

**Coconut Development Authority**  
**Processing Development Division**

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

CDA Reg. No:.....

**Application form for Renewal of Registration as a Desiccated  
Coconut Miller/Processor under the Coconut Development Regulation  
No. 1 of 1971 made under the Coconut Development Act. No.46 of 1971**

**YEAR – 2010**

1. Name of Application/Organization (See Note 1 below)	
2. Business Name (with the name of the mill) ➤ Address  ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Names Ordinance, if so give Business Registration certificate No.	No:.....
4. 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/      Nationality & Partners      how obtained ..... ..... .....
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgagee? ➤ 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>6.</p> <p>i. Local Authority's Licence (Licence for the year 2009 or receipt for the year 2010 would suffice)</p> <p>ii. Period during which the applicant has carried on business in this mill</p>	<p>Licence No. ....</p> <p>Year</p> <p>(Name and Address of local Authority)</p> <p>.....</p>
<p>7.</p> <ul style="list-style-type: none"> <li>➤ Distance from the Mill to Colombo</li> <li>➤ Exact location of the Mill</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>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> <li>➤ Length and breadth</li> <li>➤ Whether nut shed has been constructed:</li> </ul>	<p>.....</p> <p>.....</p>
<p>9. Wet Section</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. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> <li>➤ Capacity of the sterilizer tank</li> <li>➤ Has it been made according to the plan approved by C.D.A.</li> <li>➤ Fuel used for heating it:</li> <li>➤ Quantity of fuel used for a period of 10 hours:</li> <li>➤ Type of conveyer</li> <li>➤ Whether thermostat is installed to regulate the operation of the conveyer:</li> <li>➤ Particulars of methods of sterilization adopted for fancy grades:</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> <li>➤ No. of disintegrators and their types</li> <li>➤ No. of fancy cutters</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>

12. State the different grades manufactured. (Yes or No)	Fine ..... Medium ..... Super fine ..... Coarse ..... Fancies ..... Other Grades .....
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13. Dimensions of the dry section:

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

Type of flooring (Please state .....  
 the nature of flooring)

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

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

**Desiccators**

Type Single/Double	No.of Trays	Capacity for 10 hr. period	Method of Heating	Type of fuel	Quantity of fuel required for 10 hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces .....  
 Total No. of desiccators installed .....  
 Total No. of desiccators in use .....

**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 .....

**Boilers if any**

Type	Capacity	Type of Fuel used	Quantity of fuel required for 10 hr. period

15. Methods of conveying DC to the sifter from desiccators or driers																	
16. ➤ No. of cooling tables ➤ Measurements ➤ Type of metal sheets used (G.I./Aluminium/Stainless Steel) ➤ Whether they are covered by canopies : ➤ Whether there is a complete ceiling for the roof of the entire dry section.	..... Length ..... Breadth ..... ..... ..... .....																
17. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section	Length ..... Breadth ..... ..... .....																
18. Information regarding packing equipment (1) (a) Sifter																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Type Single /Double</th> <th style="width: 25%;">Structure Wooden/Metal</th> <th style="width: 25%;">Mesh Nos.</th> <th style="width: 25%;">Quality of mesh (G.I. Stainless Steel, Brass)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Type Single /Double	Structure Wooden/Metal	Mesh Nos.	Quality of mesh (G.I. Stainless Steel, Brass)	1.				2.				3.			
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1.																	
2.																	
3.																	
(b) Whether Alnico type magnetic plates are installed at the outlet (c) Method adopted to control the flow of DC (2) Whether heat sealer and its vacuum pump in operation : (3) (i) No. of bag stitching machine (ii) How they are operated ( hand/Electrical) (4) Whether vibrator packer is used for packing DC	..... ..... ..... ..... ..... .....																
19. How DC is packed(in bags/packets)																	
20. Storage capacity for DC packages (Give Dimensions of area)																	
21. No. of wooden platforms supplied for storing DC package																	

<p>22.</p> <ul style="list-style-type: none"> <li>➤ No of wells located in the mill premises. (tube/normal)</li> <li>➤ No of wells in use at present and their identification no. and type of chlorinators fitted:</li> <li>➤ No. of storage tanks in use and their capacities:</li> <li>➤ Has there been a water shortage during the previous year:</li> <li>➤ If so state steps taken:</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>								
<p>23.</p> <ul style="list-style-type: none"> <li>➤ Methods used for drying parings: (Parings yard/drier)</li> <li>➤ If parings yard is used, its location and its distance from the mill</li> <li>➤ Whether it is enclosed by a wall or some other way</li> <li>➤ Sludge Oil pits</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>								
<p>24. Particulars of any ancillary Industries. (Coconut milk, PDGC, coconut oil, Charcoal, Fibre &amp; Copra Kiln etc.)</p>	<table border="0"> <thead> <tr> <th style="text-align: left;">Address</th> <th style="text-align: left;">Capacity</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Address	Capacity	.....	.....	.....	.....		
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.....	.....								
<p>25. If the following are located in the premises of the mill state their exact location and distance from the mill.</p> <ul style="list-style-type: none"> <li>➤ Husk retting pits</li> <li>➤ Charcoal pits</li> <li>➤ Copra Oil pits</li> <li>➤ Cattle sheds</li> <li>➤ Work- shops</li> <li>➤ Coconut Oil/ Fibre Mills</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>								
<p>26. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc.(Please give details)</p>									
<p>27. Lavatories and Wash Rooms</p> <ul style="list-style-type: none"> <li>➤ For employees of wet and drying section</li> <li>➤ For Others</li> <li>➤ Distance from the mill</li> </ul>	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Wash Rooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Wash Rooms</u>	.....	.....	.....	.....	.....	.....
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<p>28. Number of Hand Dip/ Hand Driers provided at the entrances.</p>	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Hand Dip</u></th> <th style="text-align: left;"><u>Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet Section.....</td> <td>.....</td> </tr> <tr> <td>Dry Section .....</td> <td>.....</td> </tr> <tr> <td>Packing Section...</td> <td>.....</td> </tr> </tbody> </table>	<u>Hand Dip</u>	<u>Hand Drier</u>	Wet Section.....	.....	Dry Section .....	.....	Packing Section...	.....
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Wet Section.....	.....								
Dry Section .....	.....								
Packing Section...	.....								
<p>29. Whether plastic covers are provided for all tube lights inside the mill</p>									

<p>30.</p> <ul style="list-style-type: none"> <li>➤ How machinery is drive in the mill (main current/Engine/Generator)</li> <li>➤ Whether stand-by generator has been installed:(State capacity)</li> </ul>	<p>.....</p> <p>.....</p>																				
<p>31.</p> <ul style="list-style-type: none"> <li>➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery.</li> <li>➤ H P of Engine</li> </ul>	<p>.....</p> <p>.....</p>																				
<p>32. Particulars regarding production of DC during previous year ( 2009)</p> <ul style="list-style-type: none"> <li>➤ Average number of nuts used for a day for the production of DC</li> <li>➤ Average production of DC pre day (Kg.)</li> <li>➤ Average no of hours worked per day.</li> <li>➤ No of days the mill has been in production in the previous year.</li> <li>➤ Quantity of DC produced in the previous year.</li> </ul>	<p>.....</p> <p>.....</p> <p>From: ..... To:.....</p> <p>.....</p> <p>.....</p>																				
<p>33. No of Employees</p> <ul style="list-style-type: none"> <li>➤ Hatcheting</li> <li>➤ Paring</li> <li>➤ Washing and others in the wet section</li> <li>➤ Disintegrating</li> <li>➤ Desiccating</li> <li>➤ Packing Section</li> <li>➤ Supervisors</li> <li>➤ Clerks, Drivers etc.,</li> <li>➤ Labourers (others)</li> </ul>	<table border="0"> <thead> <tr> <th style="text-align: center;">Males</th> <th style="text-align: center;">Female</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Males	Female	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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<p>34. Date of last medical examination of employees</p>																					
<p>35. Whether suitable rest rooms are available for mill workers</p>																					
<p>36. Whether high pressure power Washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>																				
<p>37. Whether Quality Control Laboratory facilities are available and being used regularly.</p>																					
<p>38. Is your DC factory insured ? If so please give details:</p> <ul style="list-style-type: none"> <li>➤ Fire policy</li> <li>➤ Workman's compensation</li> <li>➤ Period of cover</li> <li>➤ Certificate Nos.</li> </ul>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																				

<p>39. Major improvements/renovations carried out during the previous year (2009)</p> <p>40. New/Additional equipment installed during 2009 ( e.g. new drier cutter etc.)</p>	
<p>41. Type of Vacuum Packer use</p>	
<p>42. If your DC factory has been Established Waste Water Treatment Facility</p> <p>(a) Is your DC factory obtained Environmental Protection License ?</p> <p>(b) Protection License No.</p> <p>(c) Date of issued</p> <p>(d) Period of validity</p> <p>(e) Present status of the project works.</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.

I am/We are aware that registration as a manufacturer of Desiccated Coconut for the year 2010 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2010 are carried out by me/us satisfactorily on or before 2010.01.31.
- (b) During and throughout the year 2010 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standards of quality of DC produced in the above factory.
- (c) If at any stage during the year 2010 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date .....

.....  
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 42 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 countersigned by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.3000/=+ 3% NBT + 12% VAT by cheque postal order or money order, payable to the Chairman, Coconut Development Authority.

- The registration should be completed only after fulfilling all the repairing activities on the DC Mill within the 1<sup>st</sup> quarter of the year.

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

**For office use only**

Registration Fee:.....

Receipt No:.....

Signature of Cashier:.....

Date:.....

Date:.....

**COCONUT DEVELOPMENT AUTHORITY**

Registered Post

Processing Development Division  
54, Nawala Road,  
Colombo 05.  
October 27, 2009

CIRCULAR TO ALL DC MILLERS

*Circular No : CDA/DC/M/2009/2-Registration*

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

Dear Sir/ Sirs,

**RENEWAL OF REGISTRATION AS A DESICCATED COCONUT MILLER/PROCESSOR  
FOR THE YEAR 2010**

Persons who desire to obtain registration as desiccated coconut millers/processors 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. 3000/= + 3% NBT+ 12% VAT being Registration Fees .

Care should be taken to ensure that the all pages of application form is accurately filled, and correctly signed by the Applicant or a person authorised 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.

Yours faithfully,

Director (Processing Development)  
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".

