



LEGAL NOTICE.....

THE TEA ACT, 2020 (Cap 343)

IN EXERCISE of the powers conferred by Section 74 of the Tea Act, 2020, the Cabinet Secretary for Agriculture and Livestock Development in consultation with the Board, makes the following Regulations—

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

PART I—PRELIMINARY

- Citation. **1.** These Regulations may be cited as the Tea (Registration and Licensing) Regulations, 2025.
- Interpretation. **2.** In these Regulations, unless the context otherwise requires—
- Cap. 343. “Act” means the Tea Act, 2020;
- “Board” has the meaning assigned under section 2 of the Act;
- “Black CTC Tea” means oxidized and dried tea manufactured through cutting, tearing and curling from leaves, buds and tender stems of varieties of the species *Camiellia sinensis* (linaeus);
- “Certificate of Origin” means a document issued in a customs territory by a competent authority confirming the origin of tea product;
- No. 12 of 1997. “County Executive Committee Member” means the County Executive Member for the time being responsible for matters relating to agriculture in the respective county;
- “Electronic trading platform” means an information technology system established by an auction organizer for purposes of facilitating on line trading of tea;
- “Green leaf” means leaf detached from tea plants but not dried or processed and includes purple leaf;

“Large scale tea grower” has the meaning assigned to it under Section 2 of the Act;

“Medium scale tea grower” has the meaning assigned to it under Section 2 of the Act;

“National Processing Capacity Survey Report” means an assessment carried out to evaluate the current processing capacity of tea factories against available quantity of green leaf in tea growing regions;

“Small-scale tea grower” has the meaning assigned to it under Section 2 of the Act;

“Specialty tea factory” means a tea factory that manufactures specialty teas;

“Specialty tea manufacture” means the processing of specialty teas;

“Specialty teas” has the meaning assigned to it under Section 2 of the Act;

“Tea factory” has the meaning assigned to it under Section 2 of the Act;

“Tea factory limited company” means a tea factory collectively owned through shares by smallholder tea growers;

“Value-addition” has the meaning assigned to it under Section 2 of the Act.

Object and purpose
of these
Regulations.

3. (1) The purpose of these Regulations is to provide for the registration and licensing of the tea factories, small scale tea growers, medium scale tea growers, large scale tea growers, commercial tea nurseries, commercial green leaf transporters and tea dealers.

(2) Without prejudice to the generality of Regulation 3 (1), the purpose of these Regulations is to provide for—

(a) procedure for registration of small-scale tea growers, medium scale tea growers, large scale tea growers, commercial tea nurseries, commercial green leaf transporters and tea dealers;

(b) procedure for licensing of tea manufacturers;

(c) the terms and conditions for issuance of manufacturing licenses and for registration of tea factories, small scale tea growers, medium scale tea growers, large scale tea growers, commercial tea nurseries, commercial green leaf transporters and tea dealers;

- (d) procedures for cancellation, variation, revocation of a license or registration and the appeal process in case of refusal or denial of a licence or registration;
- (e) declaration and submission of returns on tea;
- (f) fees charged under the Act and any regulations made there under.

PART II - REGISTRATION

Registration of a commercial tea nursery.

4. (1) Pursuant to section 38 of the Act, a person seeking to establish a commercial tea nursery shall apply for registration to the County Executive Committee Member where they intend to establish the tea nursery and pay the prescribed fee set out in the Second Schedule.
- (2) An application for registration or renewal of a commercial tea nursery shall be in Form TBK\CG\A as set out in the First Schedule.
- (3) Within thirty days of receipt of an application under sub-regulation (2), the respective County Executive Committee Member shall consider the application and where the application is —
 - (a) approved, issue a certificate of registration in Form TBK\CG\A1 set out in the First Schedule;
 - (b) rejected, notify the applicant indicating the reasons for the decision.
- (4) A person registered under this regulation shall submit annual returns—
 - (a) to the respective County Executive Committee Member and a copy to the Board;
 - (b) by the 15th day of January in each year; and
 - (c) in Form TBK\CG\A2 as set out in the First Schedule.
- (5) An applicant for registration of a commercial tea nursery who is aggrieved by the decision of County Executive Committee Member may appeal to the committee established under Section 20 of the County Licensing (Uniform Procedures) Act 2024 within Sixty (60) days from the date in which the applicant received notice of the decision.
- (6) A person who is aggrieved by the decision of the Committee under Sub Regulation 5 may appeal to the High Court within Thirty (30) days from the date in which the applicant received notice of the decision.

- (7) A person who contravenes the provisions of Regulation 4 (1) and (4) commits an offence and shall, on conviction, be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 38 (4) of the Act.

Registration of
small-scale tea
grower and
medium scale tea
grower.

5. (1) Pursuant to Section 21 of the Act, a small-scale tea grower or medium scale tea grower shall register with the respective tea factory where they deliver green leaf.

(2) An application for registration or renewal under Regulation 5 (1) shall be made to the respective tea factory in Form TBK\TB\B set out in the First schedule.

(3) Before issuing a certificate of registration to a small scale or medium scale tea grower, the tea factory shall verify the tea growers' details contained in the application and prepare a farm verification report on the tea grower eligibility which shall be kept in the tea factory for inspection by the Board.

(4) Where an application under this regulation is approved, the manager of a tea factory shall issue a certificate of registration to a small-scale tea grower or medium scale tea grower in Form TBK\TB\B1 set out in the First Schedule.

(5) Where an application under this regulation is rejected, the tea factory shall notify the applicant of the decision indicating the reasons thereof.

(6) An applicant for registration as small scale and medium scale tea grower who is aggrieved by the decision of the factory may appeal to the Board within Sixty (60) days from the date in which the applicant received notice of the decision.

(7) A tea factory shall maintain a register of all growers registered under these regulations who supply green leaf to the tea factory which shall contain the following information in addition to the information specified under Section 21 (3) of the Act:

- a) the grower number issued by the tea factory;
- b) national identification or passport or institution registration number where applicable;
- c) in the case of an individual, the date of birth and the gender of the grower;
- d) telephone number of the grower;
- e) total size of the land (Ha);
- f) size of the land on which the tea is grown (Ha);
- g) total tea bushes;
- h) average annual tea production;

- i) factory name;
- j) buying centre name and code;
- k) ward/location;
- l) sub county;
- m) date when the green leaf agreement was signed; and
- n) any further information that may be required by the Board from time to time.

(8) A tea factory shall submit a copy of the register maintained under Regulation 5(7) to the Board and the respective County Executive Committee Member by the 15th day of January in every year in Form TBK/TB/B2.

(9) The inclusion in the register under sub-regulation 8 shall be *prima facie* proof that a person is a registered tea grower in the factory.

(10) A person who contravenes the provisions of this regulation commits an offence and shall, on conviction, be liable to a fine not exceeding one hundred thousand shillings, or imprisonment for a term not exceeding six months, or to both as prescribed under Section 21(11) of the Act.

Registration
large-scale
grower.

of
tea

6. (1). Pursuant to Section 23 of the Act, a large-scale tea grower shall register with the Board.

(2) An application for registration or renewal of a large-scale tea grower shall be made to the Board in Form TBK\TB\C set out in the First schedule.

(3) Within 60 days of receipt of an application under sub-regulation 2, the Board shall consider the application and where the application is –

(a) approved, issue a registration certificate in Form TBK\TB\C1 set out in the First Schedule; or

(b) rejected, notify the applicant indicating the reasons for its decision.

(4) The Board shall maintain a register of all large-scale tea growers who are registered with the Board in Form TBK\TB\C2 and furnish a copy to the respective County Executive Committee Member annually.

(5) Upon the sale or transfer of a parcel of land on which tea is grown by a large-scale tea grower, the registration certificate shall lapse and the new owner(s) shall be required to apply for a new certificate.

(6). A person who contravenes the provisions of Regulation 6 (1), (4) and (5) of this regulation commits an offence and shall, on conviction, be liable to a fine not exceeding one million shillings, or imprisonment for a term not exceeding two years, or to both as prescribed under Section 23(3) of the Act.

Restriction of
double registration.

7. (1) A small-scale tea grower and medium scale tea grower shall not be registered with more than one tea factory at a time using the particulars of the same parcel of land.

(2) Notwithstanding Regulation 7 (1) above, a tea grower may register with more than one factory at a time using particulars of the same parcel of land planted with green and purple tea for the purpose of processing of the different teas.

(3) Where sub-division has been carried out but separate titles deeds have not been issued, the registered owner of the land shall during registration as a small-scale and medium-scale tea grower, provide proof of such sub-division supported by a letter from the area Chief of where the land is located.

Change of tea
factory

8. (1) A tea grower wishing to change the factory where they deliver green leaf shall inform their respective factory by giving a minimum notice of thirty (30) days.

(2) Where an objection to the notice issued under Regulation 8 (1) is raised, the matter shall be referred to the County Executive Committee Member for resolution.

(3) Within one month of the receipt of the notice under sub-regulation (1), a tea factory that receives a notice from a tea grower shall release the grower subject to the grower clearing any outstanding dues with the factory.

Change in
particulars of
growers

9. (1) Any change in the particulars provided by the grower during their registration under these regulations, shall be notified in writing to the respective factory in the case of small-scale and medium-scale tea grower or the Board in the case of large-scale tea grower.

(2) Where a registered grower ceases to grow or cultivate tea, the respective tea factory or the Board as the case may be, may after giving that person written notification of its intention to do so, remove the name of that grower from the register.

(3) The register submitted to the Board and County Executive Committee Member referred to in Regulation 5(7) shall be prima facie proof of the fact that a person is a registered tea grower with the factory.

Penalty

10. A person who contravenes the provisions of Regulation 7, 8 and 9 commits an offence and shall on conviction, be liable to a fine not exceeding one hundred thousand shillings, or imprisonment for a term not exceeding six months, or to both as prescribed under Section 21(11) of the Act.

Green
Agreement.

Leaf

11. (1) A tea factory shall sign a Green Leaf Agreement with their registered tea growers.

(2) A green leaf agreement shall be in Form TBK\TB\D set out in the First Schedule.

(3) The Green Leaf Agreement shall provide for—

(a) the commencement date;

(b) the duration of the agreement;

(c) obligations and responsibilities of each party;

(d) services to be offered by the tea factory;

(e) the performance standards to be adhered to by the tea factory;

(f) quality standards of green leaf to be delivered by the tea grower;

(g) a dispute resolution clause;

(h) applicable laws and effect of changes in the laws; and

(i) a termination clause.

(4) The parties to the Green Leaf Agreement under Regulation 11(1) may include such additional terms and conditions as they may deem fit.

(5) A tea grower and a tea factory shall keep a copy of the executed green leaf agreement.

Registration of a
commercial green
leaf transporter.

12. (1) Pursuant to Section 37 of the Act, a person shall not operate as a commercial green leaf transporter unless they are registered by the Board.

(2) An application for registration or renewal under Regulation 12 (1), shall be made in Form TBK/TB/E set out in the first schedule and accompanied by the fee specified in the Second Schedule.

(3) An applicant for registration as a commercial green leaf transporter shall obtain a no objection from the County Executive Committee Member of the respective County.

(4) Upon receipt of an application under sub-regulation (2), the Board shall within 60 days from the date of submission of all the requirements, determine the application taking into consideration the

recommendation by the tea factory where the applicant intends to provide green leaf transport services.

(5) Where the application under Regulation 12 (3) is-

- (a) approved, the Board shall issue a certificate of registration in Form TBK/TB/E1 set out in the First Schedule.
- (b) rejected, the Board shall notify the applicant indicating the reasons for its decisions.

(6) A tea factory shall maintain a register of its green leaf transportation vehicles registered under this regulation in Form TBK/TB/E2 for inspection by the Board and the County Executive Committee Member.

(7) The Board shall issue an identification sticker to every vehicle registered by the Board as a commercial green leaf transporter.

(8) All commercial green leaf transporters shall display the green leaf transport identification sticker on the front windscreen of their vehicle when transporting green leaf.

(9) The Board shall collaborate with the County Government in the regulation of commercial green leaf transporters.

(10) A commercial green leaf transporter who contravenes the provisions of this regulation commit an offence and shall on conviction, be liable to imprisonment for a term not exceeding three years or a fine not exceeding five million shillings or to both as prescribed under Section 37 (4) of the Act.

Obligation of a
commercial green
leaf transporter

13. (1) A commercial green leaf transporter shall enter into a Green Leaf Transportation Agreement of at least one year, with the tea factory where they intend to provide green leaf transport services.

(2) A commercial green leaf transporter -

- (a) shall not transport green leaf to any factory other than the tea factory it has signed a green leaf transportation agreement with;
- (b) shall use designated motor vehicles duly registered by the Board with a capacity of not less than 3.0 tonnes unless otherwise exempted by the Board;
- (c) shall comply with the Tea Industry Code of Practice KS: 2128, the Public Health Act and any other relevant laws.

(3) A commercial green leaf transporter who contravenes the provisions of this regulation commits an offence and shall on conviction be liable, to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea

products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.

Registration of a management agent.

14. (1) Pursuant to Section 33 of the Act, a person shall not operate as a management agent unless they are registered by the Board.

(2) An application for registration or renewal of a management agent shall be made to the Board in Form TBK\TB\F set out in the First Schedule accompanied by the fees set out in the Second Schedule.

(3) Within 60 days of receipt of an application under Regulation 14 (2), the Board shall determine the application and where the application is—

(a) approved, issue a certificate of registration in Form TBK\TB\F1 set out in the First Schedule; or

(b) rejected, notify the applicant indicating the reasons for its decision.

(4) Every management agent shall submit annual return to the Board in Form TBK\TB\F2 set out in the First Schedule.

(5) A person who contravenes the provisions of Regulation 14 (1) and (4) commits an offence and shall upon conviction be liable to imprisonment or term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 33(5) of the Act.

Management Agent Agreement.

15. (1) Pursuant to Section 34 of the Act, a management agent shall enter into a management agent agreement with every tea factory that they intend to provide management agent services to or any person who intends to manufacture or deal in tea.

(2) A management agent agreement between a management agent and a tea factory, shall be—

(a) submitted to the Board for review and approval before execution by parties;

(b) for a period of five (5) years, and may be renewed upon expiry at the discretion of the tea factory.

(3) The remuneration for the service rendered by a management agent to a tea factory limited company shall be as prescribed in the Act.

(4) A person who contravenes the provisions of this Regulation commits an offence and shall upon conviction be liable to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a

term not exceeding one year, or to both as prescribed under Section 71 of the Act.

Registration of a
warehouse
operator.

16. (1) Pursuant to section 28 of the Act, a person shall not carry out the business of tea warehousing unless they are registered by the Board.

(2) An application for registration or renewal as a warehouse operator shall be made to the Board in Form TBK\TB\G set out in the First Schedule accompanied by the fee specified in the Second Schedule.

(3) An applicant for registration as a warehouse operator shall obtain a no objection from the County Executive Committee Member of the respective County.

(4) Within 60 days of receipt of an application under sub-regulation (2), the Board shall determine the application and where the application is—

(a) approved, issue a certificate of registration in Form TBK\TD\G1 set out in the First Schedule; or

(b) rejected, notify the applicant indicating the reasons for its decision.

(5) A tea warehouse operator shall, not later than the fifteenth day of January, of every year complete and submit to the Board annual statistical returns with a copy to the County Executive Committee Member in Form TBK\TB\G2 set out in the First Schedule.

(6) A person who contravenes the provisions of this Regulation 16 (1) and (3) commits an offence and shall be liable upon conviction be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 28(4) of the Act.

Registration of a
tea packer.

17. (1) Pursuant to section 29 of the Act, a person shall not operate as a tea packer unless they are registered by the Board.

(2) An application for registration or renewal as a tea packer shall be made to the Board in Form TBK\TB\H set out in the First Schedule accompanied by the fee specified in the Second Schedule.

(3) An applicant for registration as a tea packer shall obtain a no objection from the County Executive Committee Member of the respective County.

(4) Within 60 days of receipt of an application under Regulation 17(2), the Board shall determine the application and where the application is—

- (a) approved, issue a certificate of registration in Form TBK\TB\H1 set out in the First Schedule; or
- (b) rejected, notify the applicant indicating the reasons for its decision.

(5) Every tea packer shall, not later than the fourteenth day of each month, complete and submit a monthly statistical return to the Board with a copy to the respective County Executive Committee Member in Form TBK\TB\H2 set out in the First Schedule.

(6) A person who contravenes the provisions of this Regulation 17 (1) and (3) commits an offence and shall, on conviction, be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 29 (4) of the Act.

Duty on imported or transit tea packed for the local market

18. (1) Every tea packer who packs imported or transit teas for the local markets shall pay duty and value added tax levied on such tea in accordance with the law.

(2) A packer who contravenes the provisions of this Regulation commits an offence and shall be liable upon conviction to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.

Registration of a tea buyer / exporter.

19. (1) Pursuant to section 30 of the Act, a person shall not carry on the business of tea buying or tea exporting unless they are registered by the Board.

(2) An application for registration as a tea buyer or tea exporter shall be made to the Board in Form TBK\TB\J set out in the First Schedule accompanied by;

- (a) the fees specified in the Second Schedule;
- (b) an elaborate business plan demonstrating the viability of the business venture outlining—
 - i. creation of new market linkages
 - ii. proposal to undertake value addition;
 - iii. creation of employment opportunities;
 - iv. technology transfer; and
 - v. availability of equipment for the tea buyer/ exporter to undertake tea value addition;

(c) evidence of suitable premises for value addition.

(3) Within 60 days of receipt of an application under Regulation 19 (2), the Board shall determine the application and where the application is—

(a) approved, issue a certificate of registration in Form TBK\TB\J1 set out in the First Schedule; or

(b) rejected, notify the applicant indicating the reasons for its decision.

(4) A tea buyer/exporter shall declare to the Board all their tea export consignments at the point of export using Form TBK/TB/J2.

(5) A person who contravenes the provisions of Regulation 19 (1) and (4) commits an offence and shall on conviction be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 30 (4) of the Act.

Registration of a
tea importer.

20. (1) Pursuant to section 30 of the Act, a person shall not carry on the business of tea importing unless they are registered by the Board.

(2) An application for registration or renewal as a tea importer shall be made to the Board in Form TBK\TB\K set out in the First Schedule accompanied by the fee specified in the Second Schedule.

(3) Within 60 days of receipt of an application under Regulation 20 (2), the Board shall determine the application and where the application is—

(a) approved, issue a certificate of registration in Form TBK\TB\K1 set out in the First Schedule; or

(b) rejected, notify the applicant indicating the reasons for its decision.

(4) A person who contravenes the provisions of Regulation 20 (1) commits an offence and shall upon conviction be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 30(4) of the Act.

Pre-import
approval

21. (1) Pursuant to Section 31 of the Act, a person shall not import tea into Kenya without a pre-import approval issued by the Board.

(2) An application for pre-import approval shall be made to the Board—

(a) in Form TBK\TB\L set out in the First Schedule;

- (b) meet the preconditions specified in Section 31(1)(a) and (b) of the Act.
- (3) Upon receipt of an application under Regulation 21 (2), the Board shall determine the application and where the application is—
- (a) approved, issue the pre-import approval in Form TBK\TB\L1 set out in the First Schedule; or
 - (b) rejected, notify the applicant indicating the reasons for its decision.
- (4) The following tea imports shall be exempt from pre-import approval—
- (a) teas consigned for sale at the tea auction; and
 - (b) transit teas.
- (5) Upon obtaining a pre-import approval, a tea importer shall declare to the Board all their tea imports consignments at the point of import using Form TBK\TB\L2.
- (6) A person who provides false information or contravenes the provisions of this regulation commits an offence and shall, on conviction, be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 31 (2) of the Act.

Conditions
import

- for 22. (1) An importer shall not import tea into Kenya without a valid certificate of conformity to Kenya Tea Standards from an accredited institution from the country of origin.
- (2) The Board may, at the cost of the importer, conduct an analysis of teas intended for importation or imported into the country to ensure conformity to Kenya Tea Standards on quality, food safety and hygiene, sanitary and phytosanitary regulations.
- (3) Any tea imported into Kenya shall be—
- (a) in accordance in the specifications contained in the pre-import approval issued by the Board;
 - (b) accompanied by—
 - (i) a certificate of origin;
 - (ii) a sanitary and phytosanitary certificate; and

(iii) a certificate of analysis on pesticide residues issued by a competent Authority from the country of origin.

(4) Any tea imported into Kenya that does not meet the conditions specified under this regulation shall be rejected, seized or destroyed by the Board or re-exported to the country of origin at the cost of the importer.

(5) An importer who imports tea into Kenya for blending or export shall re-export the tea within a period of six months of the date of import and proof of such re-export shall be maintained for inspection by the Board.

(6) A person who provides false information or contravenes the provisions of this regulation commits an offence and shall, on conviction, be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 31 (2) of the Act.

Export or Import Permit 23. (1) The Board shall verify customs documentation on exports or imports of any tea consignment and if it meets the requirements of the Act and these Regulations, issue an import or export permit in Form TBK\TB\M as set out in the First Schedule.

(2) The Board may cancel the export or import permit or pre-import approval if an exporter or importer contravenes the provisions of the Act or any Regulations made thereunder.

Statistical returns for tea buyer/exporter/importer 24. (1) A tea buyer/exporter and importer, shall not later than the fourteenth day of each month, complete and submit to the Board a monthly return in Form TBK\TB\N set out in the First Schedule.

(2) A person who contravenes this regulation commits an offence and shall be liable, on conviction, to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.

Registration of a Tea Broker. 25. (1) Pursuant to section 32 of the Act, a person shall not operate as a tea broker unless they are registered by the Board.

(2) An application for registration or renewal as a tea broker shall be made to the Board in Form TBK\TB\P set out in the First Schedule accompanied by the fee specified in the Second Schedule.

(3) Within 60 days of receipt of an application under Regulation 25 (2), the Board shall determine the application and where the application is—

- (a) approved, issue a certificate of registration in Form TBK\TB\P1 set out in the First Schedule; or
- (b) rejected, notify the applicant indicating the reasons for its decision.

(4) A tea broker shall sign a contract to offer brokerage services with each tea factory that they intend to offer brokerage services to.

(5) A tea broker shall furnish the Board with a copy of the contract on brokerage services entered into with each tea factory.

(6) A tea broker shall not later than the fourteenth (14th) day of each month, complete and submit to the Board a monthly return in Form TBK\TB\P2 set out in the First Schedule.

(7) A person who contravenes the provisions of Regulation 25 (1), (4), (5) and (6) commits an offence and shall be liable on conviction to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 32(5) of the Act.

Transit tea.

26. An exporter or importer shall comply with the relevant customs laws and regulations on transit-shipment of goods in handling transit teas and maintain the relevant documents for inspection by the Board.

Registration as an auction organizer.

27. (1) Pursuant to section 35 of the Act, a person shall not organise a tea auction or deal in tea as a tea auction organizer unless they are registered by the Board.

(2) An application for registration or renewal as an auction organizer shall be made to the Board in Form TBK\TB\Q set out in the First Schedule accompanied by the fee specified in the Second Schedule.

(3) Within 60 days of receipt of an application under sub-regulation (2), the Board shall determine the application and where the application is—

- (a) approved, issue a certificate of registration in Form TBK\TB\Q1 set out in the First Schedule; or

- (b) rejected, notify the applicant indicating the reasons for its decision.

(4) An auction organizer shall provide the Board with the right to monitor auction trading and access data within the electronic trading platform.

(5) An auction organizer shall not later than the fourteenth (14th) day of each month submit to the Board a monthly tea auction report of all teas sold through the auction in the previous month in Form TBK\TB\Q2 as set out in the First Schedule.

(6) A person who contravenes the provisions of Regulation 27 (1) and (5) commits an offence and shall upon conviction be liable to imprisonment for a term not exceeding three years or to a fine not exceeding five million shillings or to both as prescribed under Section 35(4) of the Act.

Revocation
alteration
registration.

or
of

28. (1) A person who applies for registration under these regulations, shall commence operations within one year from the date of issuance of a registration certificate.

(2) A registration certificate issued to a person registered under these regulations shall lapse if the holder of the registration certificate does not commence operations within one year from the date of issuance.

(3) The Board or the County Executive Committee Member as the case may be, may revoke, alter, suspend or vary a registration certificate if the holder—

(a) fails to comply with the provisions of the Act and these Regulations;

(b) breaches or fails to comply with the terms and conditions of the registration certificate;

(c) fails to comply with a lawful requirement or demand given by the Board or the County Government;

(d) obtains the registration certificate fraudulently;

(e) operates a different tea business from that which the person is registered; or

(f) commits an offence under the Act or in respect of the registered activity under any other law.

(4) The Board or the County Executive Committee Member as the case may be shall issue a written notice of the proposed revocation, alteration, suspension, variation or cancellation of the registration certificate to the holder detailing the violations or reasons thereof and give at least Fourteen (14) days to respond.

(5) The holder of the registration certificate who is notified of the proposed revocation, alteration, suspension, variation or cancellation of registration certificate in Sub-Regulation (4) above may submit a response in writing.

(6) The Board or the County Executive Committee Member as the case may be, shall make a determination on whether to revoke, alter, suspend, vary or cancel the registration certificate after the lapse of the

notice period and convey its decision to the holder of the registration certificate.

(7) A holder of a registration certificate who is aggrieved by the decision of the Board or the County Executive Committee member may within thirty days of the decision appeal to a court of competent jurisdiction.

(8) The holder of a registration certificate which is revoked shall immediately surrender it to the Board or the County Executive Committee Member as the case may be.

PART III - LICENSING

Tea manufacturing
licence.

29. (1) Pursuant to Section 25 of the Act, no person shall manufacture tea without a valid manufacturing licence.

(2) An application or renewal for a tea manufacturing licence under Regulation 29(1) shall be made to the Board in Form TBK\TB\R set out in the First Schedule and accompanied by the fee prescribed in the Second Schedule.

(3) An application or renewal for a licence to manufacture high value specialty teas shall be made to the Board in form TBK\TB\R1 set out in the First Schedule accompanied by the fees specified in the Second Schedule.

(4) An application for a manufacturing licence and specialty tea manufacture shall be accompanied by the following information and documents;

(a) a feasibility study of the proposed tea manufacturing factory which shall include the following;

- i. Organogram of the tea factory
- ii. Operational plan
- iii. Crop development plan
- iv. Marketing plan
- v. a financial plan showing projected sales, financial performance, financial position, cash flow projection, capital structure and funding model
- vi. disclosure of current or past directorship or ownership in any other company or entity dealing in tea

- vii. where a tea manufacturing factory intends to use wood as a source of energy, the applicant shall furnish the Board with a wood fuel sustainability plan equivalent to the ratio of 4:1 tea planted to woodlots planted
 - (b) a no objection from the County Executive Committee Member of the respective County;
 - (c) a certified copy of the growers' register in the prescribed form;
 - (d) demonstrate adequate financial capacity to construct the tea factory and commence operations;
 - (e) audited financial accounts where applicable;
 - (f) land ownership documents for the proposed factory site;
 - (g) proof that the proponents and directors meet the requirement of Chapter Six of the Constitution of Kenya;
 - (h) management profile and curriculum vitae of the directors and proposed top management staff;
 - (i) where the applicant is a tea factory limited company, a procurement policy providing for competitive procurement of goods, services and works;
 - (j) such other information as the Board may require.
- (5) Within ninety days of receipt of an application under sub-regulations (2) or (3), the Board shall, determine the application taking into consideration the current National Processing Capacity Survey, the requirements of the Act and any other relevant law.
- (6) Where the application under this regulation is approved, the Board in consultation with the Cabinet Secretary shall —
- (a) issue a tea manufacturing licence in Form TBK\TB\R2 set out in First Schedule; or
 - (b) in the case of speciality tea, issue specialty tea manufacturing licence in Form TBK\TB\R3 set out in the First Schedule.
- (7) Where an application under this regulation is rejected, the Board shall notify the applicant of the decision with the reasons thereof.

(8) A manufacturing licence and specialty tea manufacturing licence issued under this regulation shall authorise the holder to carry out the business of packing and blending tea.

(9) A person shall only be issued with a manufacturing licence for a new factory if the person has at least Seven Hundred Hectares (700Ha) of planted tea bushes which must be within a fifty- kilometre radius.

(10) A person shall only be issued with a specialty tea manufacturing licence for a new factory if the person has at least Fifty Hectares (50Ha) of planted tea bushes which must be within a fifty- kilometre radius.

(11) An applicant shall provide evidence of shareholding by tea growers with the prescribed minimum hectarage of land planted with tea in the company.

(12) When licensing a new manufacturing or specialty tea manufacturing factory due consideration shall be undertaken to ensure that processing over capacity is not created in a given area or zone.

(13) Where necessary, the Board and the County Executive Committee Member shall mediate to decide how growers are distributed between an existing and a new tea factory before issuing a license.

(14) A person who contravenes the provisions of this regulation commits an offence and shall be liable, on conviction, to a fine not exceeding ten million shillings, or to imprisonment for a term not exceeding five years, or both as prescribed under Section 27 (2) of the Act.

Obligations of a
holder of
manufacturing
licence

30. (1) Within three years from the date of issuance of a licence under Regulation 29 (6) a holder of a manufacturing licence or specialty licence issued shall construct and commission the tea factory:

Provided that, where the factory is not constructed or commissioned within the specified period, the manufacturing licence or specialty licence shall lapse and the applicant shall be at liberty to make a fresh application.

(2) A person shall not commence construction of a tea factory without a valid manufacturing licence from the Board.

(3) A holder of a manufacturing licence or specialty tea manufacturing licence shall not vary the type of tea manufacture and granted processing capacity without prior approval of the Board.

- (4) A holder of a manufacturing licence or specialty tea manufacturing licence shall furnish the Board and the County Executive Committee Member with a certified copy of their growers register as may be required from time to time.
- (5) Before the issuance or renewal of a manufacturing license or specialty tea manufacturing license for a tea factory limited company, the Board shall satisfy itself that the applicant has a procurement policy providing for competitive procurement of goods and services.
- (6) A holder of a manufacturing license shall notify the Board and the County Executive Committee Member of any intended sale or transfer of ownership of its tea factory at least six (6) months before the transaction is effected.
- (7) Upon the sale or transfer of majority ownership of a tea factory, the manufacturing license shall lapse and the new owner(s) shall be required to apply for a new license.
- (8) A person who contravenes the provisions of this regulation commits an offence.

Powers of the Board on manufacturing licenses

- 31.** The Board shall seize and remove or order the removal of any manufactured tea or processing capacity where it has reasonable grounds to believe that the processing capacity has been installed contrary to the conditions of the licence issued under these Regulations.

Illegal manufacture

- 32.** The provisions of Section 27 of the Act, shall apply to the illegal manufacture, possession or trading of tea.

Register of Manufacturers

- 33.** The Board shall maintain a register of all the licensed manufacturers and shall enter therein particulars prescribed in Form TBK\TB\S under the First Schedule.

Annual and monthly production statistical returns.

- 34.** (1) A holder of a manufacturing licence and a specialty tea manufacturing licence shall—
 - (a) not later than the fourteenth (14th) day of each month, complete and submit to the Board and a copy to the respective County Executive Committee Member a monthly production statistical return in Form TBK\TB\T set out in the First Schedule; and

(b) not later than the fifteenth day (15th day) day of January of every year, complete and submit to the Board with a copy to the respective County Executive Committee Member, an annual statistical return in Form TBK\TB\ T1 set out in the First Schedule.

(2) A person who contravenes the provisions of this regulation commits an offence and shall be liable, to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.

Revocation
alteration of
licence.

or a
35. (1) The Board may revoke, alter, suspend or vary a licence if the holder—

- (a) fails to comply with the provisions of the Act and these Regulations;
- (b) breaches or fails to comply with the terms and conditions of the licence;
- (c) fails to comply with a lawful requirement or demand given by the Board;
- (d) obtains a license fraudulently; or
- (e) commits an offence under the Act or in respect of the licensed activity.

(2) Before the Board cancels, suspends or revokes a licence it shall give the person to be affected by such action an opportunity to be heard.

(3) The Board shall issue a written notice of the proposed revocation, alteration, suspension or cancellation of the licence to the holder detailing the violations or reasons thereof and give at least Fourteen (14) days to respond.

(4) The holder of a licence who is notified of the proposed revocation, alteration, suspension or cancellation of licence in Regulation 35(3) above may submit a response in writing.

(5) The Board shall consider the proposed revocation, alteration, suspension or cancellation of the licence after the lapse of the notice period and convey its decision to the licensee.

(6) Pursuant to Section 44 of the Act, a person who is aggrieved by the decision of the Board in respect of a grant, refusal, revocation, renewal or variation of a licence may appeal to the High Court.

PART IV – APPEAL PROCESS

Appeal Process

- 36.** (1) An applicant for or a holder of a registration certificate who is aggrieved by the decision of the Board, may appeal the decision to the Board within Sixty (60) days from the date of receipt of the notice of the decision.
- (2) The appeal shall be made in the Board in writing using Form **TBK\TB\V** supported by the grounds of the appeal and copies of relevant documents.
- (3) The Board shall establish an Ad-hoc Appeals Committee to consider, determine and make recommendations on appeals arising from the decision of the Board with respect to registration.
- (4) The Ad-hoc Appeals Committee shall consider the appeal within Sixty (60) days from the date of receipt of the appeal.
- (5) The Board shall communicate the decision of the Ad-hoc Appeals Committee to the applicant or holder of a registration certificate within Ninety (90) days from the date of receipt of the appeal.
- (6) In performance of its functions and subject to the provisions of the Tea Act and these Regulations, the Ad-hoc Appeals Committee established under this regulation shall regulate its own procedures.
- (7) A person who is aggrieved by the decision of the Board may appeal to the High Court.

PART V – MISCELLANEOUS PROVISION

Validity of licences and registration certificates

- 37.** All licenses and registration certificates issued under these regulations shall expire on the 30th day of June of each year.

Timeline for renewal of registration or licence.

- 38.** (1) An application for a renewal of a licence or registration certificate shall be made at least one month prior to the expiry of such licence or registration certificate.
- (2) The Board may consider late application for renewal of a licence or registration certificate made within 6 months after the due date of renewal upon an applicant giving reasonable cause for the delay and upon approval for such application, the applicant shall pay a late application fee of 100% of the fees payable, in addition to the renewal fee.
- (3) A registration certificate or manufacturing licence issued under these regulations shall lapse if not renewed within 6 months after the due date of renewal and the applicant shall be at liberty to make a fresh application.

Additional information.		39. The Board or the County Executive Committee Member as the case may be, may require an applicant to provide any additional information that it considers necessary to determine an application for a licence or a registration certificate.
Register of names and particulars.	and of and	40. The Board or the County Executive Committee Member as the case may be, shall maintain a register of all persons registered and licensed under these Regulations and may publish the register in such manner as it may determine.
Transferability of licence or registration certificate.	of or	41. (1) A licence or registration certificate issued by the Board or the County Executive Committee Member under these Regulations is not transferable. (2) A person who contravenes the provisions of this Regulation commits an offence and shall, on conviction, be liable, to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.
Licence and Registration fees	and	42. (1) The fees to be charged for a licence, registration certificate or renewal issued under these Regulations shall be as set out in the Second Schedule. (2) The fees charged for a licence and registration certificate or renewal under these Regulations shall be collected by the Board and apportioned equally between the Board and the respective County Government.
Modification or alteration of prescribed Forms	or of	43. The Board may make such modifications, alterations or additions on the prescribed forms as may be required from time to time to enable effective use including the use of such forms electronically.
General penalty.		44. A person who commits an offence under these Regulations, for which no penalty is prescribed shall on conviction, to a fine not exceeding five hundred thousand shillings or a fine not exceeding twice the value of the tea or tea products or, to imprisonment for a term not exceeding one year, or to both as prescribed under Section 71 of the Act.

FIRST SCHEDULE

THE COUNTY GOVERNMENT OF.....

TEA ACT, (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\CG\A

(r.4(2))

APPLICATION TO ESTABLISH A COMMERCIAL TEA NURSERY

Application is hereby made to develop a commercial tea nursery in the County ofon the land parcel specified in Part B below: -

A. Particulars of Applicant

1. Name of applicant\Certificate of Incorporation\ Registration.....
2. National Identify Card No/Passport No.
3. Address.....
4. Telephone No.....
5. PIN No:.....
6. Tax Compliance Certificate.....

B. Particulars of Land

1. L.R. No. or No's.....
2. Location.....
3. Ward.....
4. Sub-County.....
5. County

C. Type of seedling/ clones and numbers (indicate below)

- i.
- ii.
- iii.
- iv.....

Date..... **Signature**.....
Applicant or his duly authorized agent

FOR OFFICIAL USE:

Approval by: County Executive Committee Member

Remarks.....

Date & StampSignature.....

Requirements

1. An application for registration shall be made to the County Executive Committee Member of the county where the commercial tea nursery will be established.
2. The applicant shall provide evidence that they have been trained in tea nursery establishment and management.

TEA ACT (CAP 343) 2020

THE COUNTY GOVERNMENT OF.....

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\CG\A1

(r. 4(3(a)))

COMMERCIAL TEA NURSERY REGISTRATION CERTIFICATE

This CERTIFICATE is issued to (company/name of person).....of P. O. Box and permits the holder to raise a commercial tea nursery at the location indicated as per L.R. No.(s).....

1. A commercial tea nursery operator shall ensure that all planting material has been inspected and approved by the national organization in charge of plant protection in Kenya.
2. A commercial tea nursery operator shall comply with the set Phytosanitary requirements.
3. A commercial tea nursery operator shall maintain records of the source of planting material.
4. A commercial tea nursery operator shall maintain records of seedlings raised and sold.
5. A commercial tea nursery operator shall submit annual returns to the respective County Executive Committee Member and a copy to the Board by the 15th day of January of each year.
6. A commercial tea nursery shall issue a receipt for all sales of vegetative tea planting material and indicate on the receipt the name of the registered grower, the date, and registration number of the grower, factory where grower is registered and any other relevant details that may be required with regard to the registration.
7. A commercial tea nursery operator shall seek for technical advice from the national institution for the time being in charge of tea research on vegetative propagation materials suitable for the ecological zones where the tea shall be grown.
8. A commercial tea nursery operator may seek for technical advice from the County government and/or tea factory (s) in their catchment in establishment of a commercial tea nursery.
9. The County Executive Committee Member may revoke, vary or suspend the certificate of the commercial tea nursery if the terms and conditions of registration have been contravened or not complied with.

This certificate is not transferable.

This CERTIFICATE is issued subject to compliance with the provisions of the Act, the (Registration and Licensing) Regulations, 2025, and such terms and conditions as specified herein.

Date

Signature/Stamp.....
County Executive Committee Member

TEA ACT (CAP 343) 2020

THE COUNTY GOVERNMENT OF.....

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\CG\A2

(r. 4(4)(c))

COMMERCIAL TEA NURSERY ANNUAL RETURNS

Name of Tea Nursery Owner.....

Location.....

1. Number of tea nurseries

2. Number of planted seedlings indicating the type of clone

Type of Clone	Number
i	
i.	
.....	
ii.	
iii.	
iv.	

3. Number of seedlings sold in the year

4. Factory/Factories served by the Nursery

- i.
- ii.
- iii.
- iv.
- v.

Date

Signature/Stamp.....

Copy of this Form to be submitted to respective County Executive Committee Member and Tea Board of Kenya by **15th day of January** in each year.

A separate Form to be filled for each tea nursery.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\B

(r. 5(2))

APPLICATION FOR REGISTRATION AS SMALL OR MEDIUM SCALE TEA GROWER

To:Tea Factory

Application is hereby made for registration to deliver green leaf fromhectares of tea grown on the land parcel specified in Part B below: -

A. Particulars of Applicant

1. Name of applicant
2. National Identify Card No/Passport No/Certificate of Incorporation No.....
3. Date of Birth
4. Gender
5. Address.....
6. Telephone No.....
7. Email address.....

B. Particulars of Land

1. L.R. No. or No's.....
2. Total Size (Hectares).....
3. Sub-Location.....
4. Location.....
3. Ward.....
4. Sub-County.....
5. County

C. Area under Tea

	Area planted with tea (Hectares)	Number of tea bushes	Year Planted
Green leaf			
Purple			
Total			

Date.....**Signature**.....
Applicant or his duly authorized agent

FOR OFFICIAL USE:

Tea Factory Manager:

Remarks:.....

.....

.....

Date and stampSignature.....

Requirements:

1. Proof of ownership of the land/lease agreement
2. In case of leased land, provide a valid lease agreement duly executed before an advocate, copies of title deed, Identification card of lessor and letter from the area Chief.
3. Copies of National Identify Card No/Passport No/Certificate of Incorporation No.
4. Sketch of the tea farm

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\B1

(r. 5(4))

SMALL AND MEDIUM SCALE TEA GROWER CERTIFICATE

To: The Tea Grower

..... Tea Factory

- (1) Name.....
(2) National Identity Card No/Passport No/Certificate of Company Incorporation
No.....
(3) Address.....
(4) Sub-location.....
(5) Location.....
(6) Ward.....
(7) Sub-County.....
(8) County
- (9) L.R. No/Nos.....
(10) GPS location.....

Is hereby registered to deliver green leaf from Acres..... Hectares of
tea from the land parcel specified herein subject to the terms and conditions specified below.

This certificate is not transferable.

This Registration Certificate is issued subject to compliance with the provisions of the Act,
Tea (Registration and Licensing) Regulations, 2025 and to such terms and conditions as
specified hereunder.

FOR OFFICIAL USE:

Tea Factory Manager:

Remarks:.....
.....
.....

Date and stamp

.....Signature.....

Terms and Conditions

1. Each tea grower shall sign a Green Leaf Agreement with the factory where they are registered in such format as shall be prescribed by the Board.
2. A tea grower shall not register their parcel of land planted with tea to more than one tea factory at a time.
3. Notwithstanding Clause (2) above, a tea grower may register their parcel of land planted with more than one type of green leaf in more than one tea factory at a time for purposes of processing of the different types of green leaf.
4. Where sub-division has been carried out but separate titles deeds have not been issued, proof of such sub-division from the registered owner of the land shall be provided to the tea factory.
5. A tea grower shall not sell green leaf to any person other than to the tea factory specified in this certificate.
6. A tea grower wishing to change the factory where they deliver green leaf shall inform the respective factory by giving such notice as is specified in the *Green Leaf Agreement*. In case of an “*Objection*” to the notice, the respective County Executive Committee Member shall be informed immediately of the reasons thereto for appropriate action.
7. Where the grower has leased a tea garden, a Lease Agreement shall be signed between the *Lessor* and the *Lessee and the particulars thereof* verified by the respective factory and a copy of the agreement shall be submitted to the respective factory before delivery of the green leaf.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\B2

(r.5 (7))

SMALL-SCALE TEA GROWERS REGISTER

1. Name of the factory.....
2. Address.....
3. County.....
4. Telephone.....
5. Email address
6. Licence Number.....
7. Total Number of registered tea growers/out growers.....
8. Total planted area by registered tea growers /out growers (Hectares).....
9. Details of tea growers: -

No.	Grower s	Grower s'	Gender	ID No.	Phone No.	County	Sub- County	Ward	Tea Buying Centre	LR No. (s)	Total hectare	Area under tea (hectare)		No. of Bushes		Deliveries of green leaf in Kgs	
												Gr een	Pur ple	G re e n	Purpl e	Gree n	Purpl e
1																	
2																	
3																	
4																	
5																	
6																	

I.....do hereby declare that the above particulars are true.

Date, 20.....

Signature.....
Licence holder or his duly Authorized Agent.

NOTE: The register of growers must be forwarded to the Board C/o P.O. Box 20064, 00200, NAIROBI and a copy to the respective County Executive Committee Member on or before **15th of January** in each year.

It is an offence for a tea factory to fail to submit the register of growers as required by the Tea (Registration and Licensing) Regulations 2025

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\ C

(r.6(2))

APPLICATION FOR REGISTRATION AS A LARGE-SCALE TEA GROWER

To: Tea Board of Kenya (TBK)

Application is hereby made for registration to deliver green leaf fromhectares/
..... acres to..... tea factory of tea grown on the land parcel specified in
Part B below:-

A. Particulars of Applicant

1. Name of applicant
2. National Identify Card No/Passport No/Certificate of Incorporation
No.....
3. Date of Birth
4. Gender
5. Address.....
6. Telephone No.....
7. Email address.....

B. Particulars of Land

2. L.R. No. or No's.....
3. Total Size (Hectares).....
4. Sub-Location.....
5. Location.....
3. Ward.....
4. Sub-County.....
5. County

C. Area under Tea

	Area planted with tea (Hectares)	Number of tea bushes	Year Planted
Green leaf			
Purple			
Total			

Date.....Signature.....
Applicant or his duly authorized agent

FOR OFFICIAL USE:
Tea Board of Kenya:

Received.....
Remarks by the Board.....
.....
.....
DateSignature and Stamp.....

Requirements:

1. Evidence of registration with a licensed tea factory issued by the factory (where applicable).
2. Farm Verification Report from the tea factory where applicable.
3. Proof of ownership of the land/lease agreement.
4. In case of lease land, provide a valid lease agreement duly executed before an advocate, copies of title deed, Identification card of lessor and letter from the area Chief.
5. Copies of National Identify Card or Passport or Certificate of Incorporation.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\C1

(r. 6(3)(a))

LARGE SCALE TEA GROWER CERTIFICATE

To:

.....

Is hereby registered to deliver green leaf from Hectares of tea to tea factory from the land parcel specified herein subject to the terms and conditions specified below.

Particulars of Land

1. L.R. No. or No's.....
2. Sub-location.....
2. Location.....
3. Ward.....
4. Sub-County.....
5. County
6. GPS location.....

This certificate is not transferable.

THIS Registration Certificate is issued subject to compliance with the provisions of the Act, Tea (Registration and Licensing) Regulations, 2025 and to such terms and conditions as specified hereunder.

FOR OFFICIAL USE:

Chief Executive Officer – Tea Board of Kenya:

Remarks.....
.....
.....

Date and stampSignature.....

Terms and Conditions:

1. For the continued validity of registration, the grower shall not sell, transfer or in any way part with the possession of any tea seedlings, stumps, plants or any planting material, whether produced by vegetative propagation or otherwise, to any person other than a person who is validly registered by a tea factory or the Board.
2. A registered large scale tea grower is required to issue a receipt for all sales of tea planting material and note on the receipt the name of the registered grower, the date, and

registration number of the grower.

3. A large scale tea grower shall not sell green leaf to any person other than the tea factory specified in this certificate.
4. A large scale tea grower shall not register their parcel of land planted with tea with more than one tea factory at a time.

TEA ACT (CAP 343)

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\C2

(r.6(4))

LARGE SCALE TEA GROWERS REGISTER

Period.....

Details of large-scale tea growers: -

No .	Grow ers No.	Grow ers' Name	Gend er	ID No.	Phone No.	Email addre ss	Count y	Sub- County	War d	LR No. (s)	Tota l Hect arag e of the land	Hect arage unde r tea	No. of Bu she s	Tea Factor y
1														
2														
3														
4														
5														
6														
TOTAL														

Chief Executive Officer – Tea Board of Kenya:

Date and stampSignature.....

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\D

(r. 11(2))

GREEN LEAF AGREEMENT

BETWEEN

NAME OF TEA FACTORY:

.....

-AND-

NAME OF TEA GROWER:

.....

AGREEMENT

THIS AGREEMENT is made this Day of20.....

BETWEEN:

A.TEA FACTORY of P.O. Box
(Hereinafter referred to as “**The Factory**” which expression shall, where the context so admits include its successors and assigns) on the one part; and

B.Mr./Mrs..... of ID. Number..... of P. O. Boxand Telephone Number..... (hereinafter referred to as “**The Grower**” which expression shall, where the context so admits include his personal representatives and assigns) of the other part:-

WHEREAS: -

(a) The grower has registered, Grower Number of the Factory and intends to supply Green Leaf to the Factory;

(b) Location of Grower/Out-grower tea farm:

- (i) Sub-Location.....
- (ii) Location.....
- (iii) Ward.....
- (iv) Sub-County.....
- (v) County.....
- (vi) GPS Location.....

(c) Title Deed Number of the farm /farms L.R No. or Nos.....

- (d) Size of the growers' farmHectares.
- (e) Area of the farm planted with tea Hectares.
- (f) Number of tea bushes in (e) above
- (g) Estimated annual Production.....Kgs

1. DURATION OF AGREEMENT

- 1.1 This Agreement shall commence on ____ day of the Year _____ and shall continue in force for a period of**YEARS**, subject to termination by either party giving to the other 1 (**ONE MONTH**) written notice.
- 1.2 The agreement may be renewed upon such terms and conditions as may be agreed between the parties.
- 1.3 Any party wishing to review the terms and conditions of the agreement shall give at least two (2) written months' notice to the other party highlighting the terms they wish to review.
- 1.4 This agreement may be amended or varied as may be required from time to time by mutual written consent of the parties.
- 1.5 The terms and conditions of this agreement shall subsist during any period of review of the contract by the parties

2. THE GROWER RESPONSIBILITIES

- 2.1 The grower shall farm and produce good quality green leaf for processing using the best farming methods to ensure high quality yields;
- 2.2 The grower will arrange for all green leaf grown on his farm to be delivered in suitable leaf containers to the nearest designated Leaf Collection Centre (LCC) as and when such green leaf becomes ready for delivery at such times and on such days as have been agreed with the Factory;
- 2.3 The grower shall supply to the tea factory good quality green leaf in accordance with the prescribed Green Leaf Quality guidelines;
- 2.4 The grower shall apply the type and quantity fertilizer specified to the tea plants to ensure high productivity and production of quality leaf as guided by the factory extension officers from time to time.
- 2.5 The grower shall comply with the provisions of the Tea Act, these regulations, any other relevant laws and standards on tea.

3. THE FACTORY'S RESPONSIBILITIES

- 3.1 The factory shall, offer technical advisory services to the grower on Good Agricultural Practices (GAPS) for optimal production of high-quality tea.
- 3.2 The factory in consultation with the tea grower or tea grower representatives, shall set a timetable for green leaf collection.
- 3.3 The timetable shall be prominently displayed at the Leaf Collection Centre in a language that is understood by a majority of the growers.
- 3.4 The tea factory shall ensure green leaf is collected as scheduled. In case green leaf is not collected as per schedule, then the factory shall make arrangements to compensate the

- grower for loss of uncollected leaf.
- 3.5 Provided that if the failure by the tea factory to collect the green leaf as set in the timetable is due to *force majeure* the factory shall not be liable to compensate the grower for the loss of green leaf.
- 3.6 The factory shall inform the grower of its inability to collect green leaf as per the set timetable due to *force majeure* within a reasonable time after such occurrence.
- 3.7 The factory shall comply with the provisions of the Tea Act, these regulations, any other relevant laws and standards on tea.

4. DELIVERY OF GREEN LEAF

- 4.1 All green leaf from the grower delivered to the Factory shall be verified and weighed by the factory within a reasonable time after delivery to ensure conformity to the Leaf Standards and the weight recorded.
- 4.2 The grower or their representative shall be entitled to be present or to be represented at such weighing and examination.
- 4.3 The property and risk in the green leaf accepted by the Factory will pass to the Factory upon completion of such verification and weighing.
- 4.4 Green Leaf shall be collected as per the timetable displayed at the Leaf Collection Centre.
- 4.5 The Factory shall cause to be displayed at every Leaf Collection Centre a Service Charter displaying relevant information including, Leaf Collection timetable, Green Leaf Quality Standards, Input distribution, Payment procedures.

5. PAYMENTS TO THE GROWER

- 5.1 The tea factory shall within thirty days, pay to the grower at least fifty percent of payment due for green leaf delivered to the factory every month.
- 5.2 The balance due to the tea grower from the proceeds of sale of tea during the year shall be paid as prescribed under Section 36 of the Act.

6. TERMINATION

- 6.1 Notwithstanding anything to the contrary herein before contained, this Agreement may be terminated by either party as follows: -
- (a) by service of a written notice of termination, if a party fails to remedy any breach of this agreement within 30 days after service of a written notice specifying the breach and requiring it to be remedied;
 - (b) forthwith and without notice, in the event of the grower ceasing to grow tea; and
 - (c) forthwith and without notice, if a party does not comply with any legal and statutory requirements currently in force or hereinafter enacted related to the growing, delivery or manufacture of green leaf;
- 6.2 Any termination under the provision of this clause shall be without prejudice to any claim for damages and any rights and remedies of either party against the other in respect of any breach of any of the terms and conditions of this agreement whether giving rise to such termination or antecedent thereto.
- 6.3 Provided that a party shall be required to fulfil any outstanding obligations that they may have to the other party notwithstanding the termination of the contract under clause 6.1 above

7. DISPUTE RESOLUTION

Any complaint arising between the parties in connection with the agreement and the review thereof shall be submitted to the County Executive Committee Member where the tea farm of the complainant is located, within 14 days after a party first serves notice to the other of such dispute.

IN WITNESS whereof this agreement has been duly executed by or on behalf of the parties.

In the presence of)
)
)
Director)

Factory Manager)
)
)
)

Signed by the Tea Grower : _____

Name of Tea Grower :

Witnessed By : _____

Name :

TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\E

(r. 12 (2))

**APPLICATION FOR REGISTRATION AS A COMMERCIAL GREEN LEAF
TRANSPORTER**

Application is hereby made to transport green leaf from
to.....Tea Factory Company Ltd.

1. Vehicle owner's Name.....
2. Vehicle Registration Number.....
3. Vehicle Insurance Policy Number.....
4. Vehicle owner National Identity Card No/Passport No/Certificate of Company
Incorporation No:.....
5. Address:.....
6. E-mail.....
7. Sub-Location:.....
8. Location/Ward:.....
9. Sub-County:.....
9. County.....

Date.....Signature.....
Applicant or his duly authorized agent

Tea Factory Manager Recommendation:

Name of tea factory

Remarks
.....
.....

Signature & Stamp.....Date

Requirements

1. Valid copies of log books.
2. Evidence of the tonnage of the motor vehicle and National Transport and Safety Authority (NTSA) vehicle inspection certificate.
3. A valid insurance policy.
4. A certified copy of the list of growers assigned to the transporter and the respective route(s) from the tea factory.
5. A commercial green leaf transporter shall avail to the Board a valid copy of green leaf transportation contract signed by the respective tea factory.
6. A green leaf transportation vehicle designed in a manner that allows free air circulation of the green leaf being transported.
7. A green leaf transportation vehicle shall have a capacity of not less than 3.0 tonnes.

TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK/TB/E1

(r. 12 (5)(a))

COMMERCIAL GREEN LEAF TRANSPORTER REGISTRATION CERTIFICATE

This Registration Certificate is issued
to.....of P.O. Box
.....and authorizes the said person to carry on business as a
commercial Greenleaf transporter for a period of one year beginning on the
Day ofand ending onday of

1. Owners Name
2. Vehicle Registration Number.....
3. National Identity Card No/Passport No/Certificate of Company Incorporation
No:.....
4. Address:.....
5. Areas within which the vehicle is authorized to collect/transport green leaf.....
.....
.....
6. Factory to which the vehicle is authorized to transport green leaf.....
.....
.....
7. This certificate authorises the vehicle to undertake green leaf transportation subject to the
terms and conditions specified herein.

This certificate is not transferable.

This Registration Certificate is issued subject to compliance with the provisions of the Tea Act, the Tea (Registration and Licensing) Regulations, 2025 and to the terms and conditions contained in FORM TBK/TB/E2 as specified hereunder: -

Chief Executive Officer	
Tea Board of Kenya	
.....	
Signature & Stamp.....	Date

Terms and Conditions

In addition to complying with the Tea Act and the Registration and Licensing Regulations, a commercial green leaf transporter shall adhere to the following terms and conditions:

1. A vehicle used for transportation of green leaf shall be designed appropriately to meet the requirements of the Tea Industry Code of Practice KS 2128.
2. A commercial green leaf transporter shall comply with the requirements of the Tea Industry Code of Practice KS 2128.
3. A commercial green leaf transporter shall not transport green leaf from any other growers other than those registered with the factory where they are contracted.
4. A commercial green leaf transporter shall only collect green leaf from the designated leaf collection centres of the factory where the transporter is contracted.
5. All green leaf transportation vehicles shall display the green leaf transportation stickers issued by the Tea Board of Kenya.
6. A commercial green leaf transportation vehicle shall be clearly labelled with the name of the factory.
7. A commercial green leaf transporter shall not collect, transport or deliver green leaf from growers other than those registered with the factory where the commercial green leaf transporter is registered.
8. A commercial green leaf transporter shall maintain records of the green leaf collected and transported in a manner that is verifiable. The records shall indicate the list of growers from whom green leaf has been collected, the quantity delivered by each grower, the cumulative amount of tea collected, the routes and collection centres.
9. A commercial green leaf transporter shall sign a contract with the tea factory that has contracted the transporter to provide green leaf transport services.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\E2

(r.12 (6))

REGISTER OF COMMERCIAL GREEN LEAF TRANSPORTERS

1. Name of the factory.....
2. Address.....
3. County.....
4. Telephone.....
5. Email address.....
6. Licence number.....
7. Register for the month of Year
8. Details of Green Leaf Transporters: -

	Green Leaf Transporter	Transporter Registration No.	Registration No. of the Vehicles & Make	Vehicle Carrying Capacity	Vehicle Owner	National Identity Card No. /Certificate of Company Incorporation No	Areas within which the vehicle is authorized to collect/transport green leaf from	Green Leaf Delivered in Kilos
1								
2								
3								
4								
1								

Ido hereby declare that the above particulars are true.

Date, 20.....

Signature.....
Licence holder or his duly Authorized Agent.

Note: The tea factory shall maintain an up-to-date register of all its registered green leaf transporters and submit to Tea Board of Kenya and the respective County Executive Committee Member not later than the **31st day of March** each year.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\F

(r. 14(2))

**APPLICATION FOR REGISTRATION/RENEWAL OF MANAGEMENT
AGENT**

1. Name of applicant.....
2. Certificate of incorporation No..... (attach copy)
3. Names and Particulars of Directors (attach copy of Form CR 12).....
.....
4. Tax Compliance Certificate (attach copy)
5. Postal Address.....
6. Telephone number.....
7. E-mail address
8. L.R. No. /Nos.....
9. Contact Person.....
10. Indicate services to be provided in the following areas (tick as appropriate)
 - (a) Primary Production
 - (b) Farm management and extension services
 - (c) Processing.....
 - (d) Marketing and Sales
 - (e) Factory Operations
 - (f) Warehousing and Logistics
 - (g) Value addition and product diversification
 - (h) General Administration (Human Resource, Procurement of works, goods and services, Finance, Legal Services excluding company secretary services)
.....
 - (i) Others - specify.....

11. List of factory(ies) (attach list).....

Date.....

Signature of applicant

Recommendation by Tea Factory

.....

Date **Signature**

Registration Requirements:

An applicant for registration as a management agent shall:

- 1) Furnish the Board with a business plan which shall include the following:
 - a) Organogram
 - b) List of factories that the agent intends to offer management services to
 - c) A financial plan showing projected financial performance, financial position, cash flow projection, capital structure and funding model;
 - d) Operational plan
 - e) Marketing plan
- 2) Provide the Board with the proposed management agreement stipulating the list of the management services to be offered and proposed charges.
- 3) Furnish the Board with:
 - a) Audited financial accounts for the last two years where applicable
 - b) profiles of the proposed top management staff.
 - c) Police clearance certificate for the directors of the applicant.
 - d) clearance certificate for the directors of the applicant from Ethics and Anti-Corruption Commission.
 - e) tax Compliance Certificate
- 4) Disclose current or past directorship or ownership in any other company or entity dealing in tea.
- 5) Ensure the Directors of the Management Agent are not directors of the tea factory that they intend to offer management services to.
- 6) Exclude company secretarial services from the services they intend to offer to the tea factory.
- 7) Such other information the Board may require.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\F1

(r. 14(3)(a))

MANAGEMENT AGENT CERTIFICATE

THIS Certificate is issued to of
P.O Box..... and authorizes the said person to carry on
Business as a tea management agent to offer:-

- a) Primary Production
- b) Farm management and extension services
- c) Processing.....
- d) Marketing and Sales
- e) Factory Operations
- f) Warehousing and Logistics
- g) Value addition and product diversification
- h) General Administration (Human Resource, Procurement of works, goods and services, Finance, Legal Services excluding company secretary services)
.....
- i) Others - specify.....

For

.....
..... tea factory(ies) in the Republic of Kenya at
L.R.No(s).....for a period of
.....beginning on the..... day of
..... and ending on..... day of..... (Both days
inclusive).

This certificate is not transferrable.

THIS Certificate is issued subject to compliance with the provisions of the Tea Act, the Tea (Registration and Licensing) Regulations, 2025 and to the terms and conditions specified herein below.

Date.....

.....
Chief Executive Officer
Tea Board of Kenya

.....
Signature/Stamp

Terms and Conditions

1. A management agent shall only offer management services to the factories listed in this certificate.
2. A management agent shall not vary the factories they are offering management services to or the terms and conditions of the management services agreement without prior approval of the Board in writing.
3. The term of the management agreement shall be of a period of five (5) years and maybe renewed upon expiry at the discretion of the tea factory.
4. A management agent or a tea factory wishing to terminate the management agency agreement shall give at least six months' notice in writing and immediately inform the Board stating the reasons thereof.
5. The management agent agreement shall specify the performance standards to be adhered to by the parties for the duration of the agreement.
6. The Directors of the Management Agent shall not act in a position of directorship or have a commercial relationship with a tea factory that they intend to offer management services to.
7. The remuneration for services rendered by a management agent to a tea factory limited Company shall not exceed the rate prescribed in the Act.

TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\F2

(r. 14(4))

**ANNUAL RETURN BY MANAGEMENT AGENT
(CONFIDENTIAL)**

1. Name of agent.....
2. Postal address.....
3. E-mail address.....
4. Registration certificate number.....
5. Category of Services offered to factories:.....
(Attach list of tea factory(ies) under each service)
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)

(If space is not adequate provide an attachment)

I.....do hereby declare that the above particulars are true.

Date.....

Signature/ Stamp.....
Management Agent

Note:-

This form must be forwarded to the Tea Board of Kenya, **P.O. Box 20064-00200 NAIROBI**, on or before **15th January** of each year.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\G

(r. 16(2))

**APPLICATION FOR REGISTRATION /RENEWAL OF TEA
WAREHOUSE OPERATOR**

1. Name of Applicant
2. Certificate of Incorporation No. (attach copy).....
3. Director(s) National Identity Card No/Passport No.....(attach copy/copies)
4. Tax compliance Certificate from Kenya Revenue Authority..... (attach Copy)
5. List Names and particulars of Directors (attach copy of Form CR 12).....
6. Postal address.....
7. Email address.....
8. Location of Business:
 - (a) County.....
 - (b) Town.....
 - (c) Street/Road.....
 - (d) Name of Building
 - (e) Telephone No
 - (f) E-mail address.....

Date

Signature

Applicant or his duly Authorized Agent

FOR OFFICIAL USE:

Received

.....
Remarks by the Board.....
.....

Date.....

Signature/Stamp.....

**Chief Executive Officer
Tea Board of Kenya**

Application Requirements

An applicant shall provide:

1. A certificate of incorporation under the Company's Act.
2. Details of the premises suitably located and equipped for the business for which they seek registration.
3. A certified copy of a valid Insurance Policy covering all risks related to the tea warehouse operator business.
4. A Food, Drugs and Chemical Substances (Food Hygiene Regulations) License.
5. A National Environmental Management Authority license.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\G1

(r. 16(4)(a))

TEA WAREHOUSE CERTIFICATE

THIS Certificate of registration is issued toof P. O. Box..... to engage in the business of tea warehousing in the County ofat LR/ No(s).....for a period of beginning on the.....day of and ending onday of.....(Both days inclusive).

This certificate is not transferable.

THIS Certificate is issued subject to compliance with the provisions of the Tea Act (CAP 343), Tea (Registration and Licensing) Regulations, 2025, Public Health Act, and any other relevant law.

Date issued.....

Signature

**Chief Executive Officer
Tea Board of Kenya**

Official Seal

Terms and Conditions

A warehouse operator shall:

1. comply with these Regulations, the Tea Industry Code of Practice KS:2128, Standards on warehousing including National and International Standards on Food Safety and Hygiene and any other relevant laws.
2. conduct their business honestly, fairly and with integrity, appropriate to the nature and scale of business.
3. maintain a valid Insurance Policy covering all risks related to the tea warehouse operator business.
4. comply with the requirements of the Public Health Act and any regulations made there under.
5. comply with the requirements of the Environmental Management and Coordination Act and any regulations made there under.
6. Comply with the requirements of Customs and Excise Act on bonded goods.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\G2

(r. 16 (5))

**WAREHOUSE OPERATOR ANNUAL RETURN
(CONFIDENTIAL)**

Warehouse operator annual returns submitted on theday of
.....20.....

1. Name of warehouse operator.....
2. Address.....
3. Registration certification No.....
4. Location of business:
 - a. County.....
 - b. Town.....
 - c. Street/Road.....
 - d. Name of building.....
 - e. Telephone number.....
 - f. E-mail address

5. Summary of Tea warehoused:

	Garden/Blended/ Mark	No. of packages	Kgs of Mt.	Total kgs. of tea
Auction tea				
Imported tea				
Transit teas				
Exporter tea				
Blended tea				

Total

FOR OFFICIAL USE:

Date received Signature & Stamp.....

**Chief Executive Officer
Tea Board of Kenya**

Note:

1. The Form shall be forwarded to the Board **C/O. P.O. Box 20064-00200, NAIROBI** and copy to respective County Executive Committee Member duly completed not later than the **15th day of January** each year.
2. A warehouse operator who fails to submit annual statistical returns commits an offence and shall be liable, on conviction, to a penalty as prescribed under Section 71 of the Tea Act (CAP 343).

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\H

(r. 17 (2))

APPLICATION FOR REGISTRATION/RENEWAL OF A TEA PACKER

1. Name of Applicant.....
2. Copy of Director(s) National Identity Card No/Passport No.(attach)
3. If company, list names and particulars of directors (attach a copy of Form CR12)
4. Certificate of Incorporation/Registration/Registration No (attach copy).....
5. Tax Compliance Certificate (Attach Copy).....
6. If a Company, List Names and Particulars of Directors
(Attach copy).....
7. Postal Address.....
8. Email Address.....
9. Telephone No.
10. Location of Business:-
 - a. County.....
 - b. Town.....
 - c. Street/Road.....
 - d. Name of Building
10. Source of Tea:-
 - a. Own tea.....Yes/No
 - b. Mombasa auction purchases.....Yes/No
 - c. Ex-factory purchase.....Yes/No
 - d. Direct purchase.....Yes/No
 - e. Imports.....Yes/No
 - f. Packaging on contractYes/No

g. Packing CapacityKgs. per Year

11. Tea exports:-

a. Value added exports.....Kgs. Per year.

b. Bulk tea exports

Date Signature
Applicant or his duly Authorized Agent

FOR OFFICIAL USE:

Remarks by Chief Executive Officer, Tea Board of Kenya

.....
.....

Signature..... Date & Stamp.....

Application Requirements:

An applicant shall provide:

1. A certificate of incorporation/registration.
2. Details of the premises suitably located and equipped for the business of tea packing.
3. A Food, Drugs and Chemical Substances (Food Hygiene Regulations) License.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\H1

(r. 17 (4)(a))

TEA PACKER CERTIFICATE

THIS Certificate is issued to of P. O. Box and authorizes the said person to carry on business as a tea packer in the Republic of Kenya at L.R. No.(s).....or a period of beginning on the.....day ofand ending onday of..... (Both days inclusive).

This certificate is not transferable.

THIS Certificate is issued subject to compliance with the provisions of the Tea Act (CAP 343), Tea (Registration and Licensing) Regulations, 2025, and to the terms and conditions specified hereunder.

Date

.....

Chief Executive Officer
Tea Board of Kenya
Signature & Stamp

Terms and Conditions

A tea packer shall comply with:

1. National and international standards on tea quality, standards on tea packing and food safety and hygiene.
2. Submit statistical returns as required under these regulations may have their registration certificate revoked, altered or suspended.
3. These Regulations, the Tea Industry Code of Practice KS:2128, Standards on warehousing including National and International Standards on Food Safety and Hygiene and any other relevant laws.
4. The requirements of the Public Health Act and any regulations made there under.
5. The requirements of the Environmental Management and Coordination Act and any regulations made there under.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\H2

(r. 17(5))

**PACKER MONTHLY RETURN
(CONFIDENTIAL)**

1. Month..... Year.....

2. Name of packer.....

3. Address.....

4. Tea bought during the month:

a. Auction purchase.....Kgs

b. Ex-factory..... Kgs

c. Local purchase.....Kgs

d. ImportsKgs

e. Others..... Kgs

Total Kgs.....

5. Total packing releases:

a. Local sales..... Kgs

(i) Packets (in grams)Kgs

(ii) Tea bags.....Kgs

(iii) Others.....Kgs

Total.....Kgs

b. Export sales.....Kgs

(i) Packets (in grams)Kgs

(ii) Tea bags.....Kgs

(iii) Others.....Kgs

Total.....Kgs

6. Allowances and free issues.....Kgs

a. Packets (in grams)Kgs

b. bags.....Kgs

c. Others.....Kgs

Total.....Kgs

GRAND TOTALKgs.

(If space is inadequate provide an attachment)

Date.....

Signature.....

Packer or his duly Authorized Agent

Note:

i. The Form shall be forwarded to the Board C/O. P.O. Box 20064-00200, NAIROBI and copy to respective County Executive Committee Member duly completed not later than **14th day** of the subsequent month.

ii. A tea packer who fails to submit monthly statistical returns as required under the Tea (Registration and Licensing) Regulations, 2025 commits an offence.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\J

(r. 19 (2))

APPLICATION FOR REGISTRATION/RENEWAL OF TEA BUYER/ EXPORTER

1. Name of Applicant
2. Director(s) National Identity Card No/Passport No.....(Attach Copy(ies)).....
3. Certificate of Incorporation No. (Attach copy).....
4. Tax compliance Certificate from Kenya Revenue Authority (Attach Copy)....
5. List of names and particulars of Directors (Attach copy of Form CR 12).....
6. Postal address.....
7. Email address.....
8. Location of Business:
 - a. County.....
 - b. Town.....
 - b. Street/Road.....
 - c. Name of Building
 - d. Telephone No
 - e. E-mail address.....
9. Nature of Business
10. Source of Tea:-
 - a. Own tea.....Yes/No
 - b. Auction purchases..... Yes/No
 - c. Ex-factory purchase.....Yes/No
 - d. Direct purchase.....Yes/No
 - e. Imports.....Yes/No

11. Tea exports

- a. Value added exports.....Kgs/ Year
- b. Bulk tea exports.....Kgs/ Year

Date

Signature
Applicant or his duly Authorized Agent

FOR OFFICIAL USE:

Received

Remarks by the Board.....
.....

Date.....

Signature/Stamp.....

**Chief Executive Officer
Tea Board of Kenya**

Application Requirements:

1. An applicant for buyer/exporter registration shall: -
 - (a) be a limited liability company incorporated in Kenya under the Companies Act;
 - (b) demonstrate that it has the necessary management capacity to carry on tea buying/exporting business for which the registration is required;
 - (c) demonstrate that it has sufficient knowledge, experience, financial and operational capacity to conduct tea buying/exporting business; and
 - (d) demonstrate that the persons engaged or to be engaged in the position of Chief Executive Officer and other senior positions possess sufficient knowledge, management experience and competence.
2. A new applicant seeking for registration as a buyer/exporter shall furnish the Board with the following—
 - (a) an elaborate business plan demonstrating the viability of the business venture outlining—
 - i. creation of new market linkages
 - ii. proposal to undertake value addition;
 - iii. creation of employment opportunities;
 - iv. technology transfer; and
 - v. availability of equipment for the tea buyer/ exporter to undertake tea value addition;
 - (b) evidence of suitable premises for value addition.
2. An applicant for registration as a tea buyer must meet the fit and proper test.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\J1

(r.19 (3)(a))

TEA BUYER/EXPORTER REGISTRATION CERTIFICATE

THIS Certificate is issued toof P. O. Box.....
and authorizes the said person to carry on business as a tea buyer/exporter in the Republic
of Kenya at L.R. No(s).....for a period of
beginning on the.....day of and ending on
.....day of.....(both days inclusive).

This certificate is not transferable.

This Certificate is issued subject to compliance with the provisions of the Tea Act (CAP 343),
Tea (Registration and Licensing) Regulations, 2025 and to the terms and conditions specified
hereunder.

Date issued.....

Signature

**Chief Executive Officer
Tea Board of Kenya**

Official Seal

Terms and Conditions

A tea buyer/exporter:

1. shall comply with the provisions of the Tea Act (CAP 343), any Regulations made thereunder and any other relevant laws.
2. shall conduct its business honestly, fairly, with integrity and professional skills appropriate to the nature and scale of activity.
3. who fails to register their tea exports promptly and correctly with the Board may have their registration certificate cancelled, varied or suspended.
4. who diverts tea bought at the auction to the local market shall produce evidence of duty and value added tax payment to the Kenya Revenue Authority, where due.
5. Shall value add at least five percent of their annual tea exports to attain forty percent over a period of eight years.
6. shall declare to the Board all their tea export consignments at the point of export using the prescribed form.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\J2

(r.19 (4))

**TEA EXPORT DECLARATION
(CONFIDENTIAL)**

1. Name of exporter.....
2. Address.....
3. Telephone No.....
4. Email Address.....
5. Registration certificate number.....
6. Details of consignment (bulk teas)

Factory Marks	Country of Origin	Invoice No.	Grade	No. of Packages	Net Weight (Kg)	Custom Value of Consignment (USD)	Auction Value of Consignment (USD)	Tea Levy applicable (USD)

(If spaces not adequate provide attachment and if tea is blended please attach blending sheet)

7. Details of consignment (value added teas)
(Teas packed for retail in not more than 10 Kgs in the form of tea bags, tea packets, instant and ready to drink tea containers).

(If spaces not adequate provide attachment and if tea is blended please attach blending sheet)

8. Summary of the consignment

Type of consignment	Net Weight		Value of Consignment	
	(Kg)	%	(USD)	%
Bulk				
Value added teas				

Total				
--------------	--	--	--	--

Full name and address of buyer/consignee.....
.....

Name and address of Warehouse where tea can be inspected.....
.....

Tea Short Shipment (if any):

Factory Marks.	Invoice No.	Grade	No of Packages	Net Weight (Kg)

If space provided is not adequate provide an attachment

Note: - Every exporter shall attach certified copies of the following documents for verification.

- i. Sale contract showing (contract number, contract date);
- ii. Commercial invoice showing (unit price USD, terms of payment, port and Country of destination);
- iii. Brokers invoice; and
- iv. Blending sheet (where applicable);
- v. Custom entry form
- vi. payment advise/slip for tea levy.

I/we hereby certify that the information provided in this form is complete, true and correct.

.....

.....

Name of Officer
Date

Authorized signature and Stamp of Exporter

FOR OFFICIAL USE

Authenticated by

Officer's Name

Signature Date.....

Payment Verified by

Officer's Name

Signature and Official Stamp..... Date.....

Approved by

Officer's Name

Signature and Official Stamp..... Date.....

Terms and Conditions

1. For the purpose of duty/VAT exemptions on imported inputs, all exporters shall account for all tea bought by them for export using Form TBK\TL\ 1 in the Schedule.
2. A tea exporter shall register the tea export using form TBK\TL\ 1 in the Boards Management Information System.
3. A tea exporter shall upload relevant documents for verification in the Boards Management Information System.
4. The tea levy on exports shall be payable at the rate of one per centum (1%) of the auction value for teas sold through the auction or customs value for direct sale overseas
5. Any tea levy which remains unpaid for more than thirty days shall be recovered by the Board as a civil debt due to it from the person by whom it is payable.
6. A tea exporter or importer who fails to pay the applicable levy on a tea exports or imports commits an offence and shall on conviction be liable to the penalty prescribed under section 71 of the Act.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\K

(r. 20(2))

**APPLICATION FOR REGISTRATION/RENEWAL
OF A TEA IMPORTER**

1. Name of Applicant.....
2. Director(s) National Identity Card No/Passport No.....(Attach copy).....
3. Certificate of Incorporation No (Attach copy).....
4. Tax compliance Certificate from Kenya Revenue Authority... (Attach Copy)
4. Names and Particulars of Directors (Attach copy of Form CR 12).....
.....
5. Postal address.....
6. Email address.....
7. Location of Business
 - a. County.....
 - b. Town.....
 - c. Street/Road.....
 - d. Name of Building
 - e. Telephone No
 - e. E-mail address.....
8. Form of tea to be imported: (tick as appropriately)
 - a. Value added imports
 - b. Bulk tea imports
 - c. Other (specify).....
9. Purpose for imports: (tick as appropriately)
 - a. Re-export.....

- b. Local sales.....
- c. Other (specify).....

10. Projected annual capacityKgs.

Date

Signature

Applicant or his duly Authorized Agent

(Delete as necessary)

FOR OFFICIAL USE:

Received

Remarks by the Board.....
.....

Date.....

Signature/Stamp.....

**Chief Executive Officer
Tea Board of Kenya**

Application Requirement:

1. An applicant for tea importer registration shall: -
 - (a) be a limited liability company incorporated in Kenya under the Companies Act;
 - (b) demonstrate that it has the necessary management capacity to carry on tea importing business for which the registration is required;
 - (c) demonstrate that it has sufficient knowledge, experience, financial and operational capacity to conduct tea importing business; and
 - (d) demonstrate that the persons engaged or to be engaged in the position of Chief Executive Officer and other senior positions possess sufficient knowledge, management experience and competence.
2. An applicant for registration as a tea importer must meet the fit and proper test.
3. A person who imports tea into Kenya shall prior to importation—
 - (a) provide evidence that the teas they intend to import are not available in the local market or at the tea auction;
 - (b) provide a sample of the teas to be imported and pre-import verification certificate from the country of origin; and
 - (c) obtain pre-import approval from the Board.
4. A new applicant seeking for registration as a tea importer shall furnish the Board with the following—
 - (a) an elaborate business plan demonstrating the viability of the business venture outlining—
 - i. creation of new market linkages
 - ii. proposal to undertake value addition;
 - iii. creation of employment opportunities; and
 - iv. availability of equipment for the tea buyer/ exporter to undertake tea value addition;
 - (b) evidence of suitable premises for value addition.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\K1

(r. 20(3)(a))

TEA IMPORTER REGISTRATION CERTIFICATE

THIS Certificate is issued toof P. O. Box.....and authorizes the said person to carry on business as a tea importer in the Republic of Kenya at L. R. No(s).....for a period ofbeginning on the.....day of..... and ending on.....day of.....(both days inclusive)

This certificate is not transferable.

This Certificate is issued subject to compliance with the provisions of the Tea Act (CAP 343), Tea (Registration and Licensing) Regulations 2025 and to the terms and conditions specified hereunder.

Date issued.....	Signature
	Chief Executive Officer Tea Board of Kenya
	Official Seal

Terms and Conditions:

1. An importer shall comply with the provisions of the Tea Act (CAP 343), any Regulations made thereunder and any other relevant laws.
2. An importer shall conduct its business honestly, fairly, with integrity and professional skills appropriate to the nature and scale of activity.
3. An importer who fails to declare their tea imports promptly and correctly to the Board or fails to obtain pre-import approval may have their registration certificate cancelled, varied or suspended.
4. A person who imports tea into Kenya shall prior to importation—
 - (a) provide evidence that the teas they intend to import are not available in the local market or at the tea auction;
 - (b) provide a sample of the teas to be imported and pre-import verification certificate from the country of origin; and
 - (c) obtain pre-import approval from the Board.
5. A tea importer shall declare to the Board all their tea imports consignments at the point of import using the prescribed form

THE TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\L

(r. 21(2)(a))

**PRE- IMPORT APPROVAL APPLICATION
(CONFIDENTIAL)**

1. Name of importer
2. Registration certificate number
3. Physical Address.....
4. Telephone number
5. Email address.....
6. Reason(s) for intended importation.....
.....
7. Details of consignment (bulk teas)

Country of Origin	Invoice No.	Type/Grade(s)	Net weight (Kg)	Unit Price (USD)	Customs Value of Consignment (USD)
TOTAL					

(If space is not adequate provide additional attachment)

8. If imported tea packets or value added form, (Indicate pack size or stock taking unit).
.....
.....

9. Details of shipment (value added)

Country of Origin	Invoice No.	Type/Grade	Net weight (Kg)	Unit price (USD)	Customs value of consignment (USD)
TOTAL					

(If space is not adequate provide additional attachment)

10. Full name and address of Seller/Consigner:.....
.....

11. Name and physical address of Warehouse where tea will be stored.....
.....

12. Indicate Tea short shipment (if any):

Country of Origin	Invoice No.	Grade(s)	Net weight (Kg)	Unit price (USD)	Customs Value of consignment (USD)
TOTAL					

(If space provided is not adequate provide an attachment)

Note:- Every importer shall attach certified copies of the following documents for verification:-

- Sale contract;
- Phytosanitary Certificate;
- Certificate of Origin;
- Health certificate or its equivalent,
- Certificate of analysis from an accredited institution from the country of origin and recognized by the Board including microbiological, pesticides residues and heavy metals contaminants; and
- Customs entry forms.

Date.....

Authorized signature
Stamp of Importer

FOR OFFICIAL USE

Approved/Not approved.....

Remarks
.....
.....

Date.....

Officers Name

Signature/Official Stamp

Chief Executive Officer
Tea Board of Kenya

Terms and conditions

1. Every tea importer must comply with Kenya Revenue Authority rules and regulations on bonded and transit goods.
2. A tea importer who diverts tea into the local market must produce evidence of duty and value added tax payment to the Board and Kenya Revenue Authority, Customs Services Department, where due.
3. The tea import registration form is issued in triplicate for distribution as follows-
 - a. One copy to be retained by the Board.
 - b. Two copies to the importer or agent one of which must be presented to the Kenya Revenue Authority together with relevant import registration documents.
4. A tea importer who imports tea without prior approval from the Board may have their registration as a tea importer cancelled, varied or suspended.

THE TEA ACT (CAP 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

PRE-IMPORT APPROVAL ORDER

FORM TBK\TBL1

(r. 21(3)(a))

This pre-import approval order is issued to.....of P. O. Boxand authorizes the said person to importKgs of tea in accordance with the following details.

1. Details of consignment (bulk teas)

Country of Origin	Invoice No.	Grade(s)	Net weight (Kg)	Unit Price (USD)	Customs Value of Consignment (USD)
TOTAL					

(If space is not adequate provide additional attachment)

2. Details of consignment (value added)

Country of Origin	Invoice No.	Type/Grade(s)	Net weight (Kg)	Unit price (USD)	Customs value of consignment (USD)
TOTAL					

(If space is not adequate provide additional attachment)

3. Full name and address of Seller/Consigner:.....

.....

4. Name and physical address of warehouse where tea will be stored.....

FOR OFFICIAL USE ONLY

Pre-Import approval order

NameSignature/Stamp

For and on behalf of the Tea Board of Kenya

Dated this.....day of20.....

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TBL2

(r. 21(5))

TEA IMPORT DECLARATION (CONFIDENTIAL)

1. Name of importer.....
2. Registration certificate number.....
3. Address.....
4. Telephone number
5. Email address.....
6. Details of consignment (bulk teas)

Country of Origin	Invoice No.	Grade	Net weight (Kg)	Unit Price (USD)	Customs Value of Consignment (USD)	Auction Value of Consignment (USD)	Tea Levy applicable (USD)
TOTAL							

(If space is not adequate provide additional attachment and if tea is blended please attach blending sheet)

7. If imported tea packets or value added form, details of shipment

Country of Origin	Invoice No.	Type	Net weight (Kg)	Unit price (USD)	Customs value of consignment (USD)	Tea Levy applicable (USD)
TOTAL						

(If space is not adequate provide additional attachment and if tea is blended please attach blending sheet)

8. Full name and address of Seller/Consigner:.....
.....
9. Name and physical address of Warehouse where tea will be stored.....
.....

10. Indicate Tea short shipment (if any):

Country of Origin	Invoice No.	Grade	Net weight (Kg)	Unit price (USD)	Customs Value of consignment (USD)	Auction Value of Consignment (USD)
TOTAL						

(If space provided is not adequate provide an attachment)

Note: Every Importer shall attach certified copies of the following documents for verification-

- (i). Sale contract;
- (ii). Phytosanitary Certificate;
- (iii). Certificate of Origin;
- (iv). Certificate of analysis and pesticide residues;
- (v). Customs entry form;
- (vi). Pre-import approval Order; and
- (vii). Payment advise/slip for tea levy.

I/we hereby certify that the information provided in this form is complete, true and correct.

.....

Name of Officer
Date

.....
Authorized signature and Stamp of Exporter

FOR OFFICIAL USE

Authenticated by

Officer's Name

Signature **Date**.....

Payment Verified by

Officer's Name

Signature and Official Stamp..... **Date**.....

Approved by

Officer's Name

Signature and Official Stamp..... **Date**.....

Terms and conditions

1. A tea importer shall comply with Kenya Revenue Authority rules and regulations on bonded and transit goods.
2. A tea importer who diverts tea into the local market shall produce evidence of duty and value added tax payment to the Kenya Revenue Authority.
3. A tea importer shall pay tea levy at the rate prescribed in the Act.
4. A tea importer shall pay tea levy at the rate prescribed in the Act for any non-Kenyan teas imported from the Export Processing Zone or Special Economic Zone into Kenya for local consumption.
5. A tea importer shall prior to importation of tea into Kenya obtain a pre-import approval from the Board.
6. A tea importer shall furnish the Board with the relevant documents on the tea imports for verification.
7. A tea importer shall comply with the provisions of Section 31 of the Tea Act on tea imports.
8. Any tea levy which remains unpaid for more than thirty days shall be recovered by the Board as a civil debt due to it from the person by whom it is payable.
9. A tea importer who fails to pay the applicable levy on a tea import commits an offence and shall on conviction be liable to the penalty prescribed under Section 71 of the Act.

THE TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\M

(r. 23 (1))

TEA EXPORT/IMPORT PERMIT

1. Name of Exporter/Importer.....
2. Postal Address.....
3. Contact Person and Designation.....
4. Telephone/Mobile No.
5. E-mail Address.....
6. Tea Exporter/Importer Registration Certificate No.....
7. Customs Entry No. and Date.....
8. Net Weight (Kgs made tea).....
9. Bill of lading No.....
10. Physical location of consignment.....
11. Indicate tea short shipment (if any):

Country of Origin	Invoice No.	Grade(s)	Net weight (Kg)	Unit price (USD)	Customs Value of consignment (USD)
TOTAL					

(If space provided is not adequate provide an attachment)

.....
Signature of Exporter/Importer or Authorized Agent

.....
Date

FOR OFFICIAL USE ONLY

NameSignature/Stamp

For and on behalf of Tea Board of Kenya

Dated this.....day of20.....

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\N

(r.24(1))

**BUYER/EXPORTER AND IMPORTER MONTHLY RETURN
(CONFIDENTIAL)**

Month..... Year.....

1. Name of buyer/exporter and importer

2. Address.....

3. Location of business.....

(a) County.....

(b) Town.....

(c) Street/Road.....

(d) Name of building.....

(e) Telephone number.....

(f) E-mail address

4. Nature of business.....

5. If buyer/exporter and importer, specify source of tea bought/handled during the month:

(a) Auction.....Kgs.

(b) Imports.....Kgs

(c) Ex-factory purchases.....Kgs.

(d) Factory door sales.....Kgs.

6. If buyer/exporter, specify details of exported consignment:

Country of Destination	Factory Mark(s)	Grade(s)	Value added teas (Kgs)	Bulk teas (Kgs)	Total Weight (Kgs)	Value of Consignment (USD)

7. If importer, specify details of imported consignment:

Country of Origin	Invoice No.	Grade(s)	Value added teas (Kgs)	Bulk teas (Kgs)	Net Weight (Kg)	Value of Consignment (USD)

(If space not adequate provide an attachment)

FOR OFFICIAL USE Date Received Signature & Stamp..... Chief Executive Officer Tea Board of Kenya
--

Note:

- (1) The Form shall be forwarded to the Board **C/o. P.O. Box 20064-00200, NAIROBI** duly completed not later than the **fourteenth (14th) day** of each month.
- (2) A tea buyer, exporter or importer who fails to submit monthly statistical returns commits an offence and shall be liable, on conviction, to the penalty prescribed under Section 71 of the Tea Act (CAP 343).

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\P

(r.25(2))

**APPLICATION FOR REGISTRATION/RENEWAL OF
TEA BROKER**

1. Name of Applicant.....
2. Details of Certificate of Incorporation No (Attach copy).....
3. If Company, List Names and Particulars of Directors
(Attach A copy of Form CR12)
4. Tax Compliance Certificate (Attach copy).....
5. Address
6. Location of Business
 - a. Town.....
 - b. Street/Road.....
 - c. Name of Building.....
 - d. Telephone Number
 - e. E-mail address.....
 - f. Contact Person.....
7. List of factory(ies) and
contracts..... (attach list and
copies of the contract)

Date.....

Signature

FOR OFFICIAL USE

Received.....

Decision of Tea Board of Kenya.....

Date.....

**Chief Executive Officer
Tea Board of Kenya**

Application Requirements:

An applicant for registration as a tea broker shall:

- 1) Furnish the Board with a business plan which shall include the following:
 - a) Organogram
 - b) List of factories that the tea broker intends to offer brokerage services to;
 - c) A financial plan showing projected financial performance, financial position, cash flow projection, capital structure and funding model;
 - d) Operational plan
- 2) Provide the Board with the brokerage services to be offered and the charges.
- 3) Furnish the Board with:
 - a) Audited financial accounts for the last two years where applicable
 - b) profiles of the proposed top management staff.
 - c) Police clearance certificate for the directors of the applicant.
 - d) clearance certificate for the directors of the applicant from Ethics and Anti-Corruption Commission.
 - e) tax Compliance Certificate
- 4) Disclose current or past directorship or ownership in any other company or entity dealing in tea
- 5) An applicant for registration as a tea broker shall provide a top management profile demonstrating that: -
 - (a) it has the necessary management capacity to carry on tea brokerage business
 - (b) it has sufficient knowledge, experience, financial and operational capacity to conduct tea brokerage business; and
 - (c) the persons engaged or to be engaged in the position of Chief Executive Officer and other senior positions possess sufficient knowledge, management experience and competence.
- 6) The applicant or the directors or management shall not have a direct or indirect interest that conflicts or may conflict with the interest of the tea factory that they may offer brokerage services to.
- 7) The applicant or the directors or management shall not have a direct or indirect interest that conflicts or may conflict with the interest of the tea buyer, exporter or importer.
- 8) An applicant for registration as a tea broker must meet the fit and proper test.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\P1

(r. 25(3)(a))

TEA BROKER REGISTRATION CERTIFICATE

THIS Certificate is issued toof P. O. Box
..... and authorizes the said person to carry on business as a
tea broker in the Republic of Kenya at L.R. No.(s).....for a period of
..... beginning on the.....day of
and ending onday of..... (Both days inclusive).

This certificate is not transferable.

This Certificate is issued subject to compliance with the provisions of the Act, the Tea
(Registration and Licensing) Regulations, 2025 and to the terms and conditions as specified
herein below.

The Board may cancel, vary or suspend a registration certificate of a tea broker if an offence
has been committed under the Act or if a condition of the registration has been contravened or
not complied with.

Date.....

.....

**Chief Executive Officer
Tea Board of Kenya**

Signature/ Stamp.....

Terms and Conditions

1. A tea broker shall conduct its business honestly, fairly, with integrity and professional skills appropriate to the nature and scale of activity.
1. A tea broker, its directors or staff shall not engage directly or indirectly in any business activity that conflicts with the interest of the tea factory/factories it offers or intends to offer brokerage services to.
2. A tea broker shall not have a direct or indirect interest that conflicts or may conflict with the interest of the tea factory that they offer brokerage Services to.
3. A tea broker shall not have a direct or indirect interest that conflicts or may conflict with the interest of the tea buyer, exporter or importer.
4. A tea broker shall not later than the fourteenth (14th) day of each month, complete and submit to the Board a monthly return in the prescribed form.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\P2

(r.25(6))

TEA BROKER MONTHLY RETURN

(CONFIDENTIAL)

Month..... Year.....

1. Name of broker.....

2. Address.....

3. Location of business.....

(a) County.....

(b) Town.....

(c) Street/Road.....

(d) Name of building.....

(e) Telephone number.....

(f) E-mail address

4. Services Offered

5. Attach a list of the factories offered brokerage services to during the month.

6. Specify source of tea sold during the month:

(a) Auction.....Kgs.

(b) Outlots Kgs

(c) Imports.....Kgs

(d) Ex-factory purchases.....Kgs.

7. Specify details of consignment (bulk teas)

Factory Mark	Country of origin	Grade(s)	Net Weight (Kg)	Value of Consignment (USD)

(If space not adequate provide an attachment)

FOR OFFICIAL USE Date Received Signature & Stamp..... Chief Executive Officer Tea Board of Kenya
--

Note:

The Form shall be forwarded to the Board duly completed not later than the **fourteenth (14th) day** of each month.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\Q

(r. 27(2))

APPLICATION FOR REGISTRATION/RENEWAL OF AUCTION ORGANIZER

1. Name of applicant.....
2. Certificate of incorporation No..... (Attach copy)
3. Articles of Association..... .(Attach copy)
4. Trading rules (Attach copy)
4. Names and Particulars of Directors and Form CR.12 (attach details).....
5. Tax Compliance Certificate (Attach copy).....
6. Address.....
7. Telephone number
8. E-mail address.....
Contact Person.....
9. L.R. No. /Nos.....
11. Specify services to be provided.....
.....
.....
.....

Date applied.....

Signature of applicant

Application Requirements

An applicant for registration as a tea auction organizer shall:

- 1) Furnish the Board with a business plan showing the following:
 - a) Organogram
 - b) A financial plan showing projected financial performance, financial position, cash flow projection, capital structure and funding model;
 - c) Operational plan
 - d) Proposed electronic trading platform for the auction of tea that will be usable and accessible to all players in the value chain
- 2) Provide the Board with the list of services to be offered and the charges.
- 3) Furnish the Board with:

- a) audited financial accounts for the previous two years where applicable.
 - b) profiles of the proposed top management staff.
 - c) police clearance certificate for the directors of the applicant.
- d) clearance certificate for the directors of the applicant from Ethics and Anti-Corruption Commission.
- e) tax Compliance Certificate.
- 4) Disclose current or past directorship or ownership in any other company or entity dealing in tea.
- 5) An applicant for registration as a tea auction organizer shall provide a top management profile demonstrating that: -
 - (a) it has the necessary management capacity to carry on tea auction business;
 - (b) it has sufficient knowledge, experience, financial and operational capacity to conduct tea auction business; and
 - (c) the persons engaged or to be engaged in the position of Chief Executive Officer and other senior positions possess sufficient knowledge, management experience and competence.
- 6) An applicant shall furnish the Board with the rules governing the operations of the auction that: -
 - a) shall restrict the applicant to the business of operating a tea auction and related services.
 - b) shall contain the applicable fees and charges for membership and for services rendered by and between members.
 - c) shall contain guidelines for disclosure of the daily trading report of the auction.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\Q1

(r. 27(3)(a))

AUCTION ORGANIZER CERTIFICATE

THIS Certificate is issued to of P.O. Box..... and authorizes the said person carry on the business of Tea auction organizer in the Republic of Kenya at L.R. No.(s).....for a period of beginning on the.....day of and ending onday of.....(both days inclusive).

This certificate is not transferrable.

THIS Certificate is issued subject to compliance with the provisions of the Tea Act (CAP 343), Tea (Registration and Licensing) Regulations, 2025 and to the terms and conditions specified here under:

Date.....

.....

Chief Executive Officer
Tea Board of Kenya
Signature/Stamp

Terms and Conditions

1. An auction organizer shall not later than the fourteen (14) day of each month submit to the Board a monthly tea auction report of all teas sold through the auction in the previous month in the prescribed form.
2. An auction organizer shall ensure that only Members who have valid licences or registration certificates from the Board buy and sell tea in the auction.
3. The trading rules and regulations of the auction organizer shall: -
 - a. provide for mechanisms to promote efficiency, effectiveness and transparency in price determination;
 - b. promote equitable treatment of its members and persons seeking admission as members;
 - c. prohibit membership of persons whose license or registration certificate has been revoked, suspended or cancelled by the Board;
 - d. promote ethical conduct and provide for a code of conduct for its members;
 - e. require members to report in a timely manner any breaches of applicable rules and laws and regulations to the auction organizer and to the Board;
 - f. provide for a disciplinary mechanism for contravention of the trading rules and regulations, the Tea Act (CAP 343) and these Regulations and other relevant laws; and
 - g. provide for a dispute resolution mechanism.
4. A tea auction organizer shall not later than the fourteenth (14th) day of each month, complete and submit to the Board a monthly return in the prescribed form.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\Q2

(r. 27(4))

AUCTION ORGANIZER MONTHLY RETURN

(CONFIDENTIAL)

**Monthly auction sales analysis for the Month ending.....20.....
for Sale No/s.....**

1. Name of Auction Organizer.....
2. Address.....
3. Registration Number.....

Auction No.	Grade(s)	Volume Offered (Kgs)	Volume Sold (Kgs)	Balance (Kgs)	Average Price	Total Value (USD/Kg)	Highest Auction Price (USD/Kg)
1	BP1						
	PF1						
	PD						
	D1						
	BP2						
	PF2						
	D2						
	Fannings						
	BMF						
	Others						
2	BP1						
	PF1						
	PD						
	D1						
	BP2						
	PF2						
	D2						
	Fannings						
	BMF						
	Others						

Add rows where necessary

2. Non-Kenya teas

Auction No.	Grade(s)	Volume Offered (Kgs)	Volume Sold (Kgs)	Balance (Kgs)	Average Price	Total Value (USD/Kg)	Highest Auction Price (USD/Kg)
1	BP1						
	PF1						
	PD						
	D1						
	BP2						
	PF2						
	D2						
	Fannings						
	BMF						
	Others						
2	BP1						
	PF1						
	PD						
	D1						
	BP2						
	PF2						
	D2						
	Fannings						
	BMF						
	Others						

Add rows where necessary.

Comments on Auction performance: -

- (1) Auction offerings.....
- (2) tea prices trends.....
- (3) tea market trends.....

Attach a summary of the market performance during the month.

I.....do hereby declare that the above particulars are true.

Designation.....

Signature Date.....

FOR OFFICIAL USE

Date Received

Signature & Stamp.....

**Chief Executive Officer
Tea Board of Kenya**

Note:- This Form shall be forwarded to the Tea Board of Kenya, on or before the **fourteenth (14) day** of the subsequent month.

TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\R

(r. 29(2))

**APPLICATION FOR ISSUANCE/RENEWAL OF TEA MANUFACTURING
FACTORY LICENCE**

An application is hereby made to establish/operate a factory for the manufacture of tea in accordance with the particulars given below:-

1. Name of Applicant.....
2. Certificate of Company Incorporation and Tax Compliance certificate (Attach copy)
.....
3. List Names and Particulars of Directors (Attach copy of CR 12 Form)
.....
4. Postal Address
5. Telephone No
6. E-mail address.....
7. Sub-Location.....
8. Location/Ward
9. Sub-County.....
10. County
11. L.R. No./Nos.....
12. GPS Location.....
13. Factory Trade Mark(s).....
14. Source of green leaf for processing:
 - (a) Own (Hectares)
 - (b) Out growers/growers..... (Hectares)
15. Type of tea manufacture:

(a) C.T.C. (cut, tear, curl)

(b) Orthodox

16. Manufacturing capacity:

(a) Green tea leaf..... Kilogrammes per year.

(b) Made Tea..... Kilogrammes per year.

17. Tea Packing Capacity:Kilogrammes per year

18. Source of tea for packing

(a) Own tea..... Kilogrammes per year

(b) Other factory teas..... Kilogrammes per year

(c) Imported teas Kilogrammes per year

The particulars given are hereby certified to be correct.

Date.....

Signature.....

Applicant

FOR OFFICIAL USE:

Approved/not approved by The Chief Executive Officer, Tea Board of
Kenya.....

.....
.....
.....

Signature.....Date & Stamp.....

Application Requirements

1. An applicant for a tea manufacturing licence shall;
 - a) have at least seven hundred hectares of planted tea bushes; and
 - b) where an application is by a group of persons or companies, have at least seven hundred hectares of planted tea bushes which parcels of land must be within a 50 kilometres radius.
2. An applicant shall provide evidence of shareholding by tea growers with the prescribed minimum hectareage of land planted with tea in the company.
3. An applicant for a tea manufacturing licence shall furnish the Board with the following:
 - (1)a feasibility study of the proposed tea manufacturing factory which shall include the following:
 - i. A financial plan showing projected sales, financial performance, financial position, cash flow projection, capital structure and funding model;

- ii. Organogram of the tea factory
 - iii. Operational plan
 - iv. Crop development plan
 - v. A wood fuel sustainability plan where a tea manufacturing factory intends to use wood as a source of energy, equivalent to the ratio of 4:1 tea planted to woodlots planted
 - vi. Marketing plan
- (2) a no objection from the County Executive Committee Member of the respective County.
 - (3) audited financial accounts for the previous two years where applicable.
 - (4) land ownership documents for the proposed factory site.
 - (5) a certified copy of the growers' register in the prescribed form;
 - (6) police clearance certificate for the directors of the applicant.
 - (7) clearance certificate for the directors of the applicant from Ethics and Anti-Corruption Commission.
 - (8) disclosure of current or past directorship or ownership in any other company or entity dealing in tea.
 - (9) tax Compliance Certificate
 - (10) management profile and Curriculum Vitae of the directors and proposed top management staff.
 - (11) where the applicant is a tea factory limited company, a procurement policy providing for competitive procurement of goods, services and works.
 - (12) such other information the Board may require.
4. A manufacturing licence for a new factory will only be issued to a person or company who has at least seven hundred hectares of planted tea bushes. Where a group of persons or companies make a joint application for a license, they may only be issued with a license if they have at least seven hundred hectares of tea bushes which parcels of land must be within a fifty kilometres radius.
 5. A tea manufacturing factory shall verify the details contained in the application made to it by a grower to ensure that the particulars submitted are correct and prepare a farm verification report.
 6. Before granting additional processing capacity to a tea manufacturing factory, the Board shall satisfy itself that the applicant has adequate green leaf for the capacity applied for.
 7. Before granting a manufacturing license the Board shall satisfy itself that the directors of the applicant are not serving as directors in a company having a direct or indirect commercial relationship with the factory.
 8. A tea manufacturer shall comply with the provisions of the Tea Act (CAP 343) 2020, Good Manufacturing Practices and relevant national and international standards on quality, food safety & hygiene, Tea Industry Code of Practice, and other relevant laws.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\R1

(r.29 (3))

**APPLICATION FOR ISSUANCE/RENEWAL OF SPECIALTY TEA
MANUFACTURING LICENCE**

An application is hereby made to establish/operate a factory for specialty tea manufacture in accordance with the particulars given below: -

1. Name of Applicant.....
2. Certificate of Company Incorporation and Tax compliance certificate (Attach copy)
.....
3. List Names and Particulars of Directors /Officials (Attach Form CR12).....
.....
4. Postal Address
5. Telephone No
6. E-mail address.....
7. Sub-location.....
8. Location/Ward.....
9. Sub-County.....
10. County
11. L.R. No./Nos.....
12. GPS location.....
13. Factory Trade Mark.....
14. Source of green leaf for processing:
 - (a) Own (Hectares)
 - (b) Out growers /growers..... (Hectares)
15. Type of tea manufacture:
 - (a) Orthodox,

- (b) Purple
- (c) Instant
- (d) White tea (silver tips)
- (e) Green
- (f) Oolong
- (g) Tea extracts
- (h) Others (specify)

16. Manufacturing capacity:

(a) Green leaf.....Kilogrammes per year.

(b) Made tea.....Kilogrammes per year.

17. Tea Packing Capacity:Kilogrammes per year

The particulars given are hereby certified to be correct.

Date.....

Signature.....

Applicant

FOR OFFICIAL USE:

Remarks by the Chief Executive Officer, Tea Board of Kenya

.....

Signature.....Date & Stamp.....

Application Requirements

1. An applicant for a specialty tea manufacturing licence shall;
 - a) have at least fifty hectares of planted tea bushes; and
 - b) where an application is by a group of persons or companies, have at least fifty hectares of planted tea bushes which parcels of land must be within a 50 kilometres radius.
2. An applicant shall provide evidence of shareholding by tea growers with the prescribed minimum hectareage of land planted with tea in the company.
3. An applicant for a specialty tea manufacturing licence shall furnish the Board with the following:
 - 1) a feasibility study of the proposed specialty tea manufacturing factory which shall include the following:
 - i. A financial plan showing projected sales, financial performance, financial position, cash flow projection, capital structure and funding model;

- ii. Organogram of the tea factory
 - iii. Operational plan
 - iv. Crop development plan
 - v. A wood fuel sustainability plan where a tea manufacturing factory intends to use wood as a source of energy, equivalent to the ratio of 4:1 tea planted to woodlots planted
 - vi. Marketing plan
- 2) a no objection from the County Executive Committee Member of the respective County.
 - 3) Audited financial accounts for the previous two years where applicable.
 - 4) Land ownership documents for the proposed factory site.
 - 5) A certified copy of the growers' register in the prescribed form;
 - 6) Police clearance certificate for the directors of the applicant.
 - 7) Clearance certificate for the directors of the applicant from Ethics and Anti-Corruption Commission.
 - 8) Disclosure of current or past directorship or ownership in any other company or entity dealing in tea.
 - 9) Tax Compliance Certificate
 - 10) Management profile Curriculum Vitae of the directors and proposed top management staff.
 - 11) The directors and management must meet the fit and proper test.
 - 12) Where the applicant is a tea factory limited company, a procurement policy providing for competitive procurement of goods, services and works.
 - 13) Such other information the Board may require.
4. A specialty tea manufacturing licence for a new factory will only be issued to a person or company who has at least fifty Hectares of planted tea bushes. Where a group of persons or companies make a joint application for a license, they may only be issued with a license if they have at least fifty Hectares of tea bushes which parcels of land must be within a fifty kilometres radius.
 5. A specialty tea manufacturing factory shall not buy green leaf from any other person other than the growers appearing in its register.
 6. A specialty tea manufacturing factory shall verify the details contained in the application made to it by a grower to ensure that the particulars submitted are correct.
 7. A specialty tea manufacturing factory shall sign a Green Leaf Agreement with all its registered grower's and maintain the signed agreement at the factory for inspection by the Board.
 8. A specialty tea manufacturing factory that intends to vary its licensed processing capacity, shall furnish the Board with proof of the additional source of leaf.
 9. Before granting additional processing capacity to a specialty tea manufacturing factory, the Board shall satisfy itself that the applicant has adequate green leaf for the capacity applied for.
 10. A specialty tea manufacturing factory shall only manufacture the types of teas for which they are licensed.
 11. A specialty tea manufacturing factory shall not register or collect green leaf from tea growers beyond fifty-kilometre radius from where the tea factory is located.
 12. Before granting a manufacturing license the Board shall satisfy itself that the directors of the applicant are not serving as directors in a company having a direct or indirect commercial relationship with the factory.
 13. A specialty tea manufacturer shall verify the details contained in the application made to it by a grower to ensure that the particulars submitted are accurate and prepare a farm

verification report.

14. A specialty tea manufacturer shall comply with the provisions of the Tea Act (CAP 343), Good Manufacturing Practices and relevant national and international standards on quality, food safety & hygiene, Tea Industry Code of Practice, and other relevant laws

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\R2

(r. 29 (6)(a))

TEA MANUFACTURING LICENCE

THIS LICENCE is issued to of P. O. Box and authorizes the said person to conduct the business or carry on the business of tea manufacture in the Republic of Kenya at L.R. No(s) for a period of beginning on the Day of and ending on Day of (Both days inclusive).

THIS LICENCE is issued for:

Type of tea manufacture:

Black C.T.C. (cut, tear, curl)

Licensed manufacturing capacity:

Green tea leaf Kilograms per year.

Made tea.....Kilograms per year.

This licence is not transferable.

This Licence is issued subject to compliance with the provisions of the Tea Act (CAP 343), the Tea (Registration and Licensing) Regulations, 2025, and to such terms and conditions as specified hereunder.

Date issued.....Signature/Seal.....

Chief Executive Officer
Tea Board of Kenya

Terms and Conditions

1. A tea factory shall sign a Green Leaf Agreement with all its registered grower's and maintain the signed agreement at the factory for inspection by the Board.
2. A tea factory shall furnish the Board with a certified copy of the growers register in the prescribed form.
3. A tea factory shall not buy green leaf from any other person other than its registered growers.
4. Notwithstanding the provisions of paragraph 3, in cases where a tea factory has

inadequate processing capacity and surplus green leaf, the factory may make arrangements to divert the surplus green leaf to the tea factory with extra processing capacity. The factory shall notify the Board of such arrangements.

5. A tea factory shall construct its green leaf collection or buying centre at least 250 metres away from the green tea leaf collection or buying centre of another tea factory.
6. A tea factory shall only collect green leaf from its designated green leaf collection or buying centres.
7. This license shall authorize the holder to carry on the business of packing and blending in addition to manufacturing.
8. A tea factory limited company, shall have a procurement policy providing for competitive procurement of goods, services and works.
9. A holder of a tea manufacturing licence shall not install additional processing capacity or vary the type of tea manufacture without prior approval by the Board.
10. A tea factory shall comply with good manufacturing practices and national standards on quality, food safety and hygiene.
11. The Board may cancel, vary, or suspend the licence if the conditions of the licence have been contravened or not complied with.
12. The Board may seize and remove or order the removal of any manufactured tea or additional processing capacity where it has reasonable grounds to believe has been installed contrary to the conditions of the licence issued under these Regulations.
13. A director of a tea factory shall not serve as a director in another tea factory except in a subsidiary(ies) of the tea factory.
14. A holder of a manufacturing license shall notify the Board and the County Executive Committee Member of any intended sale or transfer of ownership of its tea factory at least six (6) months before the transaction is effected.
15. Upon the sale or transfer of majority ownership of a tea factory, the license shall lapse and the new owner(s) shall be required to apply for a tea manufacturing license.
16. A tea factory shall register all its vehicles for transportation of green leaf with the Board using the prescribed format.
17. A tea factory shall label all its green leaf transportation vehicles with the factory's name.
18. A tea factory shall comply with Kenya Tea Industry Code of Practice KS 2128 on transportation of green leaf.
19. A tea factory shall assign the list of tea growers, collection centres and route(s) to the green leaf transporters.
20. A tea factory shall transport green leaf in designated vehicles.
21. A tea factory shall not receive green leaf from commercial green leaf transporters who are not registered with the factory and with the Board.
22. A tea factory shall maintain records of the green leaf collected and transported by each commercial green leaf transporter in a manner that is verifiable. The records shall indicate the list of growers from whom green leaf has been collected, the quantity delivered by each grower, the cumulative amount of tea collected, the routes and collection centres.
23. A tea factory shall sign a commercial green leaf transportation contract with all commercial green leaf transporters transporting green leaf to the factory.
24. A tea factory that intends to vary its licensed processing capacity, shall furnish the Board with proof of the additional source of leaf.
25. A tea factory shall not register or collect green leaf from tea growers beyond fifty-kilometre radius from where the tea factory is located.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\R3

(r.29 (6)(b))

SPECIALTY TEA MANUFACTURING LICENCE

THIS SPECIALTY TEA MANUFACTURING LICENCE is issued to
of P. O. Box and authorizes the said person to conduct the business or carry on the
business of manufacture in the Republic of Kenya at L.R. No(s)
for a period of beginning on the Day of and
ending on Day of (Both days inclusive).

THIS LICENCE is issued for;

Type of tea manufacture:

Orthodox	Green	Instant	White (silver tips)	Purple	Oolong	Tea Extracts	Others (specify)

Licensed manufacturing capacity:

Green tea leaf Kilograms per year.

Made tea.....Kilograms per year.

This licence is not transferable.

This Licence is issued subject to compliance with the provisions of the Tea Act (CAP 343), the Tea (Registration and Licensing) Regulations, 2025, and to such terms and conditions as specified hereunder.

The Board may refuse to issue, cancel, vary, or suspend the licence if the terms and conditions of the licence have been contravened or not complied with.

Date issued.....Signature/Seal.....

**Chief Executive Officer
Tea Board of Kenya**

Terms and Conditions

1. A specialty tea factory shall sign a Green Leaf Agreement with all its registered

- grower's and maintain the signed agreement at the factory for inspection by the Board.
2. A specialty tea factory shall furnish the Board with a certified copy of the growers register in the prescribed form.
 3. A specialty tea factory shall not buy green leaf from any other person other than its registered growers.
 4. Notwithstanding the provisions of paragraph 3, in cases where a specialty tea factory has inadequate processing capacity and surplus green leaf, the factory may make arrangements to divert the surplus green leaf to the tea factory with extra processing capacity. The specialty tea factory shall notify the Board of such arrangements.
 5. A specialty tea factory shall construct its green leaf collection or buying centre at least 250 metres away from the green tea leaf collection or buying centre of another tea factory.
 6. A specialty tea factory shall only collect green leaf from its designated green leaf collection or buying centres.
 7. This license shall authorize the holder to carry on the business of packing and blending in addition to manufacturing.
 8. A tea factory limited company, shall have a procurement policy providing for competitive procurement of goods, services and works.
 9. A holder of a specialty tea manufacturing licence shall not install additional processing capacity or vary the type of tea manufacture without prior approval by the Board.
 10. A specialty tea factory shall comply with good manufacturing practices and national standards on quality, food safety and hygiene.
 11. The Board may seize and remove or order the removal of any manufactured tea or additional processing capacity where it has reasonable grounds to believe it has been installed contrary to the conditions of the licence issued under these Regulations.
 12. A holder of a specialty tea manufacturing license shall notify the Board of any intended sale or transfer of ownership of its holdings at least six (6) months before the transaction is effected.
 13. Upon the sale or transfer of majority ownership of a specialty tea factory, the license shall lapse and the new owner(s) shall be required to apply for a specialty tea manufacturing license.
 14. A specialty tea factory shall register all its vehicles for transportation of green leaf with the Board using the prescribed format.
 15. A specialty tea factory shall label all its green leaf transportation vehicles with the factory's name.
 16. A specialty tea factory shall comply with Kenya Tea Industry Code of Practice KS 2128 on transportation of green leaf.
 17. A specialty tea factory shall assign the list of tea growers, collection centres and route(s) to the green leaf transporters.
 18. A specialty tea factory shall transport green leaf in designated vehicles.
 19. A specialty tea factory shall not receive green leaf from commercial green leaf transporters who are not registered with the factory and with the Board.
 20. A specialty tea factory shall maintain records of the green leaf collected and transported by each commercial green leaf transporter in a manner that is verifiable. The records shall indicate the list of growers from whom green leaf has been collected, the quantity delivered by each grower, the cumulative amount of tea collected, the routes and collection centres.
 21. A specialty tea factory shall sign a commercial green leaf transportation contract with all commercial green leaf transporters transporting green leaf to the factory.
 22. A specialty tea factory shall regularly update details of its green leaf transportation

vehicles registered with the Board.

23. A specialty tea factory that intends to vary its licensed processing capacity, shall furnish the Board with proof of the additional source of leaf.
24. A specialty tea factory shall not register or collect green leaf from tea growers beyond fifty-kilometre radius from where the tea factory is located.

TEA ACT, (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK/TB/S

(r.33)

REGISTER OF TEA MANUFACTURERS

1. Period from To
2. Details of tea manufacturer: -

No.	Manufacturer's Name	Licence No.	Financial Year	Date of application/renewal	Date of issue of the licence or renewal	Status of licence approval	Phone No	Email	County	Sub-County	Total number of tea growers	Total hectareage of planted tea	Total production per year (expected)	Types of tea manufacture	Licensed processing capacity
1															
2															
3															
4															
5															
6															

I.....do hereby declare that the above particulars are accurate.

Date, 20.....

Signature.....

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\T

(r. 34(1)(a))

TEA FACTORY MONTHLY PRODUCTION RETURN (CONFIDENTIAL)

Month.....20.....

1. Name of Manufacturing/ Specialty Tea Licence Holder.....

2. Licence Number.....

3. Address.....

4. County.....

GRADE ANALYSIS OF PRODUCTION AND STOCK RELEASES (KGS)

Types of Tea Manufacture											TOTAL (kg)
	CTC Grades	BP 1	PF1	PD	D1	BMF	FN G	BP	D	D2	
	Orthodox Grades (specify)										
	Purple Tea										
	OTHER Grades (Green Tea, Oolong, Tea Extracts, White Tea and Soluble)										
Production Analysis	Stock brought forward										
	Tea Manufactured this month										
	Total										
Stock Releases	Auction sales										
	Direct sales Export										
	Direct sales Local										
	Total Issues										

STOCK BALANCE CARRIED FORWARD										
--	--	--	--	--	--	--	--	--	--	--

I.....do hereby declare that the above particulars are true.

Date, **20**.....

Signature.....
Licence holder or his duly Authorized Agent.

NB: Each licence holder must complete a separate Form for each type of tea manufactured

FOR OFFICIAL USE Date received.....Official Stamp..... Remarks by the Chief Executive Officer, Tea Board of Kenya

NOTE:

- i. This Form must be forwarded to Tea Board of Kenya **C/o. P.O. Box 20064, 00200, NAIROBI**, on or before **14th day** of ensuing month.
- ii It is an offence for a tea factory to fail to submit monthly statistical returns as required by the Tea (Registration and Licensing) Regulations, 2025.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\ T1

(r. 34(1)(b))

**TEA FACTORY ANNUAL PRODUCTION STATISTICAL RETURN
(CONFIDENTIAL)**

1. Name of the factory.....
2. Address.....
3. County.....
4. Telephone.....
5. Email address
6. Licence Number.....
7. Total Number of registered tea growers/outgrowers.....
8. **Planted Area (Hectares)**
 - (a) Planted area by registered tea growers /outgrowers (Hectares).....
 - (b) Planted area own Factory Estates (Hectares).....
 - (c) Total Combined Planted area (a+b) above (Hectares)
9. Number of Commercial Tea Nurseries in the area.....
10. **Tea Manufactured during the reporting period:**
 - (a) C.T.C (cut, tear, curl).....
 - (b) Orthodox
 - (c) Green Tea.....
 - (d) Purple.....
 - (e) White (silver tips).....
 - (f) Oolong Tea.....
 - (g) Instant Tea.....
 - (h) Tea extracts.....
 - (i) Others (specify)
11. Total crop processed in the last financial year.....Kgs/G.L/YR
12. Made Tea in the last financial year.....Kgs/M.T.
 - (a) Current installed processing capacity.....Kgs/G.L/YR

- (b) Capacity utilization percentage (%).....Kgs/G.L/YR
 (c) Projected processing capacityKgs/G.L/YR

13. Packed tea in the last financial year.....Kgs/M.T.

14. Average payment to growers on Greenleaf deliveries.....Ksh./Kg/G.L/YR

15. Cumulative rainfall for the yearmm

I, do hereby declare that above particulars are true

Date.....

Signature

Tea Factory Manager

For :.....

Tea Factory Company

NOTE: This Form must be forwarded to the Board C/o **P.O. Box 20064, 00200, NAIROBI** and a copy to the respective County Executive Committee Member on or before **15th of January** in each year.

It is an offence for a tea factory to fail to submit statistical returns as required by the Tea (Registration and Licensing) Regulations 2025.

TEA ACT (CAP 343) 2020

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

FORM TBK\TB\ V

(r. 36(2))

APPEAL FORM

(To be completed by persons aggrieved by the decision of the Board under Regulation(s)of the Tea (Registration and licensing Regulations) 2025

A. Particulars of Appellant

1. Name of Appellant
2. National Identify Card No/Passport No/Certificate of Incorporation
No.....
3. Gender
4. Address.....
5. Telephone No.....
6. Email address.....
7. Registration No (where applicable)

B: Details of the Decision Appealed Against

1. Date of the decision.....
2. Reference Number
3. Subject Matter

C: Grounds of Appeal

Please provide a statement of the grounds upon which the appeal is based.

.....

.....

.....

.....

.....

.....

D Relief or Remedy Sought

Specify the relief or remedy you are seeking from the Board

.....

.....

.....

E List of Attachments

- 1
- 2
- 3
- 4
- 5

F Declaration

I, the undersigned declare this information provided herein is true and accurate to the best of my knowledge and belief

Date, **20**.....

Signature.....

FOR OFFICIAL USE	
Date received.....	Official Stamp.....
Remarks by the Chief Executive Officer, Tea Board of Kenya	
.....	
.....	

SECOND SCHEDULE

(r. 4(1), 12 (2), 14 (2), 16(2), 17(2), 19 (2a), 20(2), 25(2), 27(2), 29(2))

TEA ACT (CAP 343) 2020

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2025

LICENSING AND REGISTRATION FEES

NO.	PERSONS DEALING IN TEA	NEW APPLICANTS Amount in Kenya Shillings (Kshs).	RENEWAL FEES Amount in Kenya Shillings (Kshs).
1.	Tea Manufacturing Licence – Black CTC tea	10,000	7,500
2.	Specialty Tea Manufacturing License	10,000	7,500
3.	Management Agent	25,000	12,500
4.	Tea Buyer/Exporter,	20,000	10,000
5.	Tea Warehouse	20,000	10,000
6.	Tea Importer	20,000	10,000
7.	Tea Broker	20,000	10,000
8.	Tea Auction Organizer	25,000	10,000
9.	Tea Packer	5,000	2,000
10.	Commercial Green Leaf Transporter	5,000	2,000
11.	Commercial Tea Nursery Operator	5,000	2,000

Made on the....., 2025.

MUTAH KAGWE

Cabinet Secretary for Agriculture and Livestock Development.