

Coconut Development Authority

Processing Development Division

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

**Application form for Registration as a Virgin Coconut Oil
Miller/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)	
2. Business Name (with the name of the mill) ➤ Address ➤ Telephone Number ➤ Fax Number 2.1 Contact Person
3. Certificate of Business Registration /Registered Business names Ordinance (attached copy of certificate)	No:..... Date:.....
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?(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.

6. Period during which the applicant has engaged in production in this mill									
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated:									
8. Brief description of main product and by products									
9. Quantity of virgin coconut oil & by products manufactured in this mill during 2009									
10. Particulars of any ancillary industries (whether DC, Copra, Fibre & Charcoal etc.)									
11. No of Employees employed at present	<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								
12. ➤ How machinery is driven in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)									
13. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc.(Please give details)									
14. Whether Quality Control Laboratory facilities are available and being used regularly.									

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

Item	Kg. per month	Source Local/Imported

17. Machinery & Equipment

Process	Machinery & Equipment	Capacity	No. of Items	Condition
Cleaning				
Coconut graters/ Splitting machines/ Cutters				
Drying				
Oil expulsion				
Sedimentation				
Separation				

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

I hereby certify that the particulars stated in item 1 to 18 above have been checked by me and found to be true and correct.

Date:.....

Name of Inspectors:.....

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,
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.

5th November , 2009

CIRCULAR TO ALL VIRGIN COCONUT OIL MILLERS

Circular No : CDA/PD/V-OilMill/2009/1-Registration

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Dear Sir/ Sirs,

**REGISTRATION AS A VIRGIN COCONUT OIL MILLER/PROCESSOR
FOR THE YEAR 2010**

Persons who desire to obtain registration as virgin coconut oil 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 15th 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, and forwarded to this office on or before the due date by Registered Post.

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:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of " The Chairman, Coconut Development Authority".
2. 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
3. Please note to submit your production reports, to this Authority on or before the 8th day of the each month.