**TEA BOARD OF TANZANIA**

**QUALITY ASSURANCE CHECKLIST FOR THE MADE TEA EXPORT PERMIT**

*Regulation 21 of the Tea Regulations, 2010*

1. **Preliminary information**

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ward\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LGA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Verification of compliance**

| **Item description** | **Note** | **Issuer** | **Issue date** | **Expiry date** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. Evidence of being registered and licensed by TBT
 | R22 |  |  |  |  |
| 1. Evidence of monthly return submission to the Tea Board
 | 7 | TBT |  |  |  |
| 1. Evidence of exported tea quality compliance to standards
 | 9 | TBS |  |  |  |
| 1. Evidence of compliance with all conditions laid down by International Tea Organization.
 | 2 |  |  |  |  |

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 export permit be approved/disapproved

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

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

1. *Review*

After reviewing, I recommend/do not recommend that the export permit be issued

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

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

1. *Approval*

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

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