**TEA BOARD OF TANZANIA**

**QUALITY ASSURANCE CHECKLIST FOR THE GLT BUYING LICENSE**

*Regulation 21 of the Tea Regulations, 2010*

1. **Preliminary information**

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Village \_\_\_\_\_\_\_\_\_\_\_\_ ward\_\_\_\_\_\_\_\_\_\_\_\_\_ LGA \_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_

1. **Verification of compliance to GLT buying standards**

| **Item description** | **Note** | **Issuer** | **Issue date** | **Expiry date** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. Evidence of registration by TBT
 | R22(b) | Applicant |
| 1. Opinion
 | R22 | LGA |  |  |  |
| 1. Valid GLT manufacturing license
 | 1 | Applicant |  |  |  |
| 1. Expiring GLT buying license
 |  | Applicant |  |  |  |
| 1. Evidence of growers registration (contract, ID card etc.)
 | 2 | Applicant |  |  |  |
| 1. List of approved GLT[[1]](#footnote-1) buying centers/posts
 | 2, 9 | Applicant |  |  |  |
| 1. GLT purchase contract registered by TBT
 | 13 | Applicant |  |  |  |
| 1. Evidence of farmers having a single buyer
 | 13 | Applicant |  |  |  |
| 1. Evidence of paying farmers within 15 days after the month end
 | 10 | Applicant |  |  |  |
| 1. GLT collection schedule
 | 8 | Applicant |  |  |  |
| 1. Business license
 |  | BRELA[[2]](#footnote-2) |  |  |  |
| 1. Certified weighing scales
 | 3 | WMA[[3]](#footnote-3) |  |  |  |
| 1. Evidence of receipt issuance on GLT purchase
 | 4 | Applicant |  |  |  |
| 1. Register of GLT purchases
 | 4 | Applicant |  |  |  |
| 1. Evidence of compliance to GLT indicative prices
 | 7 | Applicant |  |  |  |
| 1. Value added tax certificate
 |  | TRA[[4]](#footnote-4) |  |  |  |
| 1. Evidence of crop cess payment
 | 5 | Applicant |  |  |  |
| 1. Tax clearance certificate
 | 6 | TRA |  |  |  |
| 1. Evidence that the GLT bought complies to quality standards
 | 15 | Applicant |  |  |  |
| 1. Evidence of inspection by TBT
 | 11 | Applicant |  |  |  |
| 1. Evidence of monthly returns submission to TBT
 | 12 | Applicant |  |  |  |

Notes

1. Roman numbers (I, ii, iii …) followed by (a) = conditions appearing on the license application form
2. Arabic numbers (1, 2, 3…) = Conditions appearing on the license
3. Blank = Found in ATMIS but not a TBT regulatory requirements
4. **Approval**
5. *Quality assurance officer recommendation*

I certify that the information I provided above is correct to the best of my knowledge and conscience. I therefore recommend that the application for the green leaf tea green leaf tea buying license as per section 15 of the Tea Act, 1997 be approved/disapproved

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Review**

After reviewing, I recommend/do not recommend that the green leaf tea buying license be issued

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director of Regulatory Services Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approval**

After consultation with the Minister responsible for Agriculture as per section 15(2) of the Tea Act (1997), I approve/disapprove the issuance of the green leaf tea buying license

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director General Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. GLT = Green leaf tea [↑](#footnote-ref-1)
2. BRELA = Business registration and licensing agency [↑](#footnote-ref-2)
3. WMA = weights and measures agency [↑](#footnote-ref-3)
4. TRA = Tanzania revenue authority [↑](#footnote-ref-4)