



**OUR TOBACCO OUR ECONOMY**

**COMMERCIAL GRADER LICENSE APPLICATION FORM**

**Official Use Only**

Application No. \_\_\_\_\_

Date of Submission \_\_\_\_\_

**Applications are to be hand delivered to the TC Division Office where applicant is to operate**

**Section 1 Type of license required**

A. Renewal

B. New application

**Section 2 Applicant Details and Establishment**

***Applicant should make sure name of applicant tallies with the name appearing on the Certificate of registration***

A. Name of Applicant \_\_\_\_\_

B. Business Address of Applicant  
\_\_\_\_\_

C. Physical Address \_\_\_\_\_

D. Phone No. \_\_\_\_\_

E. Email \_\_\_\_\_

F. Business type \_\_\_\_\_ *(Attach certificate of registration)*

### Section 3 Financial Standing and Management

Applicant must enclose the following documents:

- A. Curriculum Vitae (CV) of one qualified grader.
- B. Applicant's tax compliance evidence details **(Only for new applicants)**
- C. Evidence of fire and theft insurance cover with a reputable insurance firm **(To be submitted after application has been deemed satisfactory and before issue of a license)**

### Section 4 Grading premise requirements

**Note: This section is to be filled by the Commission upon visiting and verifying availability of the following:**

- Shed wall white-washed with a mixture of lime and recommended pesticide
- Not less than 2 humidifiers per 1400m<sup>2</sup>
- At least 1 baling press per 1400m<sup>2</sup>
- At least 4 baling boxes per 1400m<sup>2</sup>
- At least 12 baling clamps
- At least 1 platform scale per 1400m<sup>2</sup>
- At least 5 serviced fire extinguishers of 10kg capacity per 1400m<sup>2</sup>
- Adequate storage space shall be provided in a properly constructed enclosed building with floors or floor covered with suitable material for storing bales of tobacco prior to or after the same being graded.
- The floors of grading and storage sheds shall be constructed of suitable material of such constructions as to permit their being kept properly clean, and every such floor shall be covered with suitable material unless the floor

be constructed of smooth impervious cement, smooth tarmac or smooth wood.

- A grading shed shall be equipped with adequate means of maintaining therein a degree of humidity, to the satisfaction of the Commission, suitable for the proper handling of tobacco.
- Every licensed grader shall provide Personal Protective Equipment in sufficient numbers approved by Ministry of Labour.

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## **Section 5                      Fees**

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- A. The Tobacco Industry Act (Tobacco Industry Stakeholders Licensing and Fees) Regulations, 2019 (Government Notice No.) prescribes USD 500 and USD 250 **annual** license fees for tobacco commercial grader and Tobacco Grading premises respectively.
- B. The license fees shall be payable upon the Commission being satisfied with the application, and before issuing a license.

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## **Section 6                      Conditions of application**

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- A. The Commission may reject any application where it considers that any of the requirements to obtain a license are not met, where any false declaration is made, where an applicant is conflicted, or if the application is not satisfactory or is abandoned.
- B. The Commission may undertake such additional checks or seek any additional information before granting a license, including additional checks with enforcement authorities within Malawi
- C. The Commission may share details about operators and relevant persons with enforcement authorities in Malawi, and on request with other Government Departments and their agencies.
- D. This form with the appropriate proof of identity documents, documents to demonstrate financial standing, evidence of tax compliance, and all specified attachments, together constitute the application.

E. The application is valid only within the specified application period prescribed by the Commission.

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**Section 7      Declarations and Signatures**

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- A. I hereby declare that all of the information in this application is true and accurate and all statements or information provided about any person made in this application are made with their agreement.
- B. I agree to abide by the conditions of this application and with any terms and conditions on my license

**I confirm that the following are enclosed (*Please tick*)**

- Copy of evidence of fire and theft insurance cover with a reputable insurance firm.
- CVs of a qualified grading manager listed in 5.
- Tax compliance evidence details (**Only for new applicants**)

Signed \_\_\_\_\_ Name \_\_\_\_\_  
Date \_\_\_\_\_ Position \_\_\_\_\_

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## **Conditions for licensing**

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The grant of this license is upon an applicant satisfying all requirements and having paid an annual license fee. The grant is subject to the following conditions:

- a. The Grader shall label all tobacco graded by him with licensed name and number
- b. Shall adhere to all grading charges published by the Commission
- c. Shall display prices for each service they offer at all places in their premises where growers have access
- d. Shall be subjected to specific penalties with respect to specific violations in line with the provisions of the Act, Regulations and Government gazette number
- e. Shall furnish any info required and requested by the Commission at any time (Section 103)
- f. Shall furnish the Commission with information on condition, quantity, and quality of all tobacco graded, including identities of the growers whose tobacco was graded
- g. Shall comply with all provisions of the Act, regulations and government notices/gazettes