



COCONUT DEVELOPMENT AUTHORITY
Marketing Development & Research Division
(Established under the Coconut Development Act. No. 46 of 1971)

No.11, Duke Street,
Colombo 01.

Tel : 011 3288492/011 2322802
Fax : 011 2322803
E-Mail : cdamdr04@gmail.com

Date :

TO : ALL EXPORTERS OF COCONUT PRODUCTS
PARTICIPANTS AT THE COPRA & COCONUT AUCTIONS

M/s.....
.....

Dear Sirs,

RENEWAL OF REGISTRATION FOR THE YEAR 2018

- i. As an Exporter of Coconut Products,
- ii. As an Auctioneer / Broker,
- iii. Coconut Estate,
- iv. Coconut / Copra Dealer
- v. Coconut / Copra Buyers

1. Please be good enough to submit your completed application (attached hereto) to reach this office on or **before 31st December, 2017** along with the remittance specified in the application form.
2. All parties should forward their applications **along with covering letters except for renewals.**
3. DC/Copra/Coir Fiber Exporters, who are using store facilities of other exporters approved by this Authority, are required to submit letters of consent in that regard. (Information annexed).
- 4.1 In an event where an Exporter fails to forward the renewal application and remittance before the date specified, the registration will terminate and the Sri Lanka Customs will be informed accordingly.
- 4.2 Auctioneer/Brokers, coconut estate owners and copra/coconut dealers & buyers who fail to submit their renewal applications before the date specified will not be entitled to participate at the CDA auctions, effective from 28/02/2017.
5. Please note that late Applications will be entertained only on the payment of a **surcharge of 10%** of the Annual Registration Fee, for each month's delay (i.e. after 01/03/2018).

Thanking you,
Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY

Director – Marketing Development & Research



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To: ALL APPLICANTS IN RESPECT OF REGISTRATION
AS EXPORTERS OF DC, COPRA & COIR FIBRE (Renewal / New Applicants)

INSPECTION OF – DC, COPRA AND COIR FIBRE STORES

The following procedures will continue to be in force for the purpose of granting approval of shipper stores for DC, Copra, and Coir Fiber:

- (a) Preliminary inspection of the stores will be carried out by the officers of this Authority and any shortcomings will be informed by letter and entered by the CDA officer in the log book maintained by the Exporter at the store premises.
- (b) For the purposes of making entries mentioned at (a) above, every Exporters of DC, Copra, and Coir Fiber shall maintain a separate log book in the store premises, in respect of each of his store.
- (c) The Exporter shall be responsible for the safe custody of the log book and he shall make it available for the use of the CDA officers during working hours.
- (d) All shortcomings mentioned in “a” should be corrected by the Exporter within 30 days, of log entry and notify to this Authority in writing.
- (e) In case of failing to comply with matter “d”, a final reminder would be sent. Failing to comply with the final reminder will cause the cancellation of your application unless otherwise a request is made in writing and forward to us under registered cover.

Director – Marketing Development & Research



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Date :.....

TO ALL EXPORTERS OF DESICCATED COCONUT

D.C. EXPORTERS' - STORE REQUIREMENTS

1. BUILDING & LOCATION

- (a) The store should be located in clean and healthy surroundings and easily accessible by heavy motor vehicles.
- (b) The store should be structurally sound, well ventilated, and well lit. The side walls of the store should least be 4.6 meters high and have a minimum floor area of 70 Sq.meters. The walls must be plastered and white-washed. All ventilation gaps should be covered with vermin proof wire-mesh and the floors well cemented, ensuring a smooth surface.
- (c) The store should have the following facilities at all times :
- 1) 3-pin electric plug point to operate a heat-sealing machine/bag stitching machine.
 - 2) Wooden platforms for stacking DC packages.
 - 3) One serviceable bag-stitching machine.
 - 4) Polythene heat sealer and lead wire.
 - 5) One stock book to be maintained by the Exporter indicating upto-date stock position.
 - 6) One log-book for the use of the CDA officers.
(Entries made in the log-book by visiting CDA officers shall constitute sufficient notice to the Exporter himself).

(2) STORAGE

- (a) Exporters should not commence storing DC in any premises until such time the store is inspected and approved by this Authority.
- (b) 1 The stacking should be done in an orderly manner, i.e. in the order of the serially numbered CDA labels so that access to bags is made easy.
2. The DC packages should be stacked at least 1 meter away from the wall.
3. Stacking should always be on wooden platforms (not on bear floor) and such stacks should not exceed 10 bags high at any time (50 Kgs Bags).

- (c) Exporters should not store any merchandise other than DC packages in DC stores and the premises shall be kept clean and tidy at all times.
- (d) All Exporters must have a valid insurance policy for stock-in-trade of Desiccated Coconut for the year under consideration.

(3) **SANITATION**

- (a) No worker suffering from any infectious disease shall be employed in a DC stores.
- (b) The Exporter should obtain prior approval from this Authority for the use of any disinfectant or chemical for cleaning DC stores.
- (c) Lavatory facilities shall be located well away from a DC stores.

(4) **MAINTENANCE**

- (a) Exporters shall not accept DC packages that are without the CDA labels or found damaged, oil stained or otherwise defaced at the time of delivery. The Exporter will be held answerable for any unidentified packages lying in his store.
- (b) Under no circumstances will Exporters be permitted to open or repack DC packages in their stores. Any oil-staining, defacement or damage to DC packages after acceptance into the store shall be referred to the CDA, without delay, for instructions.
- (c) It will be in order for the Exporter to attend to any minor repairs relating to the outer covering of a DC package, in his store, provided such repairs are undertaken in the immediate presence of the CDA officers.
- (d) Exporters who provide store facilities for other exporters will themselves be held responsible for the proper maintenance of the store and for the safety of the 'small exporters' DC packages lying in their stores.
- (e) No structural alterations shall be effected to an approved DC store without prior approval from this Authority.
- (f) The vacation of a DC store should also be notified to this Authority in advance, for information. The re-use of a DC store after vacation should also be notified to this Authority in advance, for inspection and approval.
- (g) There shall not be any activity in front or adjacent to an approved DC store that could cause adverse effects on the quality of DC material and/or outer cover of the packages stored.
- (h) DC store shall be kept open during office hours.

(5) **TRANSPORT OF DC**

- (a) All desiccated coconut (other than desiccated coconut which is packed ready for export) dispatched from a factory to a shipper's store or other destination shall be transported in sanitary containers of a type approved by this Authority and which shall be sterilized at the mill immediately before use.
- (b) No desiccated coconut shall under any circumstances be transported in gunny bags.
- (c) All desiccated coconut shall be transported under hygienic conditions in vehicles which are kept clean in such a manner as to ensure the original purity of the product and the container.

(6) **GENERAL**

- (a) Exporters are required to have a clearly visible specific identification mark "D.C. STORE" for CDA approved D.C. Store.
- (b) No DC package shall be sold or loaned to other Exporters without obtaining prior approval from the CDA.
- (c) An Exporter possessing excess storage space will be permitted to provide store facilities for other Exporters, based on the following condition
 - (1) Possessing a floor area more than 70 sq.m. Will be sufficient to permit two additional Exporters.
 - (2) Possessing a floor area more than 100 sq.m. Will be sufficient to permit only upto three additional Exporters.
 - (3) Possessing a floor area more than 150 sq.m. Will be sufficient to permit only upto four additional Exporters.

A letter of consent from such an Exporter issued to another Exporter, authorizing the use of his DC storage facility is essential and it is valid only for the year of registration.

- (d) A Miller will be permitted to export only his production (under the category of Miller / Shipper) unless he has another CDA approved store.

CDA shall not register applicants who fail to comply with the above requirements.

Director – Marketing Development & Research

REQUIREMENTS TO BE MAINTAINED BY EXPORTERS OF FRESH COCONUTS

Following are the minimum requirements (for a container of 30,000 nuts) that should be maintained by Exporters of Fresh Coconuts in connection with their exports;

1. The place where Fresh Coconuts are selected /processed and kept for exportation must be a concrete laid covered area having a minimum space of 1,500 sq.ft
2. Exporter should maintain an office with a computer having internet connectivity and seating arrangements in the area where fresh coconuts are kept for exports.
3. There should be suitable container access path to the area where fresh coconuts are kept for exportations.
4. The environment must be maintained in a proper manner in relation to activities of fresh coconut exports.
5. The area where fresh coconuts are kept should have proper lighting and air circulation.
6. A proper calibrated weighing equipment must be made available for weighing of fresh coconuts.
7. Sanitary facilities for employees must be properly maintained.

ගෙඩි පොල් අපනයනයේදී අදාළ ආයතනය විසින් පවත්වා ගත යුතු අවම අවශ්යතාවයන් පහත පරිදි වේ. (ගෙඩි පොල් 30,000 ක බහාලුමක් සඳහා) පහත පරිදි වේ.

1. අපනයනය සඳහා සකස් කරන ලද ගෙඩි පොල් ගොඩ ගසා තබන ස්ථානය අවම වර්ග අඩි 1500 කට නොඅඩු කොන්ක්‍රීට් අතුරු ලද, ආවරණය කරන ලද භූමියක් වීම.
2. ගබඩා භූමියේ කෙලවර මේස පුටු ඇතුළු අන්තර්ජාල පහසුකම් සහිත පරිගණකයක් සහිත කාර්යාලයක් පවත්වාගෙන යෑම.
3. පොල් ගබඩා කර තබන ස්ථානය වෙත බහලුම් පිවිසීම සඳහා නිසි මාර්ග පහසුකම් පැවතීම.
4. අවට පරිසරය ගෙඩි පොල් අපනයනය කටයුතු සඳහා යෝග්‍ය අයුරින් පවත්වා ගෙන යෑම.
5. ගෙඩි පොල් ගොඩ ගසා තබන ස්ථානයේ වාතාශ්‍රය හා ආලෝක තත්වයන් නිසි මට්ටමකට පැවතීම.
6. ගෙඩි පොල් බර කිරීම සඳහා ක්‍රමාංකිත තරාදියක් තිබිය යුතු වේ.
7. සේවක සනීපාරක්ෂක පහසුකම් නිසි ලෙස පවත්වා ගෙන යෑම