

Application for Registration as _____

FORM 13

(See Rule 34D (3) and Rule 35(3))

Form of application for Registration or Renewal of Registration as Processor or Manufacturer of Virginia Tobacco or Exporter of Tobacco or Exporter of Tobacco Products or Packer or Auctioneer or Dealer in Tobacco

1	a)	Name and Address (with telegraphic address and telephone numbers of registered office, head office and branches) of the applicant		
	b)	Whether the applicant is an individual or partnership firm or private or public limited company or a co-operative society (Name of individual/ partners/ directors/ managing directors should be furnished with their permanent address and in the case of individual name of father or husband should also be given)		
	c)	Name of the associate firms for whom the applicant acts as agent in the business.		
	d)	Is the applicant firm a foreign majority or multinational concern. If so, full particulars indicating the extent of non-Indian ownership and payments as Royalties etc., if any.		
	e)	Name and address of applicant's Banker/ Bankers		
	f)	Income tax verification No. and Date		
	g)	Particulars showing:		
		i)	Date of establishment of business or factory in India, details of the factory situated in India and their annual output of products.	
	ii)	Date of commencement of Business		

		iii) Capital employed					
		iv) Labour engaged in work.					
2	Whether licensed or registered under the industries (Development and Regulations) Act 1951 (65 of 1951) if so, number and date of license or registration certificate.						
3	Whether products manufactured are on approved by Directorate General Supplies and Disposal rate of running contract, Indian Standards Institution certification marked, Government Testing House, Akipore tested or otherwise quality controlled (specify of the scheme quality control applicable).						
4	Whether enlisted with the Directorate General of Technical Development or State Directorate of Industries.						
5	Whether executed bond with the Central Excise Authorities and if so, license No. and Date of issue and amount of surity.						
6	Details of past performance during the last three years, if any (products for which registration is sought and other products not covered by the scheme should be indicated separately).						
a) Details of Products							
	Year	Description	Quantity	Value	Unit Value	Major countries to which exported	Total Excise duties remitted to Government
b) Plans for future exports for the next three years							
	Year	Description of goods to be exported/ manufactured	Country to which exported	Quantity	Value		
c) Details of tobacco used for manufacture of products							

g) Procurement plan (future) for ensuing year							
S.No	Variety	Grade	To be purchased at Auction Platforms (Quantity)	To be purchased from Dealers (Quantity)			
1	FCV						
2	VAC						
3	BURLEY						
4	NATU						
5	HDBRG						
6	Others						
h) For manufacturers of Cigarettes only. The location of units, their installed capacity, licensed capacity, the actual production, quantity of tobacco consumed to be furnished							
i) For process of Virginia tobacco							
Year		Quantity Processed			Mode of Disposal		
7	If new to be filed, state details of any overseas market surveys conducted or efforts made						
8	Have any complaints been received in respect of quality or delivery or after sales servicing of goods exported in the past three years and how they were disposed off.						
9	Furnish year-wise break up of dues payable to the farmers or dealers from whom tobacco is purchased.						
10	Whether the firm is already dealing in some other commodity, if so, give details thereof.						

11	a) Whether a member of any recognized trade body, if so, give particulars	
	b) Whether the firm is registered under factories Act 1948 (63 of 1948), if so, registration number and date	
	c) Whether the firm holds a corporation or municipal license for factory premises for the current year	
12	Whether a certificate from the applicant's bankers certifying the financial position is attached.	
13	If the application is for renewal of registration, the number of registration sought to be renewed.	

I / We do hereby solemnly declare that to the best of my/our knowledge and belief the above stated information is true and correct.

Place:

(Signature of the applicant)

Date:

Name in Block Letters:

Designation :

Residential Address :

PROFORMA BANK CERTIFICATE

(Only on Bank Letter Head)

This is to Certify that M/s. _____ has been maintaining an account with us since _____. The applicant has applied for a credit limits of Rs. _____ or the particulars of credit limit enjoyed by the applicant and the amounts borrowed for business in tobacco for last 3 years, year-wise are given below.

S.NO.	Year	Credit limits sanctioned (Rs. in Lakhs)	Amount borrowed (Rs. in Lakhs)

The applicant/ the firm employed a sum of Rs. _____ as his own capital (Margin Money). The particulars of business transactions in the account for each of the past three years are given below.

S.No.	Calender Year	Amount (Rs. in Lakhs)

Their financial position for business operation in tobacco is good/ satisfactory/ having good means. Capable of doing a turnover of Rs. _____ in lakhs in tobacco business.

Place:

Signature of Bank Manager

Date:

(ONLY ON COMPANY'S LETTER HEAD)

To
The Secretary
Tobacco Board
Guntur

Sir,

Sub:- Letter of Undertaking – Regarding.

We _____ hereby undertake to abide by the following conditions (described in the certificate of Registration) and other conditions that may be imposed by the Tobacco Board from time to time.

- 1) We abide by the provision of the Tobacco Board Act, 1975 and the rules made there under.
- 2) We maintain such register and submit such returns to the Tobacco Board as are required to be maintained or submitted by us as the case.
- 3) We would comply with all regulations, directions, orders, stipulations, terms and conditions issued or which may be issued by the Tobacco Board from time to time in pursuance of the provisions of the Tobacco Board Act and the rules made there under, and in particular section 8 of the said Act, failing which you may take action against the firm as per the provisions of the Tobacco Board Act, 1975 and impose the stipulated Penalties on our firm.

Yours faithfully.