or below- | - Rs. 2,000/- |

Late Applications:

Processor / Manufacturer of Virginia tobacco:

- a) 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.10,000/-
- b) On or after 01.01.2020 - Rs.25,000/-

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 letter head
- 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) Self- Certified Copy of PAN Card
- e) Copy of Licence under the IDR (Industries Development & Regulations) Act 1951
- f) Copy of Central Excise License for manufacture of Tobacco products.
- g) Copy of Licence under Inspector of Factories Act 1948
- h) Copy of MSME (Micro Small and Medium Enterprises) in case of MSMEs
- i) Copy of Licence under State Directorate of Industries
- j) Copy of Municipal/Corporation latest tax paid receipt pertains to factory premise.
- k) Copy of permission letter issued by RBI / Concerned Authorities of Govt.of India(In case of Multinational/Foreign majority companies)
- l) Copy of GST certificate.
- m) All the applicants seeking registration as Processor and Manufacturer of Virginia 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 Processors and Manufacturers are as follows:

i. Top Manufacturers (producing more than 1000 million cigarettes):

- 100 acres of Green cover to be maintained every year.
- Documentary evidence with regard to planting and maintenance of trees shall be produced for grant of renewal of registration

ii. Other Manufacturers:

- To plant and maintain 100 trees in their villages & any tobacco village of their choice every year.
- 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.

iii. Processor of Tobacco:

- To plant and maintain 100 trees in their villages & any tobacco village of their choice every year.

- 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.

11. The applicant should furnish the quantity and value of the tobacco products manufactured during the last three financial years in the case of manufacturers.

12. In the case of Processors, the applicant should furnish the quantity of tobacco processed during the last three financial years.

13. The following penalties shall be collected for non-furnishing of statutory returns in time by Processors/manufacturers 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.
