



**COFFEE BOARD  
[EXPORT SECTION]**

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**APPLICATION FOR REGISTRATION  
AS AN EXPORTER OF COFFEE**

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TERMS & CONDITIONS TO BECOME A REGISTERED EXPORTER OF COFFEE &  
DOCUMENTS TO BE PRODUCED ALONG WITH THE APPLICATION

TERMS & CONDITIONS:

- An applicant should have an Importer-Exporter Code issued by the Regional DGFT/JDGFT
- An applicant has to fulfill the following obligations:
  1. To abide by the provisions of the Coffee Act-1942 (Amended from time to time), the Rules and Orders framed by Coffee Board with regard to Registration/Suspension, Exports of Coffee and other allied items.
  2. To abide by the code of fair business practice.
  3. To use a standard contract form for the export of coffee (as may be prescribed by the Coffee Board).
  4. To follow the standards of quality and packing in respect of goods intended for export as and when laid down in this behalf by the Coffee Board.
  5. To furnish the statements and such other information as the enrolling authority requires in the prescribed form.
  6. The Registration Certificate issued to the applicant is towards Exporter Registration, against a sum of Rs. 5,000/- towards registration fee. The exporter registration is renewable voluntarily once in three years from the date of registration by paying a sum of Rs. 5,000/- towards renewal fee unless the certificate is suspended or cancelled by the Chief Coffee Marketing Officer for valid reasons. Those who fail to renew their exporter registration themselves on or before the due date, the exporter registration of such exporters will stand cancelled automatically.
  7. The Chief Coffee Marketing Officer reserves the right to cancel the registration without assigning any reason/s by giving ONE MONTH NOTICE in writing to the exporter. The exporter shall however have the right to appeal to the Chairman/Marketing Committee of the Coffee Board in such matters.
  8. The Registration Certificate issued to the exporter is neither inheritable nor transferable.
  9. The findings and decisions of the Chairman on all matters relating to the registration are final and binding on the Registered Exporters.

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DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION

1. In case of Proprietary concern, certified copy of the Registration Certificate of the firm with Registrar of firms/a copy of the certificate issued by the local Commercial Tax Authority.
2. In case of Partnership firm certified copy of the Partnership Deed and the Certificate of Registration of the firm issued by the Registrar of firms.
3. In case of Private Limited and Public Limited Companies certified copies of Memorandum and Articles of Association along with the list of share holders with shareholding over 5%.
4. Audited copies of the Balance sheet for the last 3 years duly certified by the Chartered Accountant.
5. A confidential report in a sealed cover issued by the Bank addressed to the Coffee Board in support of the applicant's financial soundness, limit of credit sanctioned bank opinion and credit reference.
6. A self certified copy of the IEC certificate issued by the licensing authority concerned.
7. A self certified copy of the PAN card of company/firm, applicant and the authorized persons.
8. Identification of the Applicant/Authorized Signatory  
One passport size photograph of the applicant or the authorized signatory of the firm/company with his/her signature duly affixing a passport size photograph at serial number 1 at page number 8 of the application. The specimen signatures of the applicant/authorized signatory should be attested by the bank authority.
9. Identification of the Authorized Person/s  
In case, the company/firm desires to authorize any person/s that represents the exporter with the Coffee Board, the applicant or the authorized signatory of the firm/company should attest the specimen signature of such authorized person/s duly affixing the passport size photograph at serial number 1 to 3 at page number 9 of the application.

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10. A Demand Draft/Banker's Cheque for a sum of Rs. 5,100/- (Rupees five thousand and one hundredonly) drawn in favour of "**COFFEE BOARD GENERAL FUND NON PLAN ACCOUNT**" payable at Bangalore towards exporter registration fee and cost of application.

#### EXPORTING OF COFFEE

1. After registration as an Exporter of Coffee, the exporter may obtain export permit and ICO certificate of origin from the Coffee Board against each export.
2. The application for export permit and ICO certificate of origin along with the relevant information will be made available with the certificate of registration.
3. The export permit application in duplicate duly completed in all respect received before 12.00 Noon, will be considered for issue of permit and ICO certificate of origin on the same day, subject to unavoidable circumstances.
4. The cost of ICO certificate of origin is Rs.150/- to be remitted by DD/Pay Order/Banker's Cheque drawn in favour of "Coffee Board General Fund Non Plan Account" payable at Bangalore.
5. The exporter after exporting the coffee is required to submit the proof for having exported the coffee within 30 days from the date of export.

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**FORM OF APPLICATION FOR EXPORTER REGISTRATION**

1	Name of the Firm/Company	
2	Address of the firm/Company (Registered office in case of Limited Companies and the Head Office for others)	
3	<p>Status of the Firm/Company</p> <p>a) Please indicate whether proprietary firm/Partnership firm/Private or Public Limited Company and furnish supporting documents.</p> <p>b) Please see serial number 1 to 3 at page 2 regarding documents to be enclosed with the application</p>	
4	<p>a) Telephone Number/s with STD Code</p> <p>b) Fax Number/s</p> <p>c) E.mail Address</p> <p>d) Website Address</p>	
5	Address of local branch if any, along with Telephone/Fax/E.mail and STD Code	

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6	Address of foreign branch if any, along with Telephone/Fax/E.mail and ISD Code	
7	State whether any of your close relative or any of your sister concerns are the Registered Exporter of Coffee. If so, furnish the names and addresses of such relatives/Concerns.	
8	State whether the Partners/Directors are associated with any other firm/company. If so, furnish the details viz. name of the Firm/Company, address etc.	
9	Importer Exporter Code number, date and name of the issuing authority (please see serial number 6 at page 2 regarding documents to be enclosed with the application)	
10	Income Tax Permanent Account Number (PAN) of Proprietor/Partner/Director of the Firm/Company (Please see serial number 7 at page 2 regarding documents to be enclosed with the application)	
11	State whether you are Resident or Non-Resident Exporter. Please furnish PAN card and name of the Agent in India.	
12	Banker's Name and Address (Please see serial number 5 at page 2 regarding documents to be enclosed with the application)	

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13	Have you registered with any other enrolling authority viz. EPC/Commodity Board in India? If so, please give the details viz. Name of the EPC, Registration Number, Validity etc.	
14	State whether you are a manufacturing Exporter or Merchant Exporter	
15	If you are a Coffee Growers, please furnish name and address of the estate, CRC No. and office of issue.	
16	Name of the applicant/authorized signatory of the firm/company to do transaction with the Coffee Board (please see page 8 for details)	
17	Name of the authorized person/s to do transaction on behalf of firm/company (Please see page 9 for details)	
18	State whether action has been taken against you or any of the persons/firms/companies mentioned by you in answer to serial number 7&8 above, at any time for contravention of the provisions of the Coffee Act/terms and conditions of the Exporter Registration of Coffee, Prevention of Corruption Act, Food Adulteration Laws, convicted in any Court of Law, FERA/FEMA violations.	
19	Details of Commercial disputes and their settlement during the last five years, if any.	

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20	FIPB Clearance in case of Non-Resident Company/NRI in case pf Equity is more than 50%	
21	<p>Whether you agree to undertake/fulfill the following obligations:</p> <p>a) To abide by the code of fair business practice.</p> <p>b) To use a standard contract form for the export of coffee (as may be prescribed by the Coffee Board)</p> <p>c) To furnish statements and such other information as the enrolling authority requires in the prescribed form.</p> <p>d) To follow the standards of quality and packing in respect of goods intended for export as and when laid down in this behalf by the Coffee Board.</p> <p>e) To inform the Coffee Board promptly in the event of any change in address of firm/Company or any change in the name(s) of the Partner(s)Director(s)Karta.</p> <p>f) To submit the following proof of exports with in the stipulated period:</p> <ul style="list-style-type: none"> <li>* Export Permit and ICO Certificate of Origin (Green &amp; White copy) duly endorsed by Customs Officer at the port of shi</li> <li>* Bill of lading (2 copies)</li> <li>* Copy of Invoice</li> <li>* Statement showing the details on export of coffee as per prescribed format</li> </ul>	

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DECLARATION/UNDERTAKING

1. I/WE hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.
2. I/WE fully understand that any information furnished in the application if proved incorrect or false by the Registering Authority, in the event of breach of any of the undertaking mentioned above our registration is liable to be cancelled.
3. I/WE are also aware of the obligations of enrolled exporters and hereby undertake to fulfill the above obligations.
4. I/WE undertake to abide by the provisions of the Coffee Act-1942 (Amended from time to time), the Rules & Orders framed by Coffee Board with regard to Registration/Cancellation/Suspension, exports of coffee and other allied items.
5. I/WE hereby certify that none of the Proprietor/Partner(s)/Director(s)/Karta of the firm or Company is a Proprietor/Partner(s)/Director(s)/Karta of the firm/Company which has come to the adverse notice of the Coffee Board.

SIGNATURE OF THE APPLICANT

NAME:

PLACE:

DESIGNATION:

DATE :

SEAL:

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IDENTIFICATION OF THE APPLICANT AND THE AUTHORIZED SIGNATORY

(TO BE FURNISHED BY THE APPLICANT/EXPORTER)

Sl. No.	Name of the Applicant/Authorized Signatory of the Firm/Company	PP Size Photograph	Specimen Signatures
1			1.  2.  3.
2			1.  2.  3.

SIGNATURE VERIFIED  
 AUTHORIZED SIGNATORY OF BANK WITH SEAL

- NOTE: 1. Signature/s of the authorized person/s of the firm/company should be verified and attested by the authorized signatory of the Bank.  
 2. In case of modification in the authorized signatory, prior permission should be obtained from the Board to do so.

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 APPOINTMENT OF AUTHORIZED PERSON/S BY THE APPLICANT OR THE  
 AUTHORIZED SIGNATORY OF THE FIRM/COMPANY

Sl.No.	Name of the Authorized person/s	PP Size Photograph	Specimen Signatures
1			1.  2.  3.
2			1.  2.  3.
3			1.  2.  3.

SIGNATURES VERIFIED  
 AUTHORIZED SIGNATORY OF THE FIRM/COMPANY WITH SEAL

NOTE: 1. Signature/s of the authorized person/s of the firm/company should be verified and attested by the authorized signatory of the firm/company  
 2. In case of modification in the authorized signatory, prior permission should be obtained from the Board to do so.