

SPECIAL ISSUE

2461

Kenya Gazette Supplement No. 92

2nd April, 2026

(Legislative Supplement No. 59)

LEGAL NOTICE NO. 65

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING)
REGULATIONS, 2026

ARRANGEMENT OF REGULATIONS

Regulation

PART I — PRELIMINARY

- 1— Citation.
- 2— Interpretation.
- 3— Object of the Regulations.

PART II— REGISTRATION AND LICENSING

- 4— Application for registration of a commercial tea nursery.
- 5— Registration of small scale and medium scale tea grower.
- 6— Registration of large-scale tea grower.
- 7— Restriction on double registration.
- 8— Change of tea factory.
- 9— Change of grower's particulars.
- 10— Green Leaf Agreement.
- 11— Registration of a commercial green leaf transporter.
- 12— Obligations of a commercial green leaf transporter.
- 13— Registration of a management agent.
- 14— Management Agent Agreement.
- 15— Registration of a warehouse operator.
- 16— Registration of a tea packer.
- 17— Duty on imported or transit tea packed for the local market.
- 18— Registration of a tea buyer or exporter.
- 10— Registration of a tea importer.
- 20— Pre-import approval.
- 21— Conditions for import.

- 22— Export or Import Permit.
- 23— Statistical returns for tea buyer, exporter or importer.
- 24— Registration of a tea broker.
- 25— Transit tea.
- 26— Registration of auction organiser.
- 27— Revocation or alteration of registration.
- 28— Obligations of a holder of a Certificate of Registration.

PART III— LICENSING

- 29— Tea manufacturing licence.
- 30— Obligations of a holder of manufacturing licence.
- 31— Register of manufacturers.
- 32— Annual and monthly production statistical returns.
- 33— Revocation, alteration or suspension of a licence.

PART IV — MISCELLANEOUS PROVISIONS

- 34— Review by county governments.
- 35— Review by the Board.
- 36— Validity of licenses and Certificate of Registration.
- 37— Timeline for renewal of registration or licence.
- 38— Register and publication of names and particulars.
- 39— Change in particulars.
- 40— Transferability of licence or Certificate of Registration.
- 41— Licence and Registration fees.
- 42— General Penalty.
- 43— Transitional provisions.

SCHEDULES: FIRST SCHEDULE: FORMS

SECOND SCHEDULE: FEES

THE TEA ACT

(Cap. 343)

IN EXERCISE of the powers conferred by section 74 of the Tea Act, the Cabinet Secretary for Agriculture and Livestock Development, makes the following Regulations—

THE TEA (REGISTRATION AND LICENSING) REGULATIONS,
2026

1. These Regulations may be cited as the Tea (Registration and Licensing) Regulations, 2026. Citation.

2. In these Regulations, unless the context otherwise requires— Interpretation.

“Black CTC tea” means oxidised and dried tea manufactured through cutting, tearing and curling from leaves, buds and tender stems of varieties of the species *Camiellia sinensis (linaeus)*;

“Black CTC tea manufacture” means the processing of Black CTC teas;

“Certificate of Origin” means a document issued by a competent authority from the country of export confirming the origin of tea product;

“electronic trading platform” means an information technology system established by an auction organiser for purposes of facilitating on line trading of tea;

“green leaf” means the 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 the Act;

“medium scale tea grower” has the meaning assigned to it under the Act;

“National Processing Capacity Survey Report” means an assessment carried out by the Board 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 the Act;

“specialty teas” has the meaning assigned to it under the Act;

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

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

“tea factory” has the meaning assigned to it under the Act;

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

3. (1) The object of these Regulations is to provide a framework for the registration and licensing of players along the tea value chain.

Object of the Regulations.

(2) Without prejudice to the generality of sub regulation (1), the purpose of these Regulations is to provide the—

- (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) 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 review process in case of refusal or denial of a license or registration;
- (e) declaration and submission of returns on tea; and
- (f) fees charged under these Regulations.

PART II — REGISTRATION

4. (1) A person seeking to establish a commercial tea nursery shall apply for registration to the county government from the area they intend to establish the tea nursery.

Application for registration of a commercial tea nursery.

(2) An application for registration of a commercial tea nursery under sub regulation (1) shall be in Form TBK\CG\A set out in the First Schedule and be accompanied by the fee set out in the Second Schedule.

(3) The county government shall, within thirty days of receipt of an application under sub regulation (2), 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; or
- (b) rejected, notify the applicant in writing and state the reasons for the decision.

(4) An applicant for registration of a commercial tea nursery who is aggrieved by the decision of the county government may apply to the county government for a review of the decision within sixty days from the date of receipt of the decision.

(5) A commercial tea nursery registered under this regulation shall submit annual return to the respective county government and a copy to the Board by the fifteenth day of January in each year in Form TBK\CG\A2 set out in the First Schedule.

(6) A person who contravenes the provisions of sub regulations (1) and (5) commits an offence and shall pursuant to section 38(4) of the Act, 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.

5. (1) A small-scale tea grower or medium-scale tea grower shall apply for registration with the tea factory where they deliver green leaf.

Registration of small scale and medium scale tea grower.

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

(3) Where the tea factory approves an application under this regulation the manager of the tea factory shall issue a Certificate of Registration to the small-scale tea grower or medium-scale tea grower in Form TBK\TB\B1 set out in the First Schedule.

(4) Before issuing a Certificate of Registration under this regulation, the tea factory shall verify the tea growers' details and prepare a farm verification report on the tea grower eligibility which shall be kept in the tea factory for inspection by the Board.

(5) Where the tea factory rejects an application under this regulation the manager of the tea factory shall notify the applicant of the decision in writing and state the reasons for the decision.

(6) An applicant for registration as small-scale or medium-scale tea grower who is aggrieved by the decision of the factory may appeal to the Board within sixty days from the date of receipt of the decision.

(7) A tea factory shall maintain a Register of all growers registered under this regulation who supply green leaf to the tea factory.

(8) The Register maintained under sub regulation (7) shall contain the details specified in Form TBK/TB/B2 set out in the First Schedule in addition to the information specified under section 21(3) of the Act.

(9) A tea factory shall submit a copy of the register maintained under sub regulation (8) to the Board and the county government by the fifteenth day of January of every year in Form TBK/TB/B2 set out in the First Schedule.

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

6. (1) A large-scale tea grower shall apply for registration with the Board.

Registration of large-scale tea grower.

(2) An application for registration as a large-scale tea grower shall be in Form TBK\TB\C set out in the First Schedule.

(3) The Board shall, within thirty days of receipt of an application under sub regulation (2), consider the application and where the application is—

- (a) approved, issue a Certificate of Registration in Form TBK\TB\C1 set out in the First Schedule; or
- (b) rejected, notify the applicant in writing and state the reasons for its decision.

(4) The Board shall maintain a Register of all large-scale tea growers registered with the Board in Form TBK\TB\C2 set out in the First Schedule and furnish a copy to the respective county government annually.

(5) Where a registered large-scale tea grower sells or transfers the parcel of land on which tea is grown, the Certificate of Registration issued to the large-scale tea grower shall be revoked and the new owner of the land shall be required to register with the Board in accordance with this regulation.

(6) A person who contravenes the provisions of sub regulations (1) and (5) commits an offence and shall pursuant to section 23(3) of the Act, be liable, on conviction, to a fine not exceeding one million shillings, or imprisonment for a term not exceeding two years, or to both.

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.

Restriction on double registration.

(2) Notwithstanding sub regulation (1), a small-scale or medium-scale 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) A small-scale or medium-scale tea grower who intends to register as a grower using a parcel of land that is jointly owned but no separate title deeds have been issued on the parcel of land, shall provide evidence of allocation of the parcel of land supported by a letter from the area Chief of where the land is located.

(4) 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.

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

Change of tea factory.

(2) A tea factory that receives the notice under subregulation (1) from a tea grower shall within one month of the receipt of the notice release the grower subject to the grower clearing any outstanding dues with the factory.

(3) Upon expiry of the one-month notice period and clearance of any outstanding dues with the factory, a grower shall be deemed to have been released from the tea factory.

(4) 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.

9. (1) A small-scale tea grower or medium-scale tea grower shall notify the tea factory or the Board in the case of a large-scale tea grower, of any changes in particulars after any registration made pursuant to these Regulations.

Change of grower's particulars

(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 government under regulation 5(9) shall be evidence that a person is a registered grower with a tea factory unless the contrary is proven.

(4) 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.

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

Green Leaf Agreement.

(2) A Green Leaf Agreement signed under sub-regulation (1) shall be in Form TBK\TB\D set out in the First Schedule.

(3) The parties to the Green Leaf Agreement may include such additional terms and conditions as may be agreed between the parties.

(4) Every grower and tea factory that has signed a Green Leaf Agreement shall keep a copy of the executed Agreement.

11. (1) A person shall not operate as a commercial green leaf transporter unless the person is registered by the Board.

Registration of a commercial green leaf transporter.

(2) A person intending to operate as a commercial green leaf transporter shall submit an application for registration or renewal of a registration to the Board in Form TBK/TB/E set out in the First Schedule

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) A person intending to register as a commercial green leaf transporter under this regulation shall obtain a letter of no objection from the respective county government.

(5) The Board shall, within thirty days from the date of receipt of all the application requirements under this regulation, determine the application, taking into consideration the recommendation by the tea factory company limited where the applicant intends to provide green leaf transport services.

(6) Where the application under sub regulation (5) is—

- (a) approved, the Board shall issue a Certificate of Registration in Form TBK/TB/E1 as set out in the First Schedule; or
- (b) rejected, the Board shall notify the applicant in writing and state the reasons for its decision.

(7) A tea factory shall maintain a Register of a commercial green leaf transporter registered under this regulation in Form TBK/TB/E2 set out in the First Schedule for inspection by the Board and the respective county government.

(8) The Board shall issue an identification sticker to a commercial green leaf transporter registered under this regulation.

(9) Every commercial green leaf transporter shall display the green leaf transport identification sticker issued by the Board on the front windscreen of their vehicle when transporting green leaf.

(10) The Board shall collaborate with the respective county government in the regulation of commercial green leaf transporters.

(11) A commercial green leaf transporter who contravenes the registration provisions of this regulation commits an offence and shall pursuant to section 37(4) of the Act, 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.

12. (1) A commercial green leaf transporter registered under regulation 11 shall enter into a Green Leaf Transportation Agreement for a minimum period of one year with the tea factory where they intend to provide green leaf transport services.

Obligations of a commercial green leaf transporter.

(2) A commercial green leaf transporter shall—

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

(3) A commercial green leaf transporter who contravenes the provisions of this regulation commits an offence and shall pursuant to section 71 of the Act, 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.

13. (1) A person shall not operate as a management agent unless the person is registered by the Board.

Registration of a management agent.

(2) A person intending to operate as a management agent shall submit an application for registration to the Board in Form TBK\TB\F set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) The Board shall within thirty days upon receipt of an application under sub regulation (2), 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 in writing and state the reasons for its decision.

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

(6) A person who contravenes the provisions of sub regulation (1) and (5) commits an offence and shall pursuant to section 33(5) of the Act, be liable, on conviction, to imprisonment for term not exceeding three years or to a fine not exceeding five million shillings or to both.

14. (1) A management agent shall enter into a Management Agent Agreement with every tea factory that they intend to provide management agent services to or with any person who intends to manufacture or deal in tea.

Management Agent Agreement.

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

(3) A person who commits an offence under this regulation shall pursuant to section 71 of the Act, 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.

15. (1) A person shall not carry out the business of tea warehousing unless the person is registered by the Board.

Registration of a warehouse operator.

(2) A person intending to carry out the business of tea warehousing shall submit an application for registration to the Board as a warehouse operator in Form TBK\TB\G set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) A person applying for registration as a warehouse operator shall obtain a letter of no objection from the respective county government.

(5) The Board shall within thirty days upon receipt of an application under sub regulation (2), 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 in writing and state the reasons for its decision.

(6) A 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 respective county government in Form TBK\TB\G2 set out in the First Schedule.

(7) A person who contravenes the provisions of sub-regulations (1), (4) and (6) commits an offence and shall, pursuant to section 28(4) of the Act, be liable, on conviction, to imprisonment for term not exceeding three years or to a fine not exceeding five million shillings or to both.

16. (1) A person shall not operate as a tea packer unless the person is registered by the Board.

Registration of a tea packer.

(2) A person intending to operate as a tea packer shall submit an application for registration to the Board in Form TBK\TB\H set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) A person intending to apply for registration as a tea packer shall obtain a letter of no objection from the respective county government.

(5) The Board shall within thirty days upon receipt of an application under sub regulation (2), 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 in writing and state the reasons for its decision.

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

(7) A tea packer who contravenes sub regulations (1), (4) and (5) commits an offence and shall pursuant to section 29(4) of the Act, 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.

17. (1) Every tea packer who packs imported or transit teas for the local market shall pay duty and value added tax levied on such tea in accordance with the Act, and any other relevant written law.

Duty on imported or transit tea packed for the local market.

(2) A packer who contravenes the provisions of this regulation commits an offence and shall pursuant to section 71 of the Act, 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.

18. (1) A person shall not carry on the business of tea buying or tea exporting unless the person is registered by the Board.

Registration of a tea buyer or exporter.

(2) A person intending to carry on the business of tea buying or tea exporting shall submit an application for registration to the Board in Form TBK\TB\J set out in the First Schedule.

(3) The application under sub-regulation (2) shall be accompanied by information contained in Form TBK\TB\J set out in the First Schedule and the fee specified in the Second Schedule.

(4) The Board shall within thirty days upon receipt of an application under sub regulation (2), 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 in writing and state the reasons for its decision.

(5) A tea buyer or exporter shall declare to the Board all their tea export consignments at the point of export using Form TBK/TB/J2 set out in the First Schedule.

(6) A person who contravenes the provisions of sub regulations (1) and (5) commits an offence and shall pursuant to section 30(4) of the Act, 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.

19. (1) A person shall not carry on the business of tea importation unless the person is registered by the Board.

Registration of a tea importer.

(2) A person intending to carry on the business of tea importation shall submit an application for registration to the Board in Form TBK\TBK set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) The Board shall within thirty days upon receipt of an application under sub regulation (2), determine the application and where the application is —

- (a) approved, issue a certificate of registration in Form TBK\TBK1 set out in the First Schedule; or
- (b) rejected, notify the applicant in writing and state the reasons for its decision.

(5) A person who contravenes the provisions of sub regulation (1) commits an offence and shall pursuant to section 30(4) of the Act, 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.

20. (1) A person registered as an importer under these Regulations shall not import tea into Kenya without a pre-import approval issued by the Board.

Pre-import
approval.

(2) A registered importer intending to import tea into Kenya shall submit an application to the Board for pre-import approval in Form TBK\TB\ set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied the fee specified in the Second Schedule and meet the preconditions specified in section 31(1)(a) and (b) of the Act.

(4) The Board shall within thirty days upon receipt of an application under sub regulation (2), determine the application and where the application is —

- (a) approved, issue the pre-import approval in Form TBK\TB\1 set out in the First Schedule; or
- (b) rejected, notify the applicant in writing and state the reasons for its decision.

(5) The following tea imports shall be exempt from pre-import approval by the Board—

- (a) teas consigned for sale at the tea auction; and
- (b) transit teas.

(6) 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\2 set out in the First Schedule.

(7) A person who provides false information or contravenes the provisions of this regulation commits an offence and shall pursuant to section 31(2) of the Act, 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.

21. (1) An importer shall not import tea into Kenya without a valid certificate of conformity to the Kenya Tea Standards from an accredited institution from the country of origin.

Conditions for import.

(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 from 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 this regulation commits an offence and shall pursuant to section 31(2) of the Act, 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.

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

Export or Import Permit.

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

23. (1) A tea buyer, exporter or 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.

Statistical returns for tea buyer, exporter or importer.

(2) A person who contravenes sub regulation (1) 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.

24. (1) A person shall not operate as a tea broker unless the person is registered by the Board.

Registration of a tea broker.

(2) A person intending to operate as a tea broker shall submit an application for registration to the Board in Form TBK\TB\P set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) The Board shall within thirty days upon receipt of an application under sub regulation (2), 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.

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

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

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

(8) A person who contravenes the provisions of sub regulations (1), (5), (6) and (7) commits an offence and shall pursuant to section 32(5) of the Act, 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.

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

Transit tea.

26. (1) A person shall not organise a tea auction or deal in tea as a tea auction organizer unless the person is registered by the Board.

Registration of auction organizer.

(2) A person intending to operate as a tea auction organiser shall submit an application for registration to the Board in Form TBK\TB\Q set out in the First Schedule.

(3) The application under sub regulation (2) shall be accompanied by the fee specified in the Second Schedule.

(4) The Board shall within thirty days of receipt of an application under sub regulation (2), 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 in writing and state the reasons for its decision.

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

(6) An auction organiser shall not later than the fourteenth 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 set out in the First Schedule.

(7) A person who contravenes the provisions of sub regulations (1) and (7) commits an offence and shall pursuant to section 35(4) of the Act, 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.

27. (1) The Board or the county governments, as the case may be, may revoke, alter, suspend or vary a Certificate of Registration if the holder of the Certificate—

Revocation,
alteration,
suspension or
variation of
registration.

- (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 Certificate;
- (c) fails to comply with a lawful requirement or demand given by the Board or the county government;
- (d) obtains the 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 written law.

(2) The Board or the county government as the case may be, shall issue a written notice of the proposed revocation, alteration, suspension, variation or cancellation of the Certificate of Registration to the holder of the Certificate detailing the violations or reasons thereof and give at least fourteen days to respond.

(3) The holder of the Certificate of Registration who is notified of the proposed revocation, alteration, suspension, variation or cancellation of the Certificate of Registration in sub regulation (2) above may submit a response in writing to the Board or the county government proposing to revoke, alter, suspend or vary the Certificate.

(4) The Board or the county government 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.

(5) A holder of a Certificate of Registration who is aggrieved by the decision of the Board or the county government may within thirty days of the decision appeal to a court of competent jurisdiction.

(6) The holder of a Certificate of Registration which is revoked shall immediately surrender it to the Board or the county government, as the case may be.

28. A Certificate of Registration issued under these Regulations shall lapse if the holder of the Certificate does not commence operations within two years from the date of issuance.

Obligations of holder of a Certificate of Registration.

PART III- LICENSING

29. (1) A person shall not manufacture tea without a valid tea manufacturing licence issued by the Board.

Tea manufacturing licence.

(2) A person intending to manufacture Black CTC tea shall apply to the Board for a licence in Form TBK\TB\R set out in the First Schedule.

(3) A person intending to manufacture specialty teas shall apply to the Board for a licence in Form TBK\TB\R1 set out in the First Schedule.

(4) An application for a licence to manufacture Black CTC tea and specialty tea shall be accompanied by information contained in Form TBK\TB\R and TBK\TB\R1 set out in the First Schedule and the fees specified in the Second Schedule.

(5) An application for a licence to manufacture Black CTC tea and specialty tea shall be accompanied a no objection from the respective county government;

(6) 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 prescribed under the Act and any other relevant written law.

(7) Where an application under this regulation is approved, the Board shall pursuant to section 25(3)(a) of the Act and after consultation with the Cabinet Secretary—

(a) in the case of Black CTC tea, issue a Black CTC tea manufacturing licence in Form TBK\TB\R2 set out in First Schedule; or

(b) in the case of specialty tea, issue specialty tea manufacturing licence in Form TBK\TB\R3 set out in the First Schedule.

(8) Where an application under this regulation is rejected, the Board shall pursuant to section 25(3)(b) of the Act notify the applicant of the decision within fourteen days of the decision.

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

(10) A person shall only be issued with a Black CTC tea 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.

(11) 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.

(12) An applicant for a manufacturing licence under this regulation shall provide evidence of shareholding by tea growers with the prescribed minimum hectarage of land planted with tea in the company.

(13) When licensing a new Black CTC tea 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.

(14) Where necessary, the Board and the respective county government shall mediate to decide how growers are distributed between an existing and a new tea factory before issuing a license.

(15) The Board may pursuant to section 25(3)(c) of the Act revoke, vary or suspend a tea manufacturing licence issued under this regulation where the licensee is found to have contravened the provisions of the Act or these Regulations.

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

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

Obligations of a holder of manufacturing licence.

Provided that, where the factory is not constructed or commissioned within the specified period, the tea manufacturing licence shall lapse and the applicant may submit a fresh application to the Board.

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

(3) A person who contravenes the provisions of sub regulation (2) commits an offence and shall be liable, on conviction, to the penalty provided under section 27(2) of the Act.

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

(5) A holder of a tea manufacturing licence shall furnish the Board and the respective county government with a certified copy of the register of growers under that factory as may be required from time to time.

(6) A holder of a tea manufacturing licence shall notify the Board and the respective county government of any intended sale or transfer of ownership of its holdings at least six months before the transaction is effected.

(7) Upon the sale or transfer of majority ownership of a tea factory, the tea manufacturing licence shall lapse and the new owner of the tea factory shall be required to apply for a new licence from the Board.

(8) A person who contravenes the provisions of sub regulations (4) and (6) 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.

31. The Board shall maintain a Register of all the licensed manufacturers and shall enter in the Register the particulars prescribed in Form TBK\TB\S set out in the First Schedule.

Register of manufacturers.

32. (1) A holder of a Black CTC tea manufacturing licence and a specialty tea manufacturing licence shall—

Annual and monthly production statistical returns.

- (a) not later than the fourteenth day of each month, complete and submit to the Board and a copy to the respective County Government a monthly production statistical return in Form TBK\TB\T set out in the First Schedule; and
- (b) not later than the fifteenth day of January of every year, complete and submit to the Board with a copy to the respective County Government, 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 pursuant to section 71 of the Act, 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.

33. (1) The Board may revoke, alter or suspend a licence where a licence holder—

Revocation, alteration or suspension of a licence.

- (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 licence fraudulently; or
- (e) commits an offence under the Act or in respect of the licensed activity.

(2) Before the Board revokes, alter or suspends a licence, the Board shall give the licence holder an opportunity to be heard.

(3) The Board shall issue a written notice of the proposed revocation, alteration or suspension of the licence to the licence holder detailing the violations or reasons of the intended revocation, alteration or suspension and give the licence holder a minimum period of fourteen days to respond to the proposed revocation, alteration or suspension of the licence.

(4) The holder of a licence who is notified of the proposed revocation, alteration or suspension of licence in sub regulation (3) may submit a response in writing to the Board within fourteen days of receipt of the notice.

(5) The Board shall consider the proposed revocation, alteration, or suspension of the licence after the lapse of the notice period and convey a written 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 under this regulation may appeal to the High Court.

PART IV — MISCELLANEOUS PROVISIONS

34. (1) A person who is aggrieved by the decision of the county government may apply to the county government for a review of the decision within sixty days from the date of receipt of the decision.

Review by county governments.

(2) Each county government shall establish a committee to undertake the review of a decision in respect of refusal, denial, revocation, renewal or variation of a registration.

(3) A committee established under sub-regulation (2) shall comprise of—

- (a) the County Executive Committee Member for the time being responsible for matters relating to agriculture;
- (b) the County Executive Committee Member for the time being responsible for matters relating to trade;
- (c) two representatives from the respective County Chamber of the Kenya National Chamber of Commerce;
- (d) the County Commissioner; and

(e) the County Attorney.

(3) The Committee shall review application within thirty days of the application and communicate its decision in writing to the applicant within thirty days from the date of the decision.

(4) A person who is aggrieved by the decision of the Committee established under this regulation may appeal to the High Court within thirty days from the date of receipt of the decision.

35. (1) An applicant for or a holder of a license or Certificate of Registration who is aggrieved by the decision of the Board, may apply for review of the decision to the Board within sixty days from the date of receipt of the notice of the decision.

Review by the Board.

(2) The application for review shall be made to the Board in writing using Form TBK\TBV set out in the First Schedule supported by the grounds of the review and copies of relevant documents.

(3) The Board shall establish a Committee to consider, determine and make recommendations on applications for review arising from the decision of the Board with respect to licensing and registration.

(4) The Committee shall consider the application for review within sixty days from the date of receipt of the application.

(5) The Board shall communicate the decision of the Committee to the applicant or holder of a license or registration certificate within ninety days from the date of receipt of the application for review.

(6) In performance of its functions and subject to the provisions of the Act and these Regulations, the Committee established under this regulation shall regulate its own procedures.

(7) A person who is aggrieved by the decision of the Committee may appeal to the High Court.

36. Every licence and Certificate of Registration issued under these Regulations shall expire on the thirtieth day of June of each year.

Validity of licences and Certificates of Registration. Timeline for renewal of registration or licence.

37. (1) An application for a renewal of a licence or a Certificate of Registration shall be made at least one month prior to the expiry of such licence or Certificate of Registration.

(2) An application for the renewal of a licence or a Certificate of Registration issued under these Regulations shall, with necessary modifications, be the similar to the procedure for the application for the licence or registration.

(3) The Board may consider a late application for renewal of a licence or Certificate of Registration made within six 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.

(4) A Certificate of Registration or manufacturing licence issued under these Regulations shall lapse if not renewed within six months after the due date of renewal and the applicant shall be required to make a fresh application.

38. The Board or the county government, as the case may be, shall maintain a register of persons registered or licensed under these Regulations and may publish the register.

Register and publication of names and particulars.

39. (1) Where there is change of particulars used in the application for a registration or licence issued under these Regulations, the holder of the Certificate of Registration or licence shall be required to notify the Board of the change of particulars therein.

Change of particulars.

(2) Where the change of particulars under sub regulation (1) is significant to warrant the issuance of a new Certificate of Registration or licence, the Board shall notify the holder of the Certificate of Registration or licence to apply for a new Certificate of Registration or licence.

40. (1) A licence or Certificate of Registration issued by the Board or the county government under these Regulations shall not be transferable to third parties.

Transferability of licence or certificate of registration.

(2) A person who contravenes the provisions of this regulation commits an offence and shall, pursuant to section 71 of the Act 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.

41. (1) The fees to be charged for a licence, Certificate of Registration or renewal of a licence or certificate issued under these Regulations shall be as set out in the Second Schedule.

Licence and registration fees.

(2) The fees charged for a licence and a Certificate of Registration or renewal of the licence or certificate issued under these Regulations shall be collected by the Board and apportioned equally between the Board and the respective county government.

42. A person who commits an offence under these Regulations, for which no penalty is provided shall be liable, on conviction, to the penalty provided in section 71 of the Act.

General penalty.

43. (1) All licences and Certificate of Registration existing before the coming into effect of these Regulations shall remain valid until their expiry, and subsequent licenses and Certificate of Registration shall be issued in accordance with the provisions of these Regulations.

Transitional provisions.

(2) A holder of a Black CTC tea or a specialty tea license issued before the coming into effect of these Regulations shall comply with regulation 29(10) and (11) within four years of publication of these Regulations in the *Gazette*.

FIRST SCHEDULE

FORMS

FORM TBK\CG\A

(r.4(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

THE COUNTY GOVERNMENT OF.....

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)

1.
2.
3.
4.

Date.....

Signature.....

Applicant or his duly authorized agent

FOR OFFICIAL USE:

Approval by: County Government

Remarks.....

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

Requirements

1. An application for registration shall be made to the County Government 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.

FORM TBK\CGVA1

(r.4(3(a)))

THE TEA ACT

(Cap. 343)

THE COUNTY GOVERNMENT OF.....

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

COMMERCIAL TEA NURSERY CERTIFICATE OF REGISTRATION

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 Government 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 or tea factory (s) in their catchment in establishment of a commercial tea nursery.
9. The County Government 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, 2026, and such terms and conditions as specified herein.

Date Signature/Stamp.....

County Government of

FORM TBK\CGVA2

(r. 4(5))

THE TEA ACT

(Cap. 343)

THE COUNTY GOVERNMENT OF.....

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.	
ii.	
iii.	

- iv.
- v.
- 3. Number of seedlings sold in the year
- 4. Factory/Factories served by the Nursery
 - i.
 - ii.
 - iii.
 - iv.
 - v.

Date

Signature/Stamp.....

This Form should be submitted to the respective County Government with a copy to Tea Board of Kenya by 15th day of January in each year.

A separate Form to be filled for each tea nursery.

FORM TBK\TB\B

(r. 5(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION AS SMALL OR MEDIUM SCALE TEA
GROWER

To:Tea Factory

Application is hereby made for registration to deliver green leaf from
.....hectares 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
5. Ward
6. Sub-County
7. 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 stamp	Signature.....

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.

FORM TBK\TB\B1

(r.5(3))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

SMALL AND MEDIUM SCALE TEA GROWER CERTIFICATE OF
REGISTRATION

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 Certificate of Registration is issued subject to compliance with the provisions of the
Act, Tea (Registration and Licensing) Regulations, 2026 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 Government 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.

FORM TBK\TB\B2

(r.5(8)(9))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.	Growers No.	Growers' Name	Gender	Date of birth	ID No.	Phone No.	County	Sub-County	Ward	Tea Buying Centre and code	LR No. (s)	Total hectareage	Area under tea (hectareage)		No. of Bushes		Deliveries of green leaf in Kgs		Date of signing of Greenleaf
													Green	Purple	Green	Purple	Green	Purple	
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 shall be forwarded electronically to the Board and a copy to the respective County Government 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 2026.

FORM TBK\TB\ C

(r.6(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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

- 1 L.R. No. or No's.....
2. Total Size (Hectares).....
3. Sub-Location.....
4. Location.....
5. Ward.....
6. Sub-County.....
7. 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.

FORM TBK\TBVC1

(r. 6(3)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

LARGE SCALE TEA GROWER CERTIFICATE OF REGITRATION

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 Certificate of Registration is issued subject to compliance with the provisions of the Act, Tea (Registration and Licensing) Regulations, 2026 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.

FORM TBK\TB\C2

(r.6(4))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

LARGE SCALE TEA GROWERS REGISTER

Period.....

Details of large-scale tea growers: -

No.	Growers No.	Growers' Name	Gender	ID No.	Phone No.	Email address	County	Sub-County	Ward	LR No.(s)	Total Hectareage of the land	Hectareage under tea	No. of Bushes	Tea Factory
1														
2														
3														
4														
5														
6														
TOTAL														

Chief Executive Officer – Tea Board of Kenya:

Date and stampSignature.....

FORM TBK\TB\D

(r.10(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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 ofYEARS, 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 not be registered with more than one tea factory at a time using the particulars of the same parcel of land.
- 2.2 The grower, who intends to register as a grower using a parcel of land that is jointly owned but no separate title deeds have been issued, such grower shall provide evidence of allocation of the parcel of land supported by a letter from the area Chief where the land is located.
- 2.3 A tea grower intending to establish a new farm shall seek for technical advice from the national institution for the time being in charge of tea research through the tea factory where registration is sought on vegetative propagation materials suitable for the ecological zones where the tea shall be grown.
- 2.4 The grower shall farm and produce good quality green leaf for processing using the best farming methods to ensure high quality yields.

- 2.5 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.
- 2.6 The grower shall supply to the tea factory good quality green leaf in accordance with the prescribed Green Leaf Quality guidelines.
- 2.7 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.
- 2.8 A tea grower shall ensure that only good quality leaf is delivered to the factory. For this purpose, good quality green leaf shall consist of:
 - (a) For hand plucked leaf: a bud, one leaf and a bud, two leaves and a bud, soft *bhanji* and be not less than 65% by weighment method;
 - (b) For mechanically harvested leaf, good quality leaf shall constitute: a bud, one leaf and a bud, two leaves and a bud, soft *bhanji* and soft loose leaf and be not less than 65% by weighment method.
- 2.9 A tea grower shall apply cultural or biological methods of weed control.
- 2.10 A tea grower shall put in place measures to prevent drifting or contamination of tea bushes from agro-chemicals applied in adjacent farms.
- 2.11 A tea grower shall maintain pruning records for reference purposes.
- 2.12 A tea grower shall handle harvested green leaf in a manner that ensures proper aeration and prevents scorching, leaf breakage, damage and temperature built up.
- 2.13 A tea grower shall use a standard harvesting basket that is rigid and perforated and of a design that allows free air circulation.
- 2.14 A harvesting basket shall not be loaded with more than fourteen kgs load of green leaf at any one time to prevent compression and deterioration of green leaf allow free air circulation.
- 2.15 A tea grower shall ensure harvested green leaf is preserved in a shaded area prior to transportation and collection by the factory.
- 2.16 A tea grower shall ensure that harvested green leaf shall be transported to a tea collection or buying Centre within four (4) hours after plucking to maintain freshness and prevent fermentation.
- 2.17 The grower shall comply with the provisions of the Tea Act, the Tea (Registration and Licensing) 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 time table 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 A tea factory shall ensure adequate green leaf collection centers, that comply with the requirements of the Public Health Act, Food, Drugs and Chemical Substance Act CAP 254 and Production and Processing of Tea Code of Practice KS EAS 1175 are established for its tea growers.
- 3.8 A tea factory shall handle harvested green leaf in a manner that ensures proper aeration and prevents scorching, leaf breakage, damage and temperature built up.
- 3.9 A tea factory shall ensure that only good quality leaf is received for processing. For this purpose, good quality green leaf shall consist of:
 - (a) For hand plucked leaf: a bud, one leaf and a bud, two leaves and a bud, soft bhanji and not less than 65% by weight method;
 - (b) For mechanically harvested leaf, good quality leaf shall constitute: a bud, one leaf and a bud, two leaves and a bud, soft bhanji and soft loose leaf and be not less than 65% by weight method.
- 3.10 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.
- 3.11 The grower or their representative shall be entitled to be present or to be represented at such weighing and examination.
- 3.12 The property and risk in the green leaf accepted by the Factory will pass to the Factory upon completion of such verification and weighing.
- 3.13 Green Leaf shall be collected as per the timetable displayed at the Leaf Collection Centre.
- 3.14 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.
- 3.15 The factory shall comply with the provisions of the Tea Act, these regulations, any other relevant laws and standards on tea.

4. PAYMENTS TO THE GROWER

- 4.1 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.
- 4.2 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.

5. TERMINATION

5.1 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;

5.2 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.

5.3 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.

6. DISPUTE RESOLUTION

Any complaint arising between the parties in connection with the agreement and the review thereof shall be submitted to the County Government 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.

Signed for and on Behalf of..... Tea factory

Name:)

Director)

Factory Manager)

Name:)

Witnessed By:

Name:)

Designation:)

Dated this: Day of 202....)

Signed by the Tea Grower:

Name of Tea Grower:)

Dated this: Day of 202...)

Witnessed By:

Name:)

Designation:)

Dated this: Day of202....)

FORM TBK\TB\

(r. 11 (2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION AS A COMMERCIAL GREEN LEAF
TRANSPORTERApplication 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

FOR OFFICIAL USE:

The County Government ofhas (tick appropriately)

☐ No Objection☐ Objection

to the issuance of a Commercial Green Leaf Transporter Registration Certificate to the applicant herein.

Reasons for objection if applicable

.....

.....

.....

.....

.....

Name.....Signature.....

County Government:

Date & Stamp.....

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.

FORM TBK\TBÆ1

(r.11 (6)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

COMMERCIAL GREEN LEAF TRANSPORTER CERTIFICATE OF
REGISTRATION

This Certificate is issued to.....of P.O.
Boxand authorizes the said person to carry on business

as a commercial Greenleaf transporter for a period of one year beginning on theDay 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 Certificate is issued subject to compliance with the provisions of the Tea Act, the Tea (Registration and Licensing) Regulations, 2026 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.

FORM TBK\TB\E2

(r.11 (7))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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								

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 Government not later than the 31st day of March of each year.

FORM TBK\TBVF

(r. 13(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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
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.

FORM TBK\TB\F1

(r. 13 (4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

MANAGEMENT AGENT CERTIFICATE OF REGISTRATION

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 ofbeginning 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, 2026 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.

FORM TBK\TB\F2

(r. 13(5))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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 shall be forwarded to the Board electronically, on or before 15th January of each year.

FORM TBK\TBVG

(r. 15(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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:

The County Government ofhas (tick appropriately)

☐ No Objection☐ Objection

to the issuance of a tea Warehouse Operator license/Registration Certificate to the applicant herein.

Reasons for objection if applicable

.....

.....

.....

.....

.....	
Name.....	Signature.....
County Government,	
Date & Stamp.....	

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.

FORM TBK\TB\G1

(r. 15(5)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

TEA WAREHOUSE CERTIFICATE OF REGISTRATION

THIS Certificate of registration is issued to of P. O. Box..... to engage in the business of tea warehousing in the County of at LR/ 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, 2026, 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.

FORM TBK\TB\G2

(r. 15(6))

TEA ACT

(Cap. 343)

TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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 electronically and copy to respective County Government 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 the penalty prescribed under section 71 of the Tea Act.

FORM TBK\TB\H

(r. 16(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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
11. 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 contract Yes/No
g. Packing CapacityKgs. per Year
12. Tea exports:-
a. Value added exports.....Kgs. Per year.
b. Bulk tea exports
- Date Signature
- Applicant or his duly Authorized Agent

FOR OFFICIAL USE:

The County Government ofhas (tick appropriately)

☐ No Objection

☐ Objection

to the issuance of a Tea Packer license/Registration Certificate to the applicant herein.

Reasons for objection if applicable

.....

Name.....Signature.....

County Government,

Date & Stamp.....

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) Licence.

FORM TBK\TB\H1

(r. 16(5)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

TEA PACKER CERTIFICATE OF REGISTRATION

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, Tea (Registration and Licensing) Regulations, 2026, 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.

FORM TBK\TBVH2

(r. 16(6))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.....Kg
- GRAND TOTALKgs.
- (If space is inadequate provide an attachment)

Date.....
Signature.....

Packer or his duly Authorized

Agent

Note:

1. The Form shall be forwarded to the Board electronically and copy to respective County Government duly completed not later than 14th day of the subsequent month.
2. A tea packer who fails to submit monthly statistical returns as required under the Tea (Registration and Licensing) Regulations, 2026, commits an offence.

FORM TBK\TBV

(r. 18(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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.
3. An applicant for registration as a tea buyer shall meet the fit and proper test.

FORM TBK\TBJ1

(r.18(4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

TEA BUYER/EXPORTER CERTIFICATE OF REGISTRATION

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 onday of.....(both days inclusive).

This Certificate is not transferable.

This Certificate is issued subject to compliance with the provisions of the Tea Act, Tea (Registration and Licensing) Regulations, 2026 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.

FORM TBK\TBV2

(r.18 (5))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.

- (a) Sale contract showing (contract number, contract date);
- (b) Commercial invoice showing (unit price USD, terms of payment, port and Country of destination);
- (c) Brokers invoice; and
- (d) Blending sheet (where applicable);
- (e) Custom entry form
- (f) 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

Authorized signature and Stamp of Exporter

Date:

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 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.

FORM TBK\TBK

(r. 19(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION

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)
 5. 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.
 - e. E-mail address
 9. Form of tea to be imported: (tick as appropriately)
 - a. Value added imports
 - b. Bulk tea imports
 - c. Other (specify)
 10. Purpose for imports: (tick as appropriately)
 - a. Re-export
 - b. Local sales
 - c. Other (specify)
 11. 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 shall 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.

FORM TBK\TBK1

(r. 19(4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

TEA IMPORTER CERTIFICATE OF REGISTRATION

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 2026 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.

FORM TBK\TBVL

(r. 20(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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:-

- (a) Sale contract;
- (b) Phytosanitary Certificate;
- (c) Certificate of Origin;
- (d) Health certificate or its equivalent,
- (e) 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
- (f) 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 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 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 shall 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.

FORM TBK\TBVL1

(r. 20(4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

PRE-IMPORT APPROVAL ORDER

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	
Name	Signature/Stamp
For and on behalf of the Tea Board of Kenya	
Dated this.....day of20.....	

FORM TBK\TBL2

(r. 20(6))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026**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-

- (a) Sale contract;
- (b) Phytosanitary Certificate;
- (c) Certificate of Origin;
- (d) Certificate of analysis and pesticide residues;
- (e) Customs entry form;
- (f) Pre-import approval Order; and
- (g) 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 Authorized signature and Stamp of Exporter
Date

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.

A tea importer who fails to pay the applicable levy on a tea import 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.

FORM TBK\TB\M

(r.22(1))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.....

FORM TBK\TB\N
THE TEA ACT

(r.23(1))

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026
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 electronically 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 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.

FORM TBK\TB\P

(r.24(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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 shall meet the fit and proper test.

FORM TBK\TB\P1

(r. 24(4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

TEA BROKER CERTIFICATE OF REGISTRATION

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, 2026 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.

FORM TBK\TB\P2

(r.24(7))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.

FORM TBK\TB\Q

(r.26(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REGISTRATION 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.

FORM TBK\TB\Q1

(r. 26(4)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026
AUCTION ORGANIZER CERTIFICATE OF REGISTRATION

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, 2026 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.

FORM TBK\TB\Q2
THE TEA ACT

(r. 26(6))

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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.....

<i>Auction No.</i>	<i>Grade(s)</i>	<i>Volume Offered (Kgs)</i>	<i>Volume Sold (Kgs)</i>	<i>Balance (Kgs)</i>	<i>Average Price</i>	<i>Total Value (USD/Kg)</i>	<i>Highest Auction Price (USD/Kg)</i>
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

<i>Auction No.</i>	<i>Grade (s)</i>	<i>Volume Offered (Kgs)</i>	<i>Volume Sold (Kgs)</i>	<i>Balance (Kgs)</i>	<i>Average Price</i>	<i>Total Value (USD/Kg)</i>	<i>Highest Auction Price (USD/Kg)</i>
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 and 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.

FORM TBK\TB\

(r. 29(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR ISSUANCE OF BLACK CTC TEA MANUFACTURING
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)

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:

The County Government of has (tick appropriately)

☐ No Objection

☐ Objection

to the issuance of a Black CTC tea Manufacturing Licence to the applicant herein.

Reasons for objection if applicable

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

Name..... Signature.....

County Government,

Date and Stamp.....

FOR OFFICIAL USE:

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

.....

.....

.....

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

APPLICATION REQUIREMENTS

1. An applicant for a Black CTC 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 shall be within a 50 kilometres radius.
2. An applicant shall provide evidence of shareholding by tea growers with the prescribed minimum hectarage of land planted with tea in the company.
3. An applicant for a Black CTC 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 respective County Government.
 - (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 Black CTC tea 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 Black CTC tea manufacturing license, they may only be issued with a license if they have at least seven hundred hectares of tea bushes which parcels of land shall be within a fifty kilometres radius.
 - 5. A tea 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 Black CTC tea manufacturing factory, the Board shall satisfy itself that the applicant has adequate green leaf for the capacity applied for.
 - 7. Before granting a Black CTC tea 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, Good Manufacturing Practices and relevant national and international standards on quality, food safety & hygiene, Tea Industry Code of Practice, and other relevant laws.

FORM TBK\TBVR1

(r.29 (3))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR ISSUANCE 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:

The County Government of has (tick appropriately)

☐ No Objection☐ Objection

to the issuance of a Specialty Manufacturing license to the applicant herein.

Reasons for objection if applicable

.....

.....

.....

.....

Name..... Signature.....

..... for County Government of,

Date and Stamp.....

FOR OFFICIAL USE:

Remarks by the Chief Executive Officer, Tea Board of Kenya

.....

.....

Signature.....Date and 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 shall 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 respective County Government.
 - (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 shall 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 shall 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, Good Manufacturing Practices and relevant national and international standards on quality, food safety & hygiene, Tea Industry Code of Practice, and other relevant laws.

FORM TBK\TB\2

(r. 29 (7)(a))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

BLACK CTC 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 Black CTC 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, 2026, and to such terms and conditions as specified hereunder.

Date issued.....	Signature/Seal.....
	<i>Chief Executive Officer Tea Board of Kenya.</i>

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, national and relevant international standards on quality, food safety and hygiene.
11. The Board may revoke/cancel, alter/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 Black CTC tea manufacturing license shall notify the Board and the County Government 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 Production and Processing of Tea- Code of Practice KS EAS 1175 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.
26. A tea factory shall ensure that only good quality leaf is received for processing. For this purpose, good quality green leaf shall consist of:
 - (c) For hand plucked leaf: a bud, one leaf and a bud, two leaves and a bud, soft *bhanji* and be not less than 65% by weighment method;
 - (d) For mechanically harvested leaf, good quality leaf shall constitute: a bud, one leaf and a bud, two leaves and a bud, soft *bhanji* and soft loose leaf and be not less than 65% by weighment method.

FORM TBK\TB\R3

(r.29(7)(b))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026
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:

<i>Orthodox</i>	<i>Green</i>	<i>Instant</i>	<i>White (silver tips)</i>	<i>Purple</i>	<i>Oolong</i>	<i>Tea Extracts</i>	<i>Others (specify)</i>

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, 2026, and to such terms and conditions as specified hereunder.

The Board may refuse to issue, revoke/ cancel, alter/ 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.

FORM TBK/TB/S

(r.31)

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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 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 teas manufacture	Licensed process capacity
1															
2															
3															
4															
5															
6															

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

Date, 20.....

Signature.....

(r. 32(1)(a))

TEA FACTORY MONTHLY PRODUCTION RETURN
(CONFIDENTIAL)

4. County.....

[illegible]

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

Date, 20.....

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

NB: *Each licence holder shall 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:

1. This Form shall be forwarded to Tea Board of Kenya electronically, on or before 14th day of ensuing month.
2. It is an offence for a tea factory to fail to submit monthly statistical returns as required by the Tea (Registration and Licensing) Regulations, 2026.

FORM TBK\TB\ T1

(r. 32(1)(b))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

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 capacity Kgs/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 shall be forwarded to the Board electronically and a copy to the respective County Government 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 2026.

FORM TBK\TB\ V

(r. 35(2))

THE TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

APPLICATION FOR REVIEW FORM

(To be completed by persons aggrieved by the decision of the Board under Regulation(s)
6 (3) (b), 11 (6) (b), 13 (4) (b), 15 (5) (b), 16 (5) (b), 18 (4) (b), 19 (4) (b), 20 (4) (b),
21(4), 22 (2), 24 (4) (b), 26 (4) (b), 27, 29 (8), 33 of the Tea (Registration and licensing
Regulations) 2026

A. Particulars of Applicant

1. Name of Applicant
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 against which the Application for Review is being made

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

C: Grounds for the Review

Please provide a statement of the grounds upon which the application for review 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

TEA ACT

(Cap. 343)

THE TEA (REGISTRATION AND LICENSING) REGULATIONS, 2026

LICENSING AND REGISTRATION FEES

(r. 4(2), 11 (3), 13 (3), 15(3), 16(3), 18(3), 19(3), 20(3), 24(3), 26(3), 29(4), 41(1).)

NO.	PERSONS DEALING IN TEA	NEW APPLICANTS Amount in Kenya Shillings (KSh.)	RENEWAL FEES Amount in Kenya Shillings (KSh)
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 24th March, 2026.

MUTAH KAGWE,
Cabinet Secretary for
Agriculture and Livestock Development.