

# COLOMBO TEA TRADERS' ASSOCIATION

Office of the CTTA, No. 50, NAVAM MAWATHA, COLOMBO 02.

Telephone: 5588849; Facsimile: 2449352; [E-mail ; hemaratne@ctta.lk](mailto:hemaratne@ctta.lk), [nisansala@ctta.lk](mailto:nisansala@ctta.lk)

**CIRCULAR NO. 11 OF 2025**

May 09, 2025

**FOR THE ATTENTION OF THE SELLERS**

## **DISPENSATIONS FOR CATALOGUING OF TEAS** **NON-CORPORATE SECTOR TEA FACTORIES**

Reference is made to Circular No. 27 of 2022 dated August 5, 2022, and Circular No. 41 of 2022 dated December 13, 2022, regarding the above subject.

The existing methodology adopted by the Office of the CTTA for granting dispensations for the cataloguing of teas has been **revised**, due to the **withdrawal of recommending dispensations concerning non-corporate sector tea factories by the Sri Lanka Tea Factory Owners' Association**.

The following updated procedure is now in force **with immediate effect, for the Non-Corporate Sector Tea Factories**. Dispensation procedure for RPCs remains unchanged:

- Requests from **the non-corporate sector tea manufacturers** seeking dispensation should be made **directly** to the **Office of the CTTA**.
- Such requests should be addressed to the Office of the CTTA, via email, with copies sent to the relevant Broker/s and the CBA Convener.
- Please note that verbal communications, including phone calls, will not be accepted.
- All dispensation requests should be emailed to;

Mr. H D Hemaratne – Consultant - [hemaratne@ctta.lk](mailto:hemaratne@ctta.lk)

With copies to;

Mr. Anil Perera – Consultant - [anil.perera1956@gmail.com](mailto:anil.perera1956@gmail.com)

Ms. Nisansala Perera – Manager Operations – [nisansala@ctta.lk](mailto:nisansala@ctta.lk)

CBA Convenor - [Convenercba@lcbl-sl.com](mailto:Convenercba@lcbl-sl.com)

and the relevant Broker/s

**Guidelines to be followed by all Sellers requesting for dispensations:**

- **Specific issues covered** include:
  - Road accidents
  - Natural disasters
  - Roadblocks due to social disturbances
  - Serious mechanical defects of transport vehicles

*Documentary evidence such as photographs and a Police Entry (for accidents) must be submitted along with the request.*

- **Requests must include:**
  - Full details of selling marks
  - Invoice numbers
  - Tea Factory Registration Number.
  - At the time of the request is made exact location of the transport vehicle.
  - Expected time of arrival at the brokers' warehouse
- The Office of the CTTA will assess all requests **on a case-by-case basis**.
- All such requests should reach the Office of the CTTA before **the cut-off time on the catalogue closing date**.
- **Brokers are encouraged to educate and convince factories** to dispatch their teas to the respective warehouses **well in advance** to minimize the need for dispensation.
- **No requests will be entertained after the catalogue cut-off time** under any circumstances.

**OFFICE OF THE CTTA  
THE COLOMBO TEA TRADERS' ASSOCIATION**