

COCONUT DEVELOPMENT AUTHORITY

(Established under the coconut Development Act No. 46 of 1971)

Reg.No.....

Application form for Registration as a Manufacture/Processor of Activated Carbon under the Coconut Development Regulation No. 1 of 1972 made under the coconut Development Act No. 46 of 1971

YEAR 2010

<p>1. Full name of Applicant (See Note 1 below)</p>	
<p>2. Business Name</p> <ul style="list-style-type: none"> ➤ Address ➤ Telephone Number ➤ Fax Number ➤ Name & Address of Contact person 	
<p>3. State whether registered under the Business Names Ordinance. If so give Business Registration certificate No.</p>	No.....
<p>4. Whether Business is carried on as</p> <ul style="list-style-type: none"> ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society <p style="margin-left: 40px;">Give Names of (a) Directors (b) Partners (c) Sole Proprietor</p> <p>(See Note 2 below)</p>	<p>As:.....</p> <p>Citizenship (state whether by descent or registration)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>5.</p> <ul style="list-style-type: none"> ➤ Is the Applicant owner of the Activated Carbon unit Lessee or Mortgagee ? ➤ If the mill is lessee or mortgagee give full name and address of owner ➤ State effective period of lessee/ mortgagee and deed No. (Documents pertaining to lessee/ mortgagee should be forwarded) 	Mortgage Bond No.....

In the case of limited Liability Co. Partnership and other until required to be registered under the Business names Ordinance the registered Business Name should be given in Cage 1.

<p>6.</p> <ul style="list-style-type: none"> ➤ Mileage from Colombo/Narahenpita on route to the Activated Carbon unit. (State Name of main road, cross road or junction and distance from the main road to shell production unit. ➤ District and Asst. Govt. Agents D.R.O's Division in which Activated Carbon unit is situated. 										
<p>7.</p> <ul style="list-style-type: none"> ➤ Date of commencement of activated carbon unit by the applicant. ➤ How long has the Activated Carbon unit been working continuously since commencement by the applicant. 										
<p>8.</p> <ul style="list-style-type: none"> ➤ If not working at present state reasons and date of closure ➤ State the period of out of production if you intend to do so within this year. 										
<p>9.</p> <ul style="list-style-type: none"> ➤ If the mill is insured state nature of insurance ➤ If workers are insured give number of employees insured ➤ Insurance No. 										
<p>10.</p> <ul style="list-style-type: none"> ➤ Employee's E.P.F. No. ➤ No. of workers employed at present 										
<p>11. No. of employees employed at present</p>	<table border="0" style="width: 100%; text-align: center;"> <tr> <td></td> <td>Male</td> <td>Female</td> </tr> <tr> <td>Permanent</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Casual</td> <td>.....</td> <td>.....</td> </tr> </table>		Male	Female	Permanent	Casual
	Male	Female								
Permanent								
Casual								
<p>12.</p> <ul style="list-style-type: none"> ➤ State whether you are an income ➤ In come Tax File No. 										
<p>13.</p> <ul style="list-style-type: none"> ➤ Are the charcoal pits registered with a Local Authority ➤ If so give name of Local authority and Licence No ➤ Date of issue 										
<p>14. Capacity and conditions of buildings</p> <ul style="list-style-type: none"> ➤ Activated Carbon shed ➤ Any others 	<table border="0" style="width: 100%;"> <tr> <td>Tiles/Asbestos</td> <td>Cement</td> <td>Bricks</td> </tr> <tr> <td>Cadjan</td> <td>Stone</td> <td>Clay Posts</td> </tr> </table>	Tiles/Asbestos	Cement	Bricks	Cadjan	Stone	Clay Posts			
Tiles/Asbestos	Cement	Bricks								
Cadjan	Stone	Clay Posts								

15 ➤ Storage capacity of raw material	
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16. Usage of raw materials

Item	Kg. per month	Source Local /Imported

17. Machinery & Equipment

	Capacity	No. of Items	Condition
Crushing			
Cleaning			
Processing			
Quality Control			
Packing			

I/we hereby declare that the statements herein contained are true and accurate. I/We undertake to notify any change in the above particulars within seven days.

I/We enclose herewith M.O/P.O./Cheque/cash bearing No:-

For Rs..... being the registration fee.

Date:..... Name :.....
Signature :.....

Date:..... Name of Applicant:.....
Signature of Applicant:.....

Information given by the applicant in the application form has been checked by me and found to correct.

Date:..... Name of Inspector
Signature :.....

FOR OFFICE USE ONLY	
Registration Fee:.....	Receipt No.....
Cashier's Signature:.....	Date :.....
Application checked by :.....	Date :.....
Registration Certificate No.....	Date.....

Date:.....

Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

**Processing Development Division
No. 54, Nawala Road,
Narahenpita,
Colombo 5
2009-11-16**

CIRCULAR NO. CDA/PD/AC/2009-1

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**Registration as a Manufacturer/Processor of Activated Carbon
for the year 2010**

1. Submission of Applications

Those who desire to obtain registration for the year 2010 in terms of the Coconut Development Regulation No.1 of 1972 are required to forward their applications to reach this office on or before 15th January 2010 together with the registration fee + 3% NBT + 12% VAT as per the annexure.

All Companies, Partnership Companies should state in cage (1) of the application form their name of the Company as registered under the Business Ordinance Act. All application forms should be signed by a responsible officer of your business concern. A list of all officers who could sign for your business dealings and their designation should be notified to this office. If you have already sent such a list to this office you need not to repeat. Registration fee + 3% NBT + 12% VAT in cash will be accepted only from 9.30 a.m. to 3.30 p.m. on weekdays. Cheques will be accepted till 4.45 p.m.

All application forms should be correctly filled in & submitted to this office cheques/M.O/P.O should be addressed in favour of "Chairman " Coconut Development Authority.

2. Late Applications:

Those who do not submit their applications by 15th January 2010 will be entertained only after a payment of a surcharge of 10% of the registration fee as late charges for every month's delay.

The miller who has registered with Coconut Development Authority will be entitled for a 30% discount at the time of analysis of samples and applicable to request Subsidy Scheme -2010

Yours faithfully,

Director - Processing Development
Coconut Development Authority