



COLOMBO TEA TRADERS' ASSOCIATION

EXISTING COMPANY & USER/S LOGINS RENEWALS FOR SMART AUCTION SYSTEM FOR THE YEAR 2024

GUIDELINES

1. Company & User Registration Renewals for the year 2024 will be done through the e-Auction System. Please go through the User Manual and the Video Tutorials annexed.
2. Company Renewal
 - (i) Update the Company information.
 - (ii) Upload the required documents.
 - "Business Registration" - A copy of the Business Registration issued by Registrar of Companies (ROC) or Local Government Authorities.
 - "Board Registration/Renewal (Tea Board issued for the current year)" -
 - Buyers/Exporters
 - Upload a copy of SLTB Registration for 2024.
 - Exporter cum Packers should upload both Exporter & Packer Registrations, and your Packer Registration 2024 should be uploaded to the "Other Document 1"
 - Producers
 - Copy of the Renewal of Registration as Registered Tea Manufacturer for the year 2024
 - Brokers
 - Copy of the SLTB Broker Renewal License issued for the year 2024.
 - "Company Declaration" – Download the template. Upload the duly signed declaration with the company stamp.
 - "Proof of Payment" – Payment of user/s renewals. Bank details are given below.
3. User Renewal
 - (i) Upload the required documents for each existing user.
 - "Declaration Form" - Download the Individual Declaration template. Upload the duly signed declaration with the company stamp.
 - "NIC" – Copy of the NIC / Passport (bio-data page) of each user.
 - (ii) **Special Note**
 - Amendments/updates to existing user/s details provided (mobile number, email etc.)
 - Deactivation/s of Users
 - Adding new users

Can only be done through the Office of the CTTA. Please notify your requirement to the Office of the CTTA by an email to info@ctta.lk.

4. Incomplete renewals without required documents as specified above and duly signed company and individual declarations, will not be approved by the Office of the CTTA.
5. Payments - following charges will be applicable per user, per annum.
 - CTTA Members – Rs. 590/- (inclusive of 18% VAT)
 - Non-Members – Rs. 8,850/- (inclusive of 18% VAT)
6. Payments could be made to the CCC Cashier or to the following bank account;
(proof of payment has to be uploaded as specified above)

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: NDBSLKLX

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: IT Team – Afam 076-977-3997 Lakshitha 071-090-9668

General Inquiries – Nisansala 077-781 -1415

8. **IMPORTANT NOTICE:** Any changes to any of the particulars that are provided by any person 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