

(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**

PRODUCER

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

PART I - General Information

Please (✓)

CTTA Member:

CTTA Non-Member:

Members of Other Associations: PA Member: SLTFOA 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 Producer 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;

Parent / 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
		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

Company Type: RPC Private TRI JEDB & SLSPC
 Co-Op TSFPLC Government Tea Shakthi
 Others*

* Others (Please Specify)

Table 1 - If the registered manufacturer owns/manage multiple factories, all details to be filled in the below table

Name of the Factory	Name of the Registered Manufacturer	Address	SLTB Registration No of the factory*	Selling Mark/s	Elevation (circle as applicable)
					H/ M/ L
					H/ M/ L
					H/ M/ L
					H/ M/ L
					H/ M/ L
					H/ M/ L
					H/ M/ L
					H/ M/ L

(Add Rows as Required)

* MF / BF / RT

Table 2 - If factory/ies are leased, please complete the following table;

SLTB Registration No of the factory*	Name of the factory	Lessee/s	Lessor	Lease Period

(Add Rows as Required)

* MF / BF / RT

PART III – User/s Registrations - Producers (Viewing Only)

Name	Designation	Name of factory	Login location F / RO / HO*	NIC /PP Number	Email	Mobile	Telegram No (if different from the Mobile No)

(Add Rows as Required)

*[F – Factory, RO – Regional Office and HO – Head Office]

Note:

- i. Only one login will be issued per login location.
- ii. In the event the applicant is based in a factory, the name of the said factory should be stated in the above table. Logins will be issued only to active (operational) factories.

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. A Copy of the Renewal of Registration of Registered Tea Manufacturer for the year 2023

The Office of the CTTA

For Office Use:

Application Received on :

Checked By (The Office of the CTTA):

Name (Authorized Officer): Designation:

Comments if any:

.....

Date:

Signature: