

## **DOCUMENTS REQUIRED FOR EXPORTER REGISTRATION**

### **(A) Pl. attach the relevant documents. (for New Applicants)**

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- Business Registration Certificate. For Public quoted / Private Limited Liability companies
- A Certified copy of the Certificate of Incorporation.
- A Certified copy of the Memorandum/Articles of Association.
- Form 1 signed by all Company Directors (Certified by Company Registrar)
- Companies registered under BOI should submit the Agreement.
- Covering (Request) Letter on Business Letter Head.

If the objective is not stated as “Export of Coconut Products” in your registration of business entity, please submit a Board Resolution signed by the Company Secretary.

### **Note for the existing Exporters**

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If there are any changes in the above document/s, please attach the amended document/s with the application.

### **(B)**

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- If applicant is a manufacturer, please attach a copy of manufacture Registration issued by the Processing Development division of CDA for the current year. (For the products listed in the Category A, C, D & E in the application)
- If applicant is not a manufacturer (Product outsourcing), please attach Letter/s of Consent obtained from manufacturer/s who is registered with the Processing Development Division of CDA for the current year. Copy of such manufacturer/s registration should also be submitted with this application (For the products listed in the category A, C, D & E in the application)
- Prior Approval of the CDA is necessary for Each and Every shipment of products under Categories - B, F & G. Further products in relation to category “F” requires approval of the Coconut Cultivation Board prior to approval given by the CDA for shipment.
- Companies registered under BOI act need special approval of the CDA for them to export All products under Categories “B”, “C”, “F”, “G” and certain products in Categories “A” & “E”.
- In case of absence of stores facility, Letter/s of Consent obtained from registered exporter/s of Coconut Development Authority for the year 2023 to utilize their store facility should be provided.
- Insurance policy obtained for stores mentioned herein for Desiccated Coconut/Copra/Raw Fiber/Mattress Fiber/Bristle Fiber/ Twisted Fiber products should be provided by the applicant.