

**CRITERIA FOR REGISTRATION OR RENEWAL OF REGISTRATION AS
PROCESSOR OF VIRGINIA TOBACCO FOR 2022**

1. E-filing of applications is mandatory for obtaining registration/renewal of registration by all categories of traders for the calendar year 2022. The manual applications will not be entertained.
2. Registration/Renewal of registration may be granted to all categories of 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. All the categories of traders seeking renewal of registration should have submitted the statutory returns as required under Tobacco Board Rules, 1976 within the stipulated time.
4. All the categories of traders 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 traders 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. All the categories of Traders 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 under each category of traders in online system.
9. In case the application is being submitted by an authorized signatory, necessary authorization by way of Board Resolution / Letter of Authorization / General Power of Attorney should be submitted, as the case may be.
10. Applications received within stipulated time and beyond the prescribed due dates may be considered for grant / renewal of registration for the calendar year 2022 subject to payment of following fees:

Applications received within stipulated time:

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| a) If the average quantity of tobacco processed during the preceding three financial years exceeds 10,000 Metric tonnes. | - Rs.20,000/- |
| b) Above 5,000 Metric tonnes and up to 10,000/- Metric tonnes | - Rs.16,000/- |
| c) Above 1,000 Metric tonnes up to 5,000 Metric tonnes | - Rs.10,000/- |
| d) 1,000 Metric tonnes or below | - Rs.4,000/- |

Late Applications:

- i. For Fresh Applications received from 02.11.2021 to 31.12.2021 & for Renewal Applications received from 01.12.2021 to 31.12.2021 - Rs.10,000/-
 - ii. For fresh and Renewal applications received **On or after 01.01.2022** - Rs.25,000/-
11. The applicants should upload the 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) Self-certified 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) Self-certified copy of permission letter issued by RBI / Concerned Authorities of Govt.of India, **(In case of Multinational/Foreign majority companies)**
 - e) Self-certified copy of PAN Card
 - f) Self-certified copy of License issued under the I(D&R)[Industries(Development & Regulation)] Act, 1951 **(or)** Self certified copy of License issued by State Directorate of Industries or District Industries Centre **(or)** Self certified copy of UDYAM Registration in case of MSME's as the case may be.
 - g) Self-certified copy of License under the Factories Act 1948 **(or)** Self certified copy of the Registration granted by the respective State Governments under Shops and Establishment Act, as the case may be.
 - h) Self-certified copy of Central Excise Registration Certificate for manufacture of excisable goods.
 - i) Copy of Latest Municipal/Corporation tax paid receipt pertaining to factory/unit premises.
 - j) Self-certified copy of GST certificate
12. The applicants 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 2022.
- 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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