



OUR TOBACCO OUR ECONOMY

TOBACCO FLOORS LICENSE APPLICATION FORM

Official Use Only

Application No. _____

Date of Submission _____

Applications are to be hand-delivered to the TC Head Office

Section 1 Type of license required

A. New Application

B. Renewal

C. Name of Tobacco Floors _____

Section 2 Applicant Details and Establishment

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

A. Name of Applicant _____

B. Business Address of Applicant

C. Physical Address _____

D. Telephone No. _____

Tobacco Industry Act No. 10 of 2019; Section 78

E. Email _____

F. Business type _____ **(Attach certificate of incorporation)**

Section 3 Details of Directors
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Please attach copies of ID, Work permit (if foreign), and evidence of good financial standing, for each director listed.

Name _____	Name _____
ID No. _____	ID No. _____
Nationality _____	Nationality _____
Phone _____	Phone _____
E-mail _____	E-mail _____
Position in firm _____	Position in firm _____
Name _____	Name _____
ID No. _____	ID No. _____
Nationality _____	Nationality _____
Phone _____	Phone _____
E-mail _____	E-mail _____
Position in firm _____	Position in firm _____

Note: Please attach separate form if more than available space for the Directors

Section 4 Financial Standing

Enclose the following documents:

- A. Evidence of share capital of not less than US \$1 million
- B. Evidence of financial standing to pay farmers within 24 hours from date of sale.
- C. Evidence of tax compliance.

Section 5 Fees

The Tobacco Industry Act (Tobacco Industry Stakeholders Licensing and Fees) (Amendment) Regulations, 2021 (Government Notice No. 23) prescribes a **USD 5,000 annual license fee** for **each** tobacco floors.

The fee shall be paid upon advice from the Commission for meeting the requirements of the application.

Applicant commits to pay the said fees towards the license _____

Section 6 Operational facilities

- A. Name of facility (Tobacco Floors) _____
- B. Physical address of place of operation

- C. Actual size of operating facility _____
- D. Indicate the minimum capacity (number of bales) the tobacco floors can hold per day _____
- E. Indicate number of weighing scales on the facility _____
- F. Indicate number of employees you have OR intend to have on the facility.

Other requirements (to be checked by TC official upon inspection of premise)

- sufficient storage facilities and offloading bays
- ICT system with the ability to synchronize with the Commissions central database
- Adequate security i.e. burglary protection, CCTV, door access controls etc,

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and fire safety

- Availability of sufficient ablution facilities
- Availability of adequate power supply
- Availability of potable water

Section 7 Conditions of application

- A. The Commission may reject any application where it considers that any of the requirements to obtain a license are not met, or where any false declaration has been 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 any applicant 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 application form with appropriate proof of identity documents, documents demonstrating financial standing, proof of tax compliance, and any other attachments specified, shall together constitute the application.
- E. The application is valid only within the application period prescribed by the Commission.

Section 8 Declarations and Signatures

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

I/We confirm that the following have been enclosed (Please tick)

- Copies of ID, Work permit (if foreign), for each Director listed in 3.
- Documents evidencing financial capacity to pay farmers within 24 hours from date of sale **(Only for new applicants)**
- Documents evidencing share capital of not less than US \$1 million **(Only for new applicants)**
- Tax compliance evidence **(Only for new applicants)**

Signed _____ Name _____

Date _____ Position _____

Conditions for licensing

Granting of this license is subject to the following conditions: -

- i. The floor operator has a robust ICT system to link into regulator's system
- ii. Shall pay farmer proceeds within 24hrs after sale of tobacco
- iii. Shall receive tobacco for sale
- iv. Shall provide adequate security at the tobacco floors
- v. Shall handle stakeholder queries and complaints amicably and in time
- vi. Shall be subjected to specific penalties with respect to specific violations, in line with the provisions of the Act and subsidiary regulations.
- vii. Licensed Floor operator shall furnish returns on condition, quantities and quality of all tobacco sold at each tobacco floor at the end of the season and as may be requested by the Commission from time to time
- viii. Licensed Floor operator shall collect levies as outlined in the Act, regulations and government notice number 2 on behalf of the government.
- ix. Shall maintain all requirements as per section 78 (3) and any other requirements relevant in the Act and subsidiary regulations.
- x. Shall comply with regulators directives.