



# TANZANIA COFFEE BOARD

*Established under the Crop Boards amendment Act of Parliament No. 23 of 2001*

Box 732,  
Moshi,  
Tanzania.

Tel +255 2727 52324  
Fax +255 272752026  
info@coffeeboard.or.tz

## APPLICATION FOR PARCHMENT COFFEE BUYERS LICENCE

<b>Name:</b> _____	<b>Tel:</b> _____
<b>Company:</b> _____	<b>Fax:</b> _____
<b>Address:</b> _____	<b>Office Location:</b> _____

**Region:** \_\_\_\_\_

**District applied for** \_\_\_\_\_

**Season:** \_\_\_\_\_

I/ we read and understood the Rules & Regulations governing PARCHMENT COFFEE BUYERS LICENCE and shall comply with the Statutory Provisions of the above quoted Act, and of the conditions stated as per TCB/CB/001.

**Signature of Applicant:**..... **Date:**.....

### FOR OFFICIAL USE ONLY

Please grant the above licence as per attached compliance terms.

Head of Department:.....Title:.....Date:.....

This licence is granted to the above named company to carry on the business of PARCHMENT COFFEE BUYING subject to the conditions as per TCB/CB/001.

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

**Director General**

**Licence No** ..... **Expiry Date** .....

## CONDITIONS FOR MAINTAINING PARCHMENT COFFEE BUYERS LICENCE

1. The Parchment Coffee Buyer(s) shall buy coffee from Co-operative Societies or any approved Coffee Buying Centres under a roof in the villages concerned, using experienced Agricultural Field Officers (AFOs). The buying centers shall be inspected and approved by TCB Authorized Officials. Companies operating in more than one region shall have a separate(AFO) for each region.
2. The Parchment Coffee Buyer(s) shall not buy coffee from homes (or) along the road or paths or any other type of coffee than specified in this licence. All the coffee bought must be fully dried to not less than 13% moisture.
3. All Parchment Coffee Buyer(s) shall use weighing scales at all times which have been certified by the Weight and Measures Department of the Ministry of Trade and Industries.
4. Parchment Coffee Buyer(s) shall issue receipt to the farmers from whom they buy coffee and shall maintain a register of those farmers. These records shall be made available for inspection by the Tanzania Coffee Board and by any other Authorized Officer at any time.
5. Parchment Coffee Buyer(s) shall pay cash for coffee bought and the price shall be announced prior to buying. Any change therefore shall be announced in written notices posted on all buying centers.
6. Parchment Coffee Buyers may be required to establish suitable stores in which they collect coffee bought from farmers before delivery to the processing factory. The said store shall be subject to inspected by the Coffee Board Officials.
7. The Parchment Coffee Buyer shall designate a processing mill in that buying region for processing his coffees for the season. Tanzania Coffee Board from time to time may reconcile figures of coffee stocks report and that delivered to the mill.
8. After the coffee has been cured, it must be directed through the normal marketing channels centrally monitored by Tanzania Coffee Board or other legally appointed agent.
9. Coffee from a specified growing region shall be processed in the same region whereas those regions without dry mills shall get TCB approval for transfer to nearby regions with mills. No cross transfers shall be done without TCB approval.
10. Coffee submitted to the auctions will be sold at owner's risk. If found faulty in any way after sale, it shall be the responsibility of the owner to rectify the shortfall. Any quality or quantity claim shall be passed on to the owner's account.
11. Tanzania Coffee Board shall pay auction coffee sales not more than seven days after prompt date, unless the buyer/exporter failed to remit payments on time to Tanzania Coffee Board.
12. Parchment Coffee Buyer(s) shall comply to all taxes and levies legally imposed by the Local Government Authority in buying districts.

13. Parchment Coffee Buyer (s) shall submit weekly performance reports to Tanzania Coffee Board and District Authorities in the forms as prescribed by Tanzania Coffee Board.