

**Coconut Development Authority**

**Processing Development Division**

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

Application form for Registration as a

**Coconut Milk /Coconut Milk Powder / Coconut Cream/Coconut Milk based products**

Processor under the Coconut Development Regulation

No. 1 of 1971 made under the Coconut Development

Act. No.46 of 1971

CDA Reg. No. ....

**YEAR – 2010**

1.Name of Application/Organization (See Note 1 below)	
02 2.1 Business Name (with the name of the mill) ➤ Address ➤ Telephone Number ➤ Fax Number 2.2 Contact Person	
03 3.1 Business Registration  3.2 Registered Business names Ordinance (attach a copy of the certificate, memorandum of Article)	Certificate No: ..... Date: .....
04.Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names of : (a) Directors (b) Partners (c) Sole Proprietor (See Note 2 below)	As: ..... Directors/ Partners/ Sole Proprietor ..... ..... ..... .....
05.Is the Applicant , owner of the mill, Lessee of Mortgagee?(Submit a copy with originals) ➤ If the mill is leased or mortgaged state effective period ➤ If lessee or mortgagee, give full name and address of Mill Owner	..... From ..... To ..... .....

Note. 1. In the case of Limited Liability Co. Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note.2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>06. State the products manufacture</p>	<p>.....</p> <p>.....</p>
<p>07 Period during which the applicant has engaged in production in this mill</p>	<p>.....</p>
<p>08</p> <ul style="list-style-type: none"> <li>➤ Distance from the Mill to Colombo</li> <li>➤ Exact location/ Address of the Mill/Factory</li> <li>➤ District &amp; Electorate:</li> <li>➤ Extent of the premises in which the Mill is situated :</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>09.Wet Section (if any)</p> <ul style="list-style-type: none"> <li>➤ Length and breadth of the floor</li> <li>➤ No. of hatcheting pens:</li> <li>➤ No. of washing tanks, their dimensions and type of metal sheets used.</li> <li>➤ Whether walls are paved with wall tiles (Please give details)</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> <li>➤ Method of disintegration/Granulation/Grating</li> <li>➤ No. of disintegrators and their types</li> <li>➤ Capacity</li> <li>➤ Type of flooring ( Please state the nature of flooring)</li> <li>➤ Whether walls are paved with wall tiles (Please give details)</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Particulars of Milk Extraction</p> <ul style="list-style-type: none"> <li>➤ Method of Extraction</li> <li>➤ No of Pressing/milking machines</li> <li>➤ Extraction per hour in Kilo grams</li> <li>➤ whether cream separators are used</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>12. 12.1 Method of Pasteurization (if any)</p> <p>12.2 Types of Homogenizers (if any)</p> <p>12.3 Capacity of the cooling/storage tanks</p> <p>Whether dilution is carried out/ if yes, Ratio</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

13 . Dimensions of the Milk processing area:

Length : ..... Breadth ..... Height(Lowest).....

Type of flooring .....

Whether walls are paved with wall-tiles (Please give details).....

.....

14. Information regarding the driers and their furnaces

**Driers**

Type	Capacity for 10 hr. period	Method of Heating	Type of Fuel used	Quantity of fuel required for 10 hr. period
1.				
2.				
3.				
4.				
5.				

No. of Furnaces .....

Total No. of Driers installed .....

Total No. of Driers in use .....

15. 15.1 Equipments for filling:

15.2. Particulars of Sealing/Seaming

- Whether manually operated Semi/fully automatic Machines
- No of machines & Capacities

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

16. Information regarding packing room

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section

Length ..... Breadth .....  
 .....

17. Information regarding packing equipment

(a) Sifter

Type Single /Double	Structure Wooden/Metal	Mesh Nos.	Quality of mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico type magnetic plates are:.....  
 Installed at the outlet

<p>18. Procedure of packaging (in cans/packets/Bottles) : Volume /mass</p>	<p>..... .....</p>																											
<p>19. Particulars of method of sterilization (if any) ➤ Whether retort/autoclave is available Or any other method is applied</p>	<p>..... .....</p>																											
<p>20. Capacity of the stores for Finished product (Give Dimensions of area)</p>	<p>.....</p>																											
<p>21. Number of Hand Dip/ Hand Driers Provided at the entrances; Wet Section Dry Section Packing Section</p>	<table border="0"> <thead> <tr> <th></th> <th><u>Hand Dip</u></th> <th><u>Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet Section</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Dry Section</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Packing Section</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<u>Hand Dip</u>	<u>Hand Drier</u>	Wet Section	.....	.....	Dry Section	.....	.....	Packing Section	.....	.....															
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Dry Section	.....	.....																										
Packing Section	.....	.....																										
<p>22. ➤ How machinery is driven in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)</p>	<p>..... .....</p>																											
<p>23. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Dry section ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (others)</p>	<table border="0"> <thead> <tr> <th></th> <th>Males</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Males	Female	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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<p>24. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc.(Please give details)</p>	<p>..... .....</p>																											
<p>25. Whether Quality Control Laboratory facilities are available and being used regularly. Whether any Quality Certification is obtained &amp; maintained</p>	<p>..... ..... .....</p>																											

<p>26. Particulars of other equipments used, with their capacities(if any)</p>	<p>.....  .....  .....  .....</p>
<p>27. If a system for Waste Water Treatment is being used in your factory</p> <p>(a) Is your factory has obtained Environmental Protection License ?</p> <p>(b) Protection License No.</p> <p>(c) Date of issue</p> <p>(d) Period of validity</p> <p>(e) Present status of the project works.</p>	<p>.....  .....  .....  .....  .....</p>

**Declaration by Applicant**

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date .....

.....  
Signature of Applicant &  
Authorized stamp

I hereby certify that the particulars stated in item 01 to 26 above have been checked by me and found to be true and correct.

Date:.....

Name of Inspector:.....

Signature:.....

**Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.1000/= + 3% NBT + 12% VAT per each coconut product by cheque postal order or money order, payable to the Chairman, Coconut Development Authority.**

Director/Processing Development,  
Coconut Development Authority,  
54, Nawala Road,  
Colombo 05.

<b><u>For office use only</u></b>	
Registration Fee:.....	.....
Receipt No:.....	.....
Signature of Cashier:.....	.....
Date:.....	.....

**COCONUT DEVELOPMENT AUTHORITY**

Registered Post

Processing Development Division  
54, Nawala Road,  
Colombo 05.

.....

**CIRCULAR TO ALL COCONUT MILK/MILK POWDER/ CREAM / MILK BASED PRODUCT PROCESSORS**

Circular No : CDA/Milk/Milk powder/Cream/ Milk based products2009/Prod-04

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Dear Sir,

**REGISTRATION AS A COCONUT MILK /MILK POWDER/ CREAM / MILK BASED PRODUCT MILLER/PROCESSOR FOR THE YEAR 2010**

Persons who desire to obtain registration as Coconut Milk/Milk Powder /Cream/Milk Based Product Miller/Processor with this Authority for the year 2010 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application Form duly filled to reach this office on or before 15<sup>th</sup> January, 2010 with a remittance of Rs. 1000/= + 3% NBT +12% VAT being Registration Fees.

Care should be taken to ensure that the application form is accurately filled, and correctly signed by the Applicant or a person authorized by him, on the Company's Stamp. It should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Further those who have obtained registration, will be entitled for a 30% discount at the time of analysis of samples.

Yours faithfully,

Director  
Processing Development Division  
Coconut Development Authority.

**Please Note:** All cheques, money orders accompanying application for registration should be drawn in favour of " The Chairman, Coconut Development Authority".

