



**OUR TOBACCO OUR ECONOMY**

**HESSIAN SCHEME 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. New application

B. Renewal

**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 of office \_\_\_\_\_

D. Location of hessian scheme premise (s) \_\_\_\_\_

E. Phone No. \_\_\_\_\_

F. Email \_\_\_\_\_

G. Business type \_\_\_\_\_ ***(New applicants to attach certificate of registration)***

### **Section 3: Financial Standing and Management**

Applicant must enclose the following documents:

- A. Proof of good financial standing to operate a hessian scheme e.g. Bank statement.
- 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)**
- D. Certification for fumigation or proof of agreement (contract) with a certified fumigator.

### **Section 4: Hessian premise requirements**

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

- A shade with an area of not less than 1,400 square metres
- Shed wall white-washed with a mixture of lime, circlin and any pesticide effective enough to repel tobacco beetle and other tobacco pests.
- At least 1 serviced fire extinguisher of 10kg capacity per 1400m<sup>2</sup>
- Regular fumigation.

## **Section 5: Fees**

- A. Section 105 (c) and (e) of the Tobacco Industry Act, 2019 stipulate that “all licenses granted by the Act shall be issued subject to payment of a prescribed fee and any other terms and conditions as the Commission may prescribe; and published in the Gazette provided that the publication shall ensure respect for confidential information and business secrets”

## **Section 6: 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, 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.

## Section 7:      **Declarations and Signatures**

- 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.
- Proof of good financial standing to operate a hessian scheme i.e. Bank statement.
- Tax compliance evidence details **(Only for new applicants)**
- Certification for fumigation or proof of agreement (contract) with a certified fumigator.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_ Position \_\_\_\_\_

## Conditions for licensing

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. shall regularly fumigate hessian and its' premises;
- b. shall have adequate facilities and premises for hessian storage and distribution;
- c. shall procure and distribute hessian quality as prescribed in regulations;
- d. shall not issue X-rated hessian to scheme members;
- e. shall adhere to the levies prescribed by the Commission, thus shall not over charge its members on services performed;
- f. Shall follow X-rated hessian disposal regulations as prescribed by the Commission;
- g. Licensed Tobacco Hessian Scheme shall not be allowed to perform other duties in the tobacco industry apart from operating hessian scheme;
- h. Every licensed hessian operator shall at the end of every growing and marketing season furnish the Commission with information relating to the condition, quantity and quality of hessian collected, replaced and distributed to its members;
- i. Shall not prohibit or hinder entry to hessian scheme premise or access to information by the Commission's inspectors.
- j. Shall comply with all provisions of the Act, regulations and government notices/gazettes.
- k. A Hessian scheme operator who in any other way, knowingly contravenes or fails to comply with any of the provisions of the regulations; shall be liable to an administrative penalty prescribed in the regulations or by the Commission.