

COLOMBO TEA TRADERS' ASSOCIATION

C/o. THE CEYLON CHAMBER OF COMMERCE, P.O.Box 274, No. 50, NAVAM MAWATHA, COLOMBO 02.

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FOR THE ATTENTION OF THE CEOs

ACCESS TO E-PLATFORM

To streamline the process of granting access to the e-platform, it has been decided that when prospective buyers seek access to the e-platform annually or during the year, the following documentation should support the application.

1. Letter of request from the company/applicant addressed to The Ceylon Chamber of Commerce (CCC). This letter should contain the address of business premises, contact details including the e-mail address of CEO or any other authorized person.
2. A valid SLTB certificate of registration as an Exporter for Tea Exporting Companies (Ref. TC/E/R/P). The registered tea exporters should provide a document confirming the volume of tea purchased and exported in the past six months at the time of submission of the application.
3. A valid SLTB certificate of registration as a local packer (Ref. TC/E/PR), with a letter of recommendation duly signed by a Director/CEO of the broking company together with the volumes purchased by the applicant in the last six months. (If this information is not available, please indicate).
4. Copy/ Copies of the National Identity Card of the authorized user/s.
5. Copy of the valid Business Registration issued by Registrar of Companies (ROC) or Local Government Authorities.

In addition, the following terms and conditions will also apply for registered users;

- In the event SLTB suspends/cancels the export license or local dealer license of a registered user, the registration for E-auction usage will also be suspended/ cancelled.
- When an authorized user (employee) leaves a company, this should be notified immediately to CTTA/CCC for the cancelation of the given user name/password before issuance of fresh access. CTTA/CCC will not be held responsible for misuse of a user name/password by a user accessing the e-platform at any time.
- The sharing of user names /passwords with other parties is strictly prohibited and could lead to suspension of registration for a specific period as determined by CTTA/CCC.

The registration of buyers for accessing the e-platform will take place annually through the Ceylon Chamber of Commerce, for which a Circular will be duly issued, during the last quarter of every calendar year. This circular may be amended from time to time to ensure the smooth functioning of the E-Platform mechanism for the sale of tea.

This Circular supersedes CTTA Circular No. 31 dated, dated 6 May 2020.

**THE SECRETARIAT
THE COLOMBO TEA TRADERS' ASSOCIATION**

