



COLOMBO TEA TRADERS' ASSOCIATION

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

GUIDELINES

1. All details in the form has to be read carefully and completed with appropriate information requested. Information should be legible (typed letters are preferred).
2. First page of the form has to be printed on an applicant's letterhead.
3. Incomplete forms without required documents as specified in the Part V – Annexures and duly signed company and individual declarations, will not be processed by the Office of the CTTA.
4. Following charges will be applicable per user listed in Part III, per annum
CTTA Members – Rs. 500/- + 15% VAT per user Non-Members – Rs. 7,500/- + 15% VAT per user
5. Payments could be made to the CCC Cashier or to the following bank account; (proof of payment has to be attached with the application)

Bank Details

Account Name: Colombo Tea Traders' Association
Account No: 101000908078
Bank: National Development Bank PLC
Branch: Head Office
Bank Address: 40, Navam Mawatha, Colombo 2
Swift Code: NDBSLK LX

6. Duly filled application forms and annexures could be hand delivered to the Office of the CTTA, 2nd Floor, Ceylon Chamber of Commerce Building, 50, Nawam Mawatha, Colombo 02, or email to info@ctta.lk
7. For further clarifications, you may call The Office of the CTTA on following numbers;
Landline: 0115588848 (During Office Hours 9.00 am to 4.30 pm on weekdays)
Mobile: 0777 811 415
8. **IMPORTANT NOTICE:** Any changes to any of the particular that are provided by any person in this Application must immediately or within a maximum period of 7 working days from the date of such change be notified to The Colombo Tea Traders' Association/The Office of the CTTA in writing.

The Office of the CTTA

The office of the CTTA, #50 Navam Mawatha, Colombo 02, Sri Lanka.

 +94 115 588 848, +94 115 588 849  hemaradne@ctta.lk / nisansala@ctta.lk

Company Registration No. GA 2929