

(Please print the first page of the form on an applicant's letterhead)

(Date)

The Office of the CTTA
No. 50, Nawam Mawatha
Colombo – 02

**RENEWAL OF USER LOGIN/S FOR SMART AUCTION SYSTEM
FOR THE YEAR 2023**

BUYER

Please see below the information on account of the renewal of User Login/s for the year 2023

PART I - General Information

Please (✓) as appropriate:

CTTA Member: CTTA Non-Member:
Members of Other Associations: TEA Member: ASMET Member: None:
Company Sole Proprietor Partnership Others

Others Please Specify:

Name (As stated in the Business Registration Certificate/Certificate of Incorporation):

.....

Business Registration (BR) or Certificate of Incorporation Number issued by ROC/Local Government/Divisional Secretariat:

Smart Auction Buyer Code:

Registered address:

Contact Number/s:

Email:

Website:

First point of contact, e-auction related -

Name:

Designation:

Office Number: Mobile:

Email:

Internet Service Provider/s: SLT Dialog Other

Other (Specify):

Internet Connection type: Lease line Fiber ADSL Dongle 3G/4G/5G router

Other (Specify):

Static IPs used in the company (if applicable):

Fill in applicant's related party/ies (in the field of tea) details in the below table;

Holding company/s (if applicable)	Related parties in the field of tea* (if any)	Nature of the business of related party/ies (circle as applicable)**
		P / B / BR / PK / W / PR
		P / B / BR / PK / W / PR
		P / B / BR / PK / W / PR
		P / B / BR / PK / W / PR
		P / B / BR / PK / W / PR

(Add Rows as Required)

*[A related party is any individual or individuals or corporate entity having control or influence over the person, persons, or corporate entity making this Application or where the person, persons, or corporate entity making this Application have control or influence over any individual or individuals or corporate entity.]

** P - Producer/ B - Buyer /BR - Broker/PK - Packer/W - Warehouse/PR - Processor

PART II – Detailed Information

Registered at SLTB as: Please (✓) where applicable;

1. Exporter of Tea: License number: TC/E/R/.....

2. Tea Packer: License number: TC/E/PR/.....

3. Local Packer: License number: TC/LC/PR/.....

Nature of Packing - Please underline what is relevant from below;

(a) Export Only (b) Both Domestic Consumption and Export (c) On Contract Basis

Are you buying tea on behalf of any other company/s in the smart auction system and transfer post sale*:

*[Buyer Changes / Change of Buyer's Account post sale by the Broker]

Yes No If YES, give details in the below format;

Name of the Buyer	Smart Auction Short Code (if applicable)

(Add Rows as Required)

PART III – User/s Registrations

Name	Designation	NIC /PP Number	Email	Mobile No	Telegram No (if different from the Mobile No)	Role* A / B / V

(Add Rows as Required)

*[**A** – Authorizer maximum 3 are allowed, **B** – Buyer any number allowed and **V** – Valuator any number allowed]

PART IV – Declarations

Declaration

I / We hereby certify that I / We have the authority to submit the above details and that details facts are true and correct to the best of my knowledge. I / We hereby take any and all responsibility in ensuring that the applicant/s stated above, maintain **CONFIDENTIALITY OF THE SYSTEM USAGE** and the responsibility of any misuse of a username / password by a user accessing the e-platform, at any time in breach of this confidentiality, shall be borne by me / us and I absolve the Colombo Tea Traders' Association of any responsibility. I have judiciously reviewed all the details submitted and understand any false information restrict the access to the system.

Approved & submitted by:

Name of authorized signatory:

Designation:

Contact No: Email:.....

Company Seal:

Date:.....

Signature:

(each user specified in Part III should sign the individual declaration and attach with the application)

Individual Declaration

I hereby confirm that above details, facts are true and correct to the best of my knowledge. I hereby take any and all responsibility in ensuring that the applicant stated above, maintain **CONFIDENTIALITY OF THE SYSTEM USAGE** and the responsibility of any misuse of a username / password by a user accessing the e-platform, at any time in breach of this confidentiality, shall be borne by me and I absolve the Colombo Tea Traders' Association of any responsibility. I have judiciously reviewed all the details submitted and understand any false information restrict the access to the system.

Full Name:

Are you a Sri Lankan: If so, NIC Number:

Are you a non-Sri Lankan: If so, Passport Number:

Designation:

Company Rubber Stamp:

Date:.....

Signature:

PART V - Annexures

1. A copy of the NIC / Passport Bio Data Page for each applicant/s
2. A copy of the Business Registration issued by Registrar of Companies (ROC) or Local Government Authorities.
3. Proof of payment of user/s registration (CTTA account details given in the instruction page)
4. Copy/ies of the SLTB renewal/registration license/s issued for year 2023 as stated in Part II of the form

Pending registrations for 2023, kindly submit a copy of the **AR receipt** issued by the SLTB for 2023 registration.

The Office of the CTTA

For official Use:

Application Received on :

Checked By (The Office of the CTTA):

Name (Authorized Officer): Designation:

Comments if any:

.....

Date:

Signature: