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COCONUT MARKETING BOARD

No. 11, Duke Street,
Colombo 01.

16th April. 1979.

CIRCULAR TO ALL SHIPPERS OF DESICCATED COCONUT.

Dear Sirs,

EXPORT OF DESICCATED COCONUT IN CONTAINERS

At the initial stage when the container system of cargo movements was introduced into Desiccated Coconut export trade, the undersigned inspected the procedures adopted by the exporters and the Shipping Agents for shipments of DC in containers and instructed all shippers who were very few at that time that they should -

- (a) Ensure that the containers are very well cleaned prior to packing DC into the containers.
- (b) The containers after loading DC should be kept in the shade and the loading into a container should not be far ahead of the actual date of shipment.
- (c) Ensure that containers packed with DC should not be left on the deck of the ship as it would cause tremendous damage to the contents particularly when the steamer travels through the regions with high temperature.

However, it appears that these instructions are not followed by the shippers concerned and I find that the number of shippers exporting DC in containers have increased, who do not take adequate precautions when shipping in containers.

The purpose of exporting DC in containers is to ensure that the freshness of the DC and the cleanliness of the bags are retained even at the time they are received by the buyers. In order to achieve these objectives and in the general interest of the export trade in DC, all shippers are hereby required to ensure:-

- (a) That Shipping Agents concerned clean the containers prior to loading of DC
- (b) That DC should not be stored in containers for unreasonable length of time

(c) Once the DC is loaded into the containers the shipper and the Shipping Agent concerned should ensure that the containers are given maximum protection and stored in the shade to avoid any adverse effects in the contents.

(d) That DC containers are not stacked on the deck in the voyage.

You are hereby required to follow the instructions given above when exporting DC in containers.

Please acknowledge receipt of this Circular.

Yours faithfully,

General Manager
COCONUT MARKETING BOARD

C.C: (1) General Manager
Coconut Processing Board
(2) General Manager
Central Freight Bureau of Sri Lanka
(3) All Shipping Agent

COCONUT PROCESSING BOARD

P.O.Box 1628
11, Duke Street,
Colombo 1.

TO ALL D.C. MILLERS

1979 November 13th

Dear Sir/Sirs,

Foreign Complaints Regarding Detection of Metal Pieces in Desiccated Coconut.

We have received a number of complaints from foreign buyers and end-users regarding detection of metal pieces in desiccated coconut from Sri Lanka. Samples of metal pieces recovered from d.c. have been sent to us and they include pieces of solder, pieces of wire (from sifter and desiccator mesh) nails, tec.

All millers are therefore advised to ensure that -

- (a) Sifter and desiccator trays with damaged wire mesh are not used in the production line:
- (b) Damaged wire mesh of sifters and desiccator trays are replaced anew and are not soldered:
- (c) All magnetic plates at the outlets of the sifter/sifters are of adequate strength and weak magnetic plates are replaced with new ones.

All inspectors have been instructed to check on the above requirements with a view to ensuring that the product is free of metal pieces.

Yours faithfully,

Manager (Kernel Products)
For General Manager.

COCONUT DEVELOPMENT AUTHORITY

DC/M/80/06

Interruption to the Electricity Supply and Manufacture of D.C.

The current interruption in the supply of electricity would interfere with the processing and packing operations in the manufacture of D.C. such interruption in the power supply would hold up the production at various stages of the production process and this would greatly endanger the quality of D.C.

All D.C. manufactures are therefore kindly advised to curtail production until the normal electricity supply is restored and to programme the production in such a manner so that the entire processing and packing operation can be completed during the limited hours when the power supply is available, thus avoiding or minimising any possible stagnation of the product at any stage in the processing operation.

Sgd.
For Director (Marketing)

Coconut Development Authority

Circular No.KP/DC/Gen/13

15th September 1980

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Payments to D.C. Mill Workers Relief Fund and D.C. Millers Mill Development Fund

a) Payments to D.C. mill Workers Relief Fund

It has been decided by the Coconut Development Authority not recommence collections to the D.C. mill Workers Relief Fund with effect from 1st September 1980, at the rate of 20/- cts. per kilo of D.C. manufactured by each miller. payments due on the production of each month should be paid by the millers, not later than the 15 th day of the following month. Accordingly the payments for the month of September should be paid on or before 15th October 1980.

All millers are hereby informed that the money collected to this Fund in future will be credited to individual accounts to be maintained for each D.C. miller

Payments from the fund up to , including the month, of October 1980, will be made from the General fund already maintained, but thereafter, payments will be made from the balance lying to the credit of the individual accounts of each miller. If at any stage, the balance amount lying to the credit of any miller is not sufficient to pay a claim made by the miller, money will be advanced from the General fund with the approval of the C.D.A. and debited to the individual millers account to be set- off against his future payments.

b) Payments to the D.C. mill Development fund

Your kind attention is drawn to my circular No. KP/DC/GEN 13 of 30th July 1980, on the above subject. The payments to the D.C. millers mill Development fund will also be collected, in respect of each months production, on or before the 15th day of the following month. Accordingly payments due in respect of the production in the month of August. should be paid on or before 15 th September and in respect of September production before 15th October 1980.

In order to facilitate collection of payments on account of D.C. mill Workers Relief fund and D.C. millers mill Development Fund, the Inspectors will collect the full amount due in

respect of both these funds between 10th and 15th of each month. All Millers are kindly requested to cooperate in the implementation of this scheme by handing their cheques for the full amounts due on both funds to the inspector, during the specified period.

Please kindly acknowledge receipt of this Circular.

Yours faithfully,

Director /Marketing

C.C. Director (Finance) - with a copy of the minutes of the meeting held on 11th Sep. 1980, at the ministry of Coconut Industries.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

P.O.Box No. 386
No.11, Duke Street
Colombo 1.
6th January 1981

Circular No. ESD/01/81

To all Millers, Shippers and Brokers of Coconut Products.

M.S.
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Dear Sirs/Sir,

Exports Sale Of Coconut Kernel Products.

Further to my Circular No. ESD/20/80 of 10th October 1980 on the above subject. I annex herewith a copy of the amended schedule of export duties payable on coconut kernel products in respect of sales from 6th January 1981.

Please acknowledge receipt of this Circular.

Yours faithfully,

J. Edirisinghe,
Director/Marketing
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

Marketing Division,
P.O.Box 386,
11,Duke Street,
Colombo 01.

28th August 1981

Circular to All Exporters of All Coconut Products other than
Copra,Coir Fibre & Fibre products
Circular No. CDA/MD/9/81

Messrs.....
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Dear Sirs,

LIBERALISATION OF EXPORT TRADE IN COCONUT PRODUCTS AND THE EXPORT PRODUCERS

Your attention is drawn to my Circular Nos. CDA/MD/1/81 of 20th May, CDA/MD/3/81 of 22nd June and CDA/MD/8/81 of 31st July 1981. All these Circulars referred to liberalisation of export sales of various Coconut Products except Copra, Coir Fibre and Coir Fibre products. The last Circular indicated that a more simplified export procedure also would be adopted in the near future. Accordingly, as the Coconut Development Authority does not declare price indications for export sales, restrict quantities to be sold or periods of shipment, the submission of various documents and the export procedure followed..... , in obtaining an export licence, in respect of the items already liberalised, has been simplified with effect from 1st September 1981 in the following manner:-

1. Export Documentation

(a) Registration of Export Sales

Exporters need to register their sales with the Coconut Development Authority in future, either over the telephone or by sending a Letter of First Information.

(b) Sale Contracts and Certification of EC/EXP1 Forms

The Exporters should submit these forms in quadruplicate with the relevant contract or letter of credit in duplicate or any other proof of sale to a buyer. (any other form of proof is acceptable only if the contract or L.C. is not available at the time of shipment due to short time between sale and shipment).

Coconut Development Authority will process this form and return it to the exporters, duly endorsed, promptly, if all the particulars are in order. This office will retain one copy of it for official use. Any payment of Administrative Levy should be ascertained from the Marketing Division and pay only the exact amount. The collections to the D.C. Millers' Mill Development Fund and the Industrial Development Fund will be suspended in respect of shipments from 1st September 1981, until further notice.

(c) Issue of Export Licence for D.C.

If an exporter, submits a list of D.C. bags which have completed a period of 10 days from the date of manufacture along with the form EC/EXP1, the export licence could be incorporated into the EC/EXP1 form. If the D.C. bags which have not reached the qualifying period of 10 days are to be exported, the exporter should make a separate application for his licence at the time of actual shipment.

The exporter will have to submit only EC/EXP1 form in quadruplicate and an application form for export licence only giving the package particulars. No other forms are required as in the past.

(d) Issue of Licences for export of Copra, Coconut oil, Fresh Coconuts, Coconut rafters, Coconut Ekels, Coconut Shells and Coconut Shell Products

Export Licences for these products will be issued along with the EC/EXP1 form. The exporters should submit only the EC/EXP1 form in quadruplicate when applying for a licence.

(e) Checking of Bank Certified Invoices

In future this office will not call for Bank Certified Invoices and Bills of Lading for purposes of checking foreign exchange remittances to this country. However, exporters should surrender to this office any unutilized EC/EXP1 form and export licence in case of D.C. issued to them within a period of one week from the date of expiry of such Licence.

(f) Premium for special packing of D.C., oil and Fancy Grades of D.C.

Exporters are hereby informed that packing premium of US\$ 40.00 per MT to markets where such packing is a requirement, has been exempted from the payment of Administrative Levy, in respect of sales effected from 1st August 1981. The exporters should notify this Authority of such shipments to enable Inspectors to carry out the necessary pre-shipment inspections.

Following revised premiums for Fancy Grades and small packings of D.C. and Coconut Oil in Drums and Cans have been exempted from payment of Administrative Levy.

<u>Desiccated Coconut</u>		<u>US\$</u>
Long thread & Flakes	=	150.00
Broken Chips	=	100.00
Super Fine	=	25.00
Coarse	=	10.00
1 lb.packets in c/s	=	300.00
12.5kg. Bags	=	35.00
 <u>Coconut Oil</u>		
Brand Premium	=	20.00
Refined Deodarised	=	130.00
Drum cost	=	120.00
Second Hand Drum	=	75.00
Tins in cans processing & packing	=	325.00

(g) Bank rate of interest on differed payments.

When exporters negotiate business on differed payment terms, the rate of interest obtained by them will be exempted from the payment of Administrative Levy.

Kindly acknowledge receipt of this Circular.

Yours faithfully,

J.Edirisinghe,
Director/Marketing
Coconut Development Authority

Coconut Development Authority

Circular No. Q/C/81-2

No.11,Duke street
Colombo 01
30th October .1981

CIRCULAR TO ALL DC MILLERS

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Dear Sir/sirs,

Installation of hand dryers and chlorinators

1. Hot-Air hand dryers - These are meant to be used in order to discontinue the practice of using dirty or used towels in drying hands, Hence this should be fitted in the dry section at a place convenient to those who are required to dry their hands for purposes such as handling the dry products or the interior of the poly -liner etc.

This does not necessarily mean that everybody who enters the dry section. should use the hand dryer. In most cases this may not be necessary provided they dip their hands in 3-5% cetrimide B.P. (Savlon Hospital Concentrate) solution after they wash their hands prior to entering the mill.

2.The chlorinators - Please follow the instructions given with chlorinator. Accordingly this should not be fitted to a pipeline where an internal pressure developed exceeds 8 lbs per sq.inch. If it is not desired to be fitted 10 the suction line the chlorinator may be set in such a manner that the concentrated chlorine solution is directly injected into the tank.

It is very essential that the chlorinator should be fitted at a place where it is protected from rain and sun.

The solution in the sump is best prepared by dissolving 1-2 Kg of T.C.L. (chlorine powder) in 4-6 gallons of water. leave this solution to stand for about half an hour. The clear liquid can be poured into the sump which should at least hold 4 gallons of water. the residue is best used to be added to the foot baths or be sprinkled in the wet section, near the hatcheting.

Electrical connection to the chlorinator should be made via the switch of the pump so that the chlorinator starts and stops with the pump. In mills where voltage fluctuations are experienced in the power supply it would be advisable to provide the chlorinator with voltage stabilizer.

Thank You

Yours Faithfully,

Deputy Director (Quality Control)

COCONUT DEVELOPMENT AUTHORITY

Marketing Division,
P.O.Box 386,
11, Duke Street,
Colombo 01.

4th November, 1981

Circular to All Exporters of Desiccated Coconut

Circular No. CDA/MD/24/81

M/s.....

Dear Sir/sirs,

EXPORT OF DESICCATED COCONUT

- 1) You are aware that Desiccated Coconut is not permitted for export, without obtaining a licence from this Authority. It has been noticed in the recent past that D/C packages are containerised by certain exporters without obtaining an export licence for the packages concerned. Consequently there were several occasions where exporters were required to withdraw packages either with contaminated material or with physical quality defects, from the containers ready for shipment.
- 2) All shippers are hereby required to containerise only those desiccated coconut packages, for which a valid licence has been issued by this Authority. Any unlicensed packages sent to the Wharf for containerisation will be stopped by the Inspectors.
- 3) You are also required to examine carefully all packages regarding their outward appearance, prior to sending for containerisation. Any bags which are damaged or with obvious signs of oil seepage should not be sent for containerisation. The inspectors on duty at the Wharf will be on the look out for such bags and the exporters will be required to replace them with new ones, prior to shipment.
- 4) You are also required to send a responsible officer of your Firm to the Wharf when D/C packages are being containerised for shipment.
- 5) This Authority will take a serious view on any failure to comply with the requirements given above.

Kindly acknowledge receipt of this Circular.

Yours faithfully,

J.Edirisinghe,
Director/Marketing
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

13th January 1982

No.KP/DC/GEN1

D.C. MILL WORKERS RELIEF WAGES FUND GUIDELINES FOR COLLECTION AND PAYMENT

1. Collection of contributions to the fund:

Every miller engaged in the manufacturing of Desiccated Coconut should contribute .../20 cts per every K.G. product at his mill to the D.C. Mill workers Relief Wages Fund. Contribution so made will be credited to an account maintained by the CDA in the same of that particular mill, except where the mill concerned has utilized the monies lying to the credit of the "Central Fund" after 1.1.1981. The contributions made by miller should first be used to set-off any drawings he has made from the "Central Fund".

2. Eligibility to draw from the Relief Wages Fund:

2.1 A.D.C. Miller will be eligible to draw from the Relief Wages Fund, only if the mill concerned

has worked at least 120 days in the previous year. This qualifying condition will apply to all

cases of payments from the "Individual Fund" as well as the "Central Fund".

However the Relief Wages payments for the year 1981 will be exempted from the above

qualifying condition as this stipulation has not been conveyed to the miller in advance.

Instead Relief Wages will be paid for a period proportionate to the number of days the mill

has worked in the previous year.

2.2 Subjects to the qualifying condition above a worker of a D.C. Mill who had been employed

in the mill continuously for a period not less than three months is eligible to draw Relief

Wages when the mill cannot provide work due to reasons specified in Section 2.4.

2.3 A worker qualified in terms of 2.2 above is entitled to relief wages in respect of the days the

Miller failed to provide work up to a maximum of 20 days per month. The rates should be the prevailing rates under labour/Govt. regulations.

2.4 The following reason for the closure of a mill will be accepted for the entitlement for the

payment of relief wages:

- (a) Power cuts enforced by relevant authorities
- (b) Water Shortage
- (c) Shortage of Coconuts
- (d) Major repairs to the mill
- (e) Restrictions imposed by the CDA on the manufacture of DC.

In all these cases the reason for the closure has to be informed to the CDA by the miller

concerned before preferring his claim and the Regulatory Division of the CDA should verify the matter before the claims are reimbursed.

2.5 Workers employed in additional shifts in mill which regularly work more than one shift, are

eligible to receive benefits under the Relief Wages Scheme, subject to the same qualifying

conditions stipulated for workers in regular shifts as at 2.2 above and also provided that

separate lists and pay rolls are maintained by such mills for workers in such additional shifts.

3. Disbursement from the Relief Wages Fund:

3.1 A miller who is entitled to draw relief wages under the conditions stipulates above will make

the payments due to their workers and forward a claim to the CDA with:

- (a) A certificate signed by the Miller to the effect that only the workers eligible for relief wages have been paid and that the rates of pay and the number of days for which relief wages had been paid are correct.
- (b) A certificate from the Asst. Commissioner of Labour in the respective area to the effect that the claims had been checked and found correct.

COCONUT DEVELOPMENT AUTHORITY

D/DC/1

Circular to all DC Millers

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Development Division
11,Duke Street,
Colombo 1.
82.04.20

Dear Sir ,

Construction of Tube Wells for D.C. Mills

As you are perhaps aware , one of the very important and essential requirements in the manufacture of D.C. of high quality is an adequate supply of clean , fresh water. The quality of the D.C. manufactured can be rendered unsatisfactory , both in regard to its physical characters as well as its bacteriological standards , unless adequate water high quality is used in the manufacturing process.

One of the best sources of water for use in D.C. manufacture is the tube well , which provides adequate supply of pure and fresh water from sub -terranian depths even in periods of prolonged drought. This Authority has therefore arranged with the Water resources Board to construct tube well in D.C. Mills which wish to have them. The cost of tube well estimated at Rs. 35,000/- to Rs.45,000/- depending on the geophysical & geological conditions of the site concerned is met by the D.C Mill Development Fund . Already over twenty D.C.Mills have equipped themselves with tube wells.

If you are desirous of installing a tube well for the exclusive use in D.C. manufacture in your mill, you are kindly requested to write to the undersigned very early , so that the necessary arrangements could be made by us with the Water Resources Board.

Yours faithfully,

Director / Development
C.D.A.

COCONUT DEVELOPMENT AUTHORITY

Circular No: CDA/D/M/DC/6
Circular to all D/C Millers

Development Division
11, Duke Street,
Colombo 1.
24.5.1982

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Sir / Sirs,

Mill Development Programme

As you are aware over the past 02 years monies had been released from the DC Mill Development Fund for certain items of improvement & development in Dc mills on a priority basis. The idea was, as you know, to upgrade the DC Mills to the level of modern food factories Quite a number of mills have utilised monies in the Development Fund for such development item and have already improved their mills considerably.

We are now happy to announce that the list of priority item of improvement & development has been further expanded to include more item, with a view to enabling millers to upgrade their mills fully and maintain them in peak working condition all the time.

The complete list of items of improvement and development for which mills would be released from the mill Development Fund is attached for your perusal and guidance.

You are kindly request make maximum use of the monies lying to your credit in the Mill Development Fund for the particular priorities of your mill out of the item listed, and upgrade it to the desired level.

In order to facilitate and streamline the operation of this Scheme you are kindly requested to intimate to this division regarding the priority items for which you wish to obtain monies from the Mill Development Fund, and obtain the concurrence of this division prior to commencement of such work.

In the meantime, to assist you in identifying the priority items appropriate to your mill, a team of officers from this Division will also be visiting your mill shortly and you will be informed of the date and time of such visit in due course.

Your faithfully,

Director Development.

COCONUT DEVELOPMENT AUTHORITY

Marketing Division
No 11 Duke Street
Colombo 1
4th June , 1982

Circular No. CDA/MD/GEN/2/82

To all Registered Shippers / Millers of DC

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Dear Sirs,

LICENSING OF DC FOR EXPORT

Reference is made to para 'C' of my Circular No. CDA/MD/9/81 of 28/8/1981 and Circular No. CDA/MD/GEN/1/82 of 31/5/82.

In view of the difficulties experienced by the Shippers, as a result of the application of the 10 day retention period between manufacture and licensing of DC for export, this Authority has decided to reduce this period from 10 days to 05 days on a trial basis.

Therefore, in future when an exporter submits an application for the export licence indicating the DC bags which have completed a period of 05 days from the date of manufacture the export K. licence will be issued provided no quality/contamination defects are detected.

Export K. Licences may be allowed within the 05 day period at the discretion of this Authority, if the CDA is satisfied that the performance of the mill concerned where the previous 6 month period with regard on quality and contamination defects as explained in my Circular No: CDA/MD/GEN/1/82 of 31/5/82.

Please acknowledge receipt of this Circular.

Your faithfully.

Percy Thenuwara,
Director / Marketing,
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

Marketing Division
No.11,Duke street,
Colombo 1
23rd June 1982.

CIRCULAR NO:CDA/MD/GEN/3/82

TO ALL REGISTERED SHIPPERS/MILLERS OF D.C.

M/s,.....

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Dear Sirs,

**PACKING OF D.C. IN RETAIL PACKS
FOR EXPORT**

The coconut Development Authority has decided to assist registered exporters, of D.C. in carrying out analysis of samples for quality on DC retail packs processed for export.

Following requirements of the CDA must be adhered to by the Repackers;

1. Repackers should first declare to the CDA the serial Nos. of the bags which are to be repacked.
2. They should consist of only DC which has been sampled at the DC mills under the normal sampling scheme and certificated by the CDA as having reached the required standard for export.
3. The repacking should be carried out in the packing room under conditions stipulated by the CDA.(Annexe I)
4. The repacking process would be at the sole risk and responsibility of the shipper concerned.
5. Every batch of repacked DC would bear serial nos. codified in the manner to be stipulated by the CDA.
6. On production of the samples drawn in a stipulated manner, the CDA laboratory will analyse them for Ceylon Standards Specification No: 98 of 1970.
A service fee would be charged for sample analysis.
7. C.D.A's quality control personnel and inspectors will have access to the repacking plants on all reasonable hours to ensure maintenance of stipulated condition and to draw samples at their discretion.
8. Any repacker not conforming to the conditions stipulated by CDA would be suspended from engaging in the process of repacking until proper conditions are restored.
9. CDA's certificates of quality issued on the basis of samples furnished by the shipper will render him eligible to obtain the export license for the shipment of repacked DC.

10. Any instances of bad quality reported by the CDA laboratory on the samples furnished by the shipper would be the sole responsibility of the shipper and this Authority will not undertake any mediation on behalf of the shipper/ miller concerned.
11. Any claims arising from foreign buyers on inferior quality of exported material would be the sole responsibility of the shipper.

Yours faithfully,

Percy Thenuwara,
Director/Marketing,
Coconut Development Authority.

GUIDELINES FOR REPACKING D.C.
IN PACKETS

1. Location, size and sanitary designs should conform to the Ceylon Standards 143: 1972
2. Areas where bulk D.C. bags are received and stored should be separated from the area where re-packing is conducted. The repacked material should be stored in a separate room or store while packing material to be utilized also has to be stored separately .
3. The packing room should be isolated from all storage spaces and D.C. bags should be conveyed in through a specific inlet and the finished packed material has to be conveyed out through a separate outlet.
4. Plant should be provided with UV insect killer, industrial vacuum cleaners, antiseptic hand dips and suitable cleaning devices.
5. The re-packing area should be well lit and ventilated ensuring a cool dust free atmosphere inside.
(Air - conditioning is highly recommended).
6. Sanitary facilities and controls with reference to toilet rooms, hand washing facilities and workers clothes should be followed as provided in C.S.143:1972.
7. Hygienic operating requirements, operating practices and production requirements should be followed as given in C.S. 143:1972.

COCONUT DEVELOPMENT AUTHORITY

Development Division
11, Duke Street,
Colombo 01.
25.06.82

Circular No : CDA/D/M/DC8

To all DC Millers

Dear sir,

Worker Educational Programme

As you aware, we are just concluded a series of seminars where mill managers and supervisory personnel were instructed and lectured to, on the desirable practices to be adopted, and the understandable practices to be avoided in the manufacture of DC. We are indeed grateful to you for your assistance and cooperation in successfully completing this programme of seminars.

We are now wish to extend this programme to cover the other grades of employees directly involved in production. This we consider vital because we believe that awareness of the importance of hygiene and cleanliness among personnel who are intimately involved in the production process will determine the extent of care and attention needed to be devoted. Without this awareness amongst mill personnel, no amount of sophistication in the manufacturing process would help.

This programme will initially be conducted for personnel of the mills in the Negombo area, and we would appreciate if you would, in consultation with the area supervisor/ circuit inspector in charge of your mill, arrange a convenient non-working day, preferably a non working week day for the conduct of this programme for personnel of your mill.

We would be grateful for your assistance and cooperation in this matter once again.

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Director (Development)

Copy To :

Area supervisors / Circuit Inspectors (Negombo Region)

Please meet the DC millers in your area/ circuit immediately and in consultation with them arrange for suitable dates for each mill and inform me in advance.

COCONUT DEVELOPMENT AUTHORITY

1982.07.01

MILL DEVELOPMENT FUND

Revision of Priorities - Extended list of Development items

- Category A:
1. Electrification, including part allocation for stand-by Generator, Motors, Switchgear, Voltage Stabiliser, Removal of Shaft-line and cost of structural alterations incurred.
 2. Process Water Water supply and treatment, Tube-well and 2 tank systems + chlorinator + meter(s).
 3. Hygiene considerations Proper fencing and/or walls; rodent, vermin, insect proofing. Suitable land drains and tarmacing, Power Washer. Provision for wash room facilities for operatives. Clothing and laundry facilities for operatives. HDPP or stainless steel items. Correct ventilation and exhaust fans. Disintegrator.
 4. Quality considerations Furnace/dryer instrumentation. Replacement of small furnaces with Single Furnaces Protected lightning. Purchase of Semi-Automatic dryers. Insulation of dryers. Sifter (Rotex or other).

- Category B:
1. Q.C. Lab
 2. Nut Shed
 3. Extension of processing facilities (viz purchase of fancy cutters)
 4. U.K. visit for Millers.
 5. Fuelwood shed & rotary saw facilities.

Miscellaneous Development Items.

- (a) New Steriliser approved by the Board + instrumentation
- (b) Pneumatic conveyor/cooler for DC
- (c) Purchase of stainless steel for vessel fabrication
- (d) Dryers - for parings, rejects & edible copra.

Coconut Development Authority

1982/09/10

Circular CDA/PD/DC/10
CIRCULAR TO ALL DC MILLERS

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Dear sir/sirs,

Price Support Scheme for D.C.

In view of the unfavourable prices which now prevail for DC , it has been decided to introduce a price support scheme for DC exports, in order to sustain the DC milling industry and coconut production , and help DC millers and Coconut producers to tide over the current situation, Under this Scheme DC millers would be supported by a grant of Rs. 1000/- per ton of DC manufactured by them for export.

The price Support Scheme also requires DC millers in turn to make payments for nuts purchased by them, so that the producers receive a price of at least Rs. 1000/- per 1000 nuts, The Coconut Development Authority will carry out frequent checks and surveys to verify whether producers are paid the intended minimum price for nuts supplied to DC mills. For this purpose millers should maintain records of nuts purchased for DC milling , indicating dates of purchase , names of nut suppliers, quantities of nuts purchased and prices paid.

The price Support Scheme of Rs. 1000/- per ton of comes in to effect from 1982/09/10, and will be in force until further notice.

Payments under this Scheme would be made by this Authority twice a month. For this purpose millers should furnish statements of production certified by the mill Manager and the Inspector in charge of the mill, to reach this office on or before the following dates

In respect of productions up to the 15th of a month

22nd of that month

In respect of productions from the 16th to the end of the month

the 07th of the following month.

Since the grant of Rs. 1000/- per ton of DC is meant for DC of exportable quality, appropriate adjustments would be made periodically for rejected productions.

Millers are kindly requested to note that production statements furnished by them will be certified by the Inspectors only after checking the records maintained in mills regarding prices paid by them for nuts purchased.

Yours faithfully

H.A.Tilekeratne
Director Development
coconut Development Authority

Coconut Development Authority

CIRCULAR NO : DC/M/83/6

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Development Division,
No; 11, Duke Street,
Colombo 1.

Dear Sir,

Recommencement of the Levy for the D.C Mill Development Fund

Further to my circular No:DC/M/83/4 of 16th March 1983, in consideration of a request made by the Sri Lankan Desiccated Coconut Millers Association, it has now been decided to recommence the Levy of -/20 otc. per Kg. of Desiccated Coconut with effect from 1st May 1983.

Your faithfully

DIRECTOR/DEVELOPMENT

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Coconut Development Authority

Circular No. DC/M/83/07

Development Division
No.11, Duke street
Colombo 01
25th April, 1983

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Procurement of Machinery and Equipment for Desiccated Coconut & Oil Mills under Credit Scheme funded by the Asian Development Bank/Coconut Development Project.

You are perhaps aware that a credit scheme has been worked out with the assistance of the Asian Development Bank for the procurement of various items of machinery and equipment required for upgrading the efficiency and hygienic conditions of Desiccated coconut and oil mills.

Under the proposed Credit scheme a Desiccated coconut mill can obtain a maximum loan of Rs.1.5 million while the maximum amount of loan available for an oil mill is Rs. .05 million, The loan scheme is to be implemented through Bank of Ceylon and Peoples Bank.

The debt equity ratio for Desiccated Coconut Mills would be 75.25 while for oil mills it would be 65.35 The maximum repayment period of the loan would be 10 years with a grace period of minimum 03 months and maximum of 02 years and the rate of interest would be 16% per annum.

The details of equipment to be obtained under the proposed credit scheme are given in the list annexed. The procurement of the equipment would be phased out over the period 1983/1985 and the annexed list also indicated the numbers of each item that would be available for each of the years 1983,1984 and 1985

Desiccated & oil millers who are desirous of availing themselves of the above credit facilities in obtaining the machinery and equipment referred to in the list annexed, are kindly requested to intimate to me their requirements (specifying the year in which they prefer to have such machinery and equipment) under registered cover, to reach me on or before 20th May 1983.

If the total requirements in respect of any of the items of machinery or equipment exceed the numbers available under the scheme, priority will be given to

a) Mills which require such machinery and equipment in order to increase their efficiency and hygienic conditions from present levels.

b) Mills which make a greater contribution to the total national production.

Millers are also kindly requested to note that all machinery and equipment required by millers would be ordered by the Coconut Development Project and that before such orders are placed, it would be necessary for each miller to furnish his equity contribution and also enter into legal agreement with the Coconut Development Project and/or Bank of Ceylon /Peoples Bank regarding participation in the above Credit Scheme.

Yours faithfully

Director/Development.

Coconut Development Authority

Development Division
No.11,Duke Street,
Colombo 01
6th July 1983

Circular No. DC/M/83/8

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Dear Sirs,

**Revision of Bacteriological Standards
in Desiccated Coconut Manufactured for Export**

As you are perhaps aware most importing countries have revised the bacteriological standards for processed food products and most desiccated coconut buyers now look for desiccated coconut where the total bacterial count does not exceed 10,000 bacteria per gram and in some instances 5,000 bacteria per gram. Accordingly, most leading foreign buyers have now started checking desiccated coconut productions for total bacterial count and it is possible that at least some of them would insist on such a standard within the next one or two years.

The total bacterial count of a processed food product such as desiccated coconut is an index of hygiene in its production and packing a low total bacterial count indicates a high degree of hygiene while a high total bacterial count indicates poor hygienic conditions, in the production and packing process.

In order to meet the above situation,it has been decided to commence a regular system of checking desiccated coconut productions of our desiccated coconut mills for total bacterial count from 1st January 1984. Accordingly , samples drawn from desiccated coconut mills on a regular basis will be analysed for total bacterial count in the central Quality Control Laboratory of this Authority and the results will be monitored to the mills.

The year 1984 will be considered a trial period for achieving a product with the total bacterial count not exceeding 10,000 bacteria per.....

Recent trial productions conducted by the Coconut Development Authority strongly indicate that the regular cleaning and power washing of the production line and factory premises is vitally essential in achieving a product low in the bacterial count of the order envisaged.

Hence it is strongly recommended that miller's make early arrangement to either purchase their own recommended own power washers (for which funds would be made available from

the Mill Development Funds) or to arrange for regular hiring/ taking on rent of power washing machines from a firm dealing with the hiring/ leasing out of such machines. Where machines are being imported, millers are advised to also import spare parts required for 02 years of operation.

Your early attention to this matter would enable us achieve the above standards in our desiccated coconut productions, within the time schedule envisaged.

Yours faithfully

H.A.Tillekerathne
DIRECTOR/DEVELOPMENT

COCONUT DEVELOPMENT AUTHORITY

Marketing Division,
No :11, Duke Street,
Colombo - 1,

6th July, 1983.

CIRCULAR NO: CDA/MD/GEN/19/83

CIRCULAR TO ALL SHIPPERS

M/S.

Dear Sirs,

All desiccated coconut shippers are kindly requested to note that with effect 1st July 1983 all quality certificates required by shippers in connection with Desiccated Coconut exports will in future be issued by the Development Division of this Authority and the charges for the issue of such certificates have been revised as follows:-

1. Salmonella free certificate (3 copies) ...R.s 20/-
2. Quality certificate /including
Aflatoxin free certificate (3 copies)...R.s 50/-

Each extra copy will be charged at R.s 1/-.

Shippers are also kindly requested to note that where a consignment of DC or a party thereof had been found to be sub -standard in respect of any of the bacteriological or physical quality criteria or had been stopped for further sampling, no certificates relating to any bacteriological or physical quality criteria will be issued in respect of such consignments hereafter , even though such consignments may have been shipped already.

Therefore, where a foreign buyer has insisted on bacteriological and/or physical quality certificates,shippers should ensure that only production which had been released for export are included in their shipments.

Kindly acknowledge receipt of this Circular.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY ,

J.EDIRISINGHE,

DIRECTOR/MARKETING.

Coconut Development Authority

Circular No. DC/M/83/9

P.O. Box 1628
11, Duke street,
Colombo 1.
2nd September
1983

Messrs.....

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Dear Sir/s,

Incentive Scheme for Production of Desiccated Coconut - September to December 1983

1. The Ministry of Coconut Industries and the Coconut Development Authority expected that the country would export about 45,000 metric tons of desiccated coconut in 1983, This was based on the demand in the international market prevailing good prices for this commodity and the likely performance from other origins. It was also noted that, in fact nearly 42,000 metric tons were exported in 1982 and there have been years when more than 50,000 metric tons were exported in the past.
2. However, the performance upto date is not very encouraging only 24,814 MT had been exported by 22nd August and if the target of 45,000 MT is to be achieved another 20,186 MT will have to be exported before the end of the year. There is no reason why the producers, specially the millers, should not endeavour to achieve this, because the price benefit is so attractive.
3. Anyway, in order to further encourage the millers to do so, the Ministry and the C.D.A. in association with the Export Development Board and the General Treasury are working on an incentive scheme under which every miller producing a quantity of exportable d.c. over and above the stipulated amount will get a cash bonus for such additional quantity produced. The details of this scheme will be announced during the course of next week.
4. In addition to the above, the C.D.A. will arrange an Observation Tour for at least three millers with the highest performance to visit a few major consumer countries in the west. The details of this programme will also be notified in due course.

5. This letter is intended to bring the above to your notice and request you to take immediate measures to step up production so that during the next four months you will produce more than you have done in the past. This has its own attraction -a very good price in an assured International market. The above steps of the Government are merely to remind you of this.

H.A. Tillekeratne

Director/Development
Coconut Development Authority
Industries

Yours faithfully,

Sgd.D.Wijesinghe
Secretary, Ministry of Coconut
and Chairman,
Coconut Development Authority

Coconut Development Authority

Circular No. CDA/DC/84/01

4th January, 1984

Establishment of Quality Control Laboratories in Desiccated Coconut factories

As you are aware, the first set of quality control laboratories have now been established in 10 D.C. mills with the kind assistance of the Sri Lanka Export Development Board, As an extension of this scheme it is envisaged to establish a further 20 Quality Control Laboratories in 20 D.C. mills during the current year, again with the assistance of the Sri Lanka Export Development Board.

The purpose of establishing Quality Control Laboratories is to enable millers to check their production at every stage and thus exercise control over the final product.

The total cost of establishing a Quality Control Laboratory is estimated at Rs. 300,000/- out of the above. the cost of equipment estimated at Rs. 250,000/- will be met by an outright grant of Rs. 100,000/- from the Export Development Board and Rs. 150,000/- out of funds lying to the credit of the millers in their D.C. Mill Development Fund. The cost of the building together with the furniture and fittings, estimated at Rs. 50,000/- will have to be borne by the miller.

It would be necessary for the Mills to recruit suitably qualified staff (at least one officer with G.C.E.(A.level) qualification in science subjects) for the operation of the Quality Control Laboratory. This Authority will provide the practical training required for such officers.

Millers, who are interested in establishing Quality Control Laboratories in their mills and having the necessary facilities to do so, are kindly requested to apply under registered cover to reach the undersigned on or before 20th January 1984.

Since the number of requests for Quality Control Laboratories is expected to exceed the allocation (20) for the current year. millers are kindly requested to note that selection will be based on criteria such as capacity, performance in production, present state of modernisation of the mill with respect to the current development package in force and availability of funds in the mill development fund.

Yours faithfully,

A.A.C. Karunarathne
Deputy Director/Development
Coconut Development Authority

sgd. H.A. Tillekeratne.
Director/Development
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

P.O.Box 1628,
11,Duke Street,
Colombo 1.

To :All Desiccated Coconut
Millers and Shippers

24th January , 1984

Messrs.....

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Shipment of D.C. to Mars Ltd.

Dear Sir /Sirs,

A number of complaints have been received recently from Mars Ltd., U.K., regarding the quality of desiccated coconut that had been shipped to them during the past few months from Sri Lanka. Such complaints related to both physical as well as bacterial contaminations.

In view of these complaints, the Coconut Development Authority has decided to carry out 25% sampling and tests on all desiccated coconut manufactured for shipment to Mars Ltd. The 25% sampling and testing will apply to the physical and bacteriological quality analysis and will be effective from 1st February 1984.

All shippers and millers who supply desiccated coconut to Mars Ltd. are therefore kindly requested to make the necessary arrangements with the respective inspector in charge of the mills approved for Mars shipment to have such production sampled on a 25% basis effective from 1st February 1984.

You are also kindly requested to note that effective from 1st February 1984, only desiccated coconut which had been subjected to the 25% sampling (on the first sampling) and which had been found to be up to the required standards should be included in shipments to Mars Ltd. Export licences for Mars shipment will be granted only to production that have been sampled on a 25% basis.

Yours faithfully,

Director / Development ,
Coconut Development Authority.

COCONUT DEVELOPMENT AUTHORITY

Marketing Division,
P.O.Box 386,
11,Duke Street
Colombo 01.

17th February, 1984

CIRCULAR NO: CDA/MD/ST/TD/4

TO ALL REGISTERED SHIPPERS AND MILLERS OF DESICCATED COCONUT

M/s,.....
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Dear Sirs,

1. Sri lankan Ambassador in Manila has passed on to this Authority a trade inquiry sent to him by the following Company for their buyer in the U.S.A. :-

Shawnee Corporation Ltd.
San Carlos Apts.,
777,San Carlos St.,
Ermita, H M P I.

Tele : 59-09-81 X 904
Tlx : (ITT) 40404 TX Box 0702

2. The above Company has agreed to the following quality stipulations in any possible Desiccated Coconut to be supplied to his buyer by Sri Lankan Shippers.

- (a) Moisture content 1.5%
- (b) F.F.A. (Lauric Acid) Max 0.3%
- (c) Fat content not less than 68%
- (d) Salmonella absent in 50gms. Of product
- (e) Conforms to other bacterial qualifications.

3. D.C. samples in conformity with the above quality stipulations were obtained from 10 D.C. mills and after quality analysis in the C.D.A. laboratories, these were sent for further analysis to M/s. Shawnee Corporation Ltd. The company has through our Ambassador informed this Authority that samples from the 5 following mills have been acceptable to him.

- M 94 Sirikatha DC Mills, Kattuwa, Kochchikade
- M 98 Pothupitiya Mills, Wadduwa.
- M 102 Mawathagama Mills, Dankotuwa
- M 112 Mararndagahamula D.C. & Oil Mills, Mararndagahamula.
- M 124 Minuwangoda Mills, Minuwangoda.

4. M/S. Shawnee Corpn Ltd. is now keen to obtain the following from any prospective shipper/shippers with a view to place orders.
 - (a) C & F New York price of different grades with C & F shown separately
 - (b) Confirmation of supply of 170,000 lbs. Monthly on continuing basis after initial trial order.
 - (c) Suppliers agreement to 3 to 5 years contracts for approximately 2 Mil.lbs. Anually with price escalation/de-escalation dictated by Market conditions.
 - (d) Whether C.D.A.would guarantee continuing of quality supplies.

5. A discussion on these was held by this Authority where the 10 millers in question were invited. The millers present indicated that D,C, in conformity with the quality requirements of the buyer and in quantities required by him could be made available between May to December 1984. The Millers who were present also indicated that they would be prepared to enter into a supply guarantee with the prospective shippers in order to avoid any possible defaults.

6. Any shippers who wishes to enter into sale contracts with the above named Company is requested to contact him early with the specifications and other requirements asked by him and given at para 4 above.

7. Shippers who are successful in obtaining orders from this company are kindly informed that for the present they will be allowed to ship only Desiccated Coconut manufactured at the five mills stated at para 3 above. Any additions to this list would be notified later. It also has to be noted that the CDA, in order to ensure quality of the product exported to this buyer in the USA would insist on 100% sampling of the DC bags produced for shipment. For this purpose, successful shippers are requested to specifically state in their first information of sale the name of this Company and/or their end buyer. The shippers should also when they buy locally notify the millers that the goods are intended for this Company and/or their end buyer and for this purpose a 100% sampling should be obtained. The millers in turn should notify this Authority this fact on production of the bags in question. Shippers should also note that this

Authority would not issue 'K' Licences for shipping to this company and/or their end buyer until satisfactory results of the 100% sampling are obtained.

8. Please contact the undersigned for any further clarifications on this.
9. Please acknowledge receipt of this circular.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

(R.Maligaspe,
Addl.Director/Marketing.

Coconut Development Authority

Circular No.DC/M/84/10

Development Division
11,Duke street,
colombo 1.
24 th April 1984

Circular To All DC Millers

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Dear Sir/Sirs,

Commissioning of DC Factories for Production in 1984

Most DC Factories are expected to resume production shortly. since this will be after a long lay off, millers are strongly advised that following basic precautions be taken prior to commencement of production, in order to avoid contamination and deterioration in physical quality of productions.

1. The factory premises and the floors of the entire factory should be thoroughly cleaned using boiling water/steam. The use of a power washer for this purpose is strongly recommended.
2. The entire production line should be thoroughly cleaned to remove any accumulated debris. rust any matter likely to contaminate the product.
3. Such cleaning, wherever possible, should be accompanied by treatment of the surfaces,with boiling water/steam preferably using a power washer, where this is not possible. at least all the implements, equipment and accessories used in the production process which are likely to come into contact with the product, should be cleaned and rendered sterile by using boiling water.
4. Ensure very strict supervision in carrying out the above operations.

All millers are kindly requested to note that productions during the first few days after commencement of work in particular, are prone to spoilage, deterioration and subsequent rejection if the above precautions are not strictly adhered to. following commencement of production, special attention should also be paid to the following,

1. As the initial productions are usually of inferior quality and not suitable for export, suitable arrangements should be made to remove the material from the factory premises for oil extraction or discarding. Under no circumstances should this inferior quality DC be allowed to mix with d.c. that is being packed for export.
2. D.C.should not be packed for export until you are convinced that it is/of acceptable quality.

3. The Coconut Development Authority will remove a factory from control only after it receives satisfactory laboratory reports on productions of three successive days. The daily productions during this 3 day period should not be less than 50% of the rated capacity of the factory.

Yours faithfully

sgd. H.A. Tillekeratne.

A.A.C.Karunaratne.
Deputy Director/Development

Director/Development

COCONUT DEVELOPMENT AUTHORITY

Desiccated coconut to Mars Ltd.

11, Duke Street,
Colombo 01.
30th April, 1984.

Messrs.....
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Dear Sirs,

Sampling Scheme for Mars Ltd.

Further to the circular Letter dated 8th March, 1984, and bearing No. CDA/MD/Gen/11/84 sent by the Director Marketing regarding the above subject. Mars Ltd., U.K., has proposed the following procedure in respect of all consignments of d.c. to be shipped to them.

The Mars sampling scheme is additional to the current C.D.A. screening, which should continue.

The shipper will assemble desiccated coconut in his store against a contract for supply to Mars. Once the material destined for Mars is available in the shipper's store the shipper will call in the C.D.A. to take samples according to the following procedure;

1. The C.D.A Inspector will carefully remove stitching from the bag and cut the inner Liner in such a way that it can be heat sealed again.
2. The Inspector will place 150g of coconut into a sterile sample bag using a flamed spoon to ensure sterility. The sample bag will be heat sealed and clearly marked with the Mill Number and C.D.A. bag code. A duplicate sample will be taken in the same way for the C.D.A. laboratory.
3. Sample will be taken at a rate of 6 bags per 100. If a shipment comprises a mixture of different mills, the samples should be allocated according to the proportion of each mill in the shipment.
4. Immediately after sampling the inner liner of the bag should be heat sealed and the paper sack should be restitched.
5. All the samples corresponding to the shipment should be packed together with paper work summarising the shipment details in a secure container with suitable physical

protection. This should be completed by the C.D.A Inspector as soon as possible after sampling. The sample package should be handed to the shipper for air freighting to mars, Slough.

6. The following tests will be performed in the laboratory at Mars:
Salmonella, E.coli, Enterbacteriaceae, Yeast, Moulds, Staphylococci, Colour, Dark Specks.
7. The results of these tests will be telexed to the shipper and the C.D.A within 6 days of arrival of the samples at Slough. This telex will notify whether or not to ship the consignment of coconut.
8. The EC/EXPT applications and the K licence applications submitted by shippers in respect shipments to Mars Ltd. should indicate "MARS SHIPMENT" on the application.

Since an early decisions has to taken regarding this matter, a meeting of all millers and shippers supplying d.c. to Mars Ltd. is scheduled to be held at the Ministry of Coconut Industries, T.B.Jayah Mawatha, Colombo 10, at 11.30 a.m. on 9th May, 1984, and will be presided over by the Chairman of the Coconut Development Authority.

You are, therefore, kindly requested to attend this meeting with a view to arriving at a definite decision regarding this sampling procedure.

Thank you.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY

To : ALL D.C. MILLERS

No.11,Duke Street

Colombo 1.

Messrs

4th May ,1984

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Dear Sir/Sirs,

Use of Conveyors in D.C. Production Lines

During the recently concluded observation tour in the U.K. by a team comprising d.c. millers and officials of this Authority , the members of the team had the opportunity of visiting some of the U.K. machinery manufacturers of interest to the D.C. manufacturing industry. Such visits to machinery manufacturers were arranged through the kind courtesies of Mr.W.H.Timmins, Technical Co-operation Officer of the British Government , who also accompanied the team on such visits.

Arising from the discussions held and interests shown by the d.c. millers in the team one of the machinery manufacturers dealing with the fabrication and supply of conveyors and conveyor system has arranged to send their Technical Director to Sri Lanka to assess and advise d.c. millers regarding the applicability and use of conveyors in d.c. production lines.

Accordingly Mr.R. Iddle of UMEC Buy Dell (Belty) Ltd. due to arrive in Sri Lanka on 8th May. he will be available at Siriyangani D.C.Mills , Katana , on the morning of 8th May at Henegama D.C.Mills ,Henegama in the afternoon of 8th May. He is also due at Pothupitiya D.C. Mills, Wadduwa , either on the afternoon of 9th May or 10th May ,1984.

D.C. millers interested in meeting the above machinery manufacturer could do so at the above mills.

The exact date and time of Mr. Iddle's availability at Pothupitiya Mills , may be obtained by contacting this division on 7th or 8th May , 1984 when his itinerary would be known more specifically.

Your faithfully ,

Director /Development.

COCONUT DEVELOPMENT AUTHORITY

Development Division,
P.O.Box
1628,Colombo 1.

10th July 1984

Messrs
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Functions of the Quality Control Laboratories in D.C. Factories

The quality control laboratory in your mill is fully equipped to carry out tests in order to ascertain whether -

- (a.) The water used in processing is up to the required bacteriological standards,
- (b.) The premises and production lines are upto the required hygienic standards,
- (c.) the final product and the intermediates are up to the required standards,both with regard to the bacteriological standards as well as physical quality standards,
- (d.) The sterilizer tank,the driers/ desiccators and the sifters operate under the prescribed conditions.

Therefore,in order to make maximum use of the facilities available in your laboratory in maintaining high standards of quality in the end - product,it is strongly recommended that the following functions be carried out on a routine and regular basis:

1. Analysis of d.c. samples for total colony count - one d.c. sample per day.
2. Analysis of d.c samples for evidence of faecal contamination - one sample per week.
3. Swabbing and testing of mill premises and production lines for salmonella bacteria - once a week,
4. Measurement of the working temperatures of the sterilizer tank and the working temperature and the quality of the product of every drier/desiccator - every two hours,
5. Analysis of the end product for physical quality - every hour,
6. Bacteriological analysis of water sample down from the water source used in processing d.c. - once a fortnight.

In addition, the officer in charge of the quality control laboratory should supervise the cleaning operations, such as power washing of the mill premises and the production line. He should carry out bacteriological tests to ascertain the efficacy of such cleaning operations. He should also be made responsible for ensuring regular medical examination of the workers.

Records regarding the above functions should be maintained carefully by the officer in charge of the laboratory, as such records would be vital in combating and rectifying problems that may arise in the production process.

You are, therefore, kindly requested to make immediate arrangements to carry out the above functions in your quality control laboratory forthwith. If you have any difficulties in implementing the functions as detailed above, forthwith, please contact the Deputy Director/Quality control of this Division for assistance.

Sgd.H.A. Thilakarathne,
Rathnayake,
Director/ Development

S.B.
Deputy Director/Quality Control.

Coconut Development Authority

Circular No. CDA/DC/M/84/18

Development Division
No.11, duke street
Colombo 01
08th August, 1984

CIRCULAR TO ALL DC MILLERS

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Dear Sir

Procurement of machinery and Equipment for D.C. and Oil Millers under the credit scheme funded by the ADB/IFAD through the Coconut Development project of the C.D.A.

Your kind attention is drawn to my circular No.DC/M/84/17 dated 16th July. 1984 on the above subject.

In order to accommodate as many milis as possible under the above funding facility we are extending the closing date for the receipt of miller's, requirements of machinery, equipment and spares to 20 th August, 1984. Please send in your requirements as indicated in my earlier circular to reach me, by registered post, on or before 20th August, 1984.

The list of requirements of machinery etc., will be finalised immediately thereafter and no further requests for inclusion of items will be entertained after 20th August 1984.

Yours faithfully.

sgd. (H.A. Tillekeratne)
Director/Development

(A.A.C. karunaratne)
Deputy Director/Development.

Coconut Development Authority

Development Division
P.O.Box 1628,
Colombo 1.
23rd August, 1984

Ref. NO. D/DC/QCL/1

Messrs.....
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Dear Sirs/Sir,

Establishment of Quality Control Laboratories

The Committee appointed by the desiccated Coconut millers to obtain Quotations and arrange the purchase of the equipment for all 17 quality control laboratories, met at the C.D.A. on 14th August, 1984 and again on the 21st August 1984.

It Was found that the quotation from Messrs. Environmental Laboratories Ltd was the Lowest, in respect of a large number of items and also satisfied the specifications laid down. However, this Organisation has been blacklisted by the Board of the CDA and we are unable to deal with them,

Hence, the Committee decided to summon all the millers involved, for a meeting to decide on a suitable course of action to be taken to effect the purchase of the required items expeditiously. Accordingly, you are requested to be present at this meeting to be held at 2.30 p.m.on Tuesday,28th August, 1984 at the Boardroom of the C.D.A.

Your presence is considered extremely essential.

Thank you

Yours faithfully,

Deputy Director/Development
for Director/Development.

Coconut Development Authority

No.11,Duke Street,
Colombo 01
24th August, 1984

Circular No. CDA/PD/DC/84/19

To All DC Millers,

Messrs.....

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Dear Sir/Sirs,

Control Measures and Procedures Applicable to D.C. Mills where productions are reported to be Contaminated with *Salmonella* Bacteria

D.C.Millers are kindly requested to note that the control measures and procedures applicable when the productions of a d.c.mill are reported to be contaminated with salmonella bacteria,would henceforth be as follows.

1. The production reported to be contaminated,based on the routine sample,would be stopped from being licensed for export.
2. The miller will be asked to reduce production to 70% of the installed capacity of the mill and the daily productions will be sampled on a 25% basis.
3. Such productions sampled on a 25% basis should be retained in the mill until the release letters based on satisfactory laboratory reports are received from the C.D.A.
4. The mill will be released from the above controls after receipt of satisfactory reports regarding six consecutive productions which had been sampled on a 25% basis (as referred to at (2) above), If, during the control period contaminations are repeated,the control period would be extended until satisfactory reports relating to six consecutive productions subsequent to the last date of contamination have been received.

Priority will be given in testing the samples and releasing the results of mills under control,as early as possible.

Further, arrangements are being made to introduce a system very soon whereby mills would be able to obtain from this office on any working day, the results of tests released by the Central Quality Control Laboratory,up to the end of the previous working day. Details regarding these arrangements would be sent to you within the next few days.

5. When a mill is brought under control for contamination.officers of the C.D.A. (Central Quality Control Laboratory and Inspectors) would carry out investigations to ascertain the points of contamination within the affected mill premises and the production line and also the possible sources/causes of contamination and advise millers regarding remedial action to be taken. Such remedial action may take the form of
 - a. Power washing the mill premises and the production line to eliminate the contamination,

b. Repairs/renovations/improvements to the building or the production line.

Where a miller on being advised to power wash an affected mill decides to do so, he may, either use his own equipment and manpower for power washing the mill, or he may obtain the services of the mill sanitisation unit of this Authority on payment of the appropriate charges.

6. The Miller may request the Authority to resample and test contaminated productions (referred to at (1) above.), on a 100% basis in the Central Quality Control Laboratory of this Authority. On receipt of such a request, samples will be drawn and tested on a 100% basis and action will be taken as follows.
 - a. If the 100% samples are found to be positive for salmonella, the entire day's production would be directed for oil milling at the G.O.B.U. of B.C.C. Ltd.
 - b. If the 100% samples are found to be negative for salmonella, the entire day's production would be released for export.
 - c. However, at the time of requesting for 100% re-sampling and testing of a contaminated production, the miller may also exercise the option of having parallel 100% samples drawn for testing in two independent laboratories in the event of the contamination being control Laboratory, as indicated at (a) above. In such instances, parallel samples would be drawn by the Inspector at the time of drawing 100% samples and arrangements would be made by the Authority to send such samples to the two independent laboratories. If the reports of both independent laboratories indicate the absence of salmonella bacteria in the samples, the production concerned will be released for export. If at least one of the independent laboratories confirm the presence of salmonella in the samples bacteria the entire production would be directed for oil milling at the G.O.B.U. of B.C.C. Ltd.

The two independent laboratories could be selected from amongst the Medical Research Institute, the Sri Lanka Standard Institute and the Ceylon Institute of Scientific and Industrial Research. The charges levied by these institutions for testing of the d.c. samples will have to be borne by the miller. Details of charges levied by these institutions and the time taken by them in testing the samples and releasing the results would be communicated to you within the next few days.

Yours faithfully,

Director /Development

COCONUT DEVELOPMENT AUTHORITY

Marketing Division
No. 11, Duke Street,
Colombo 01.
26th October. 1984.

CIRCULAR NO: CDA/MD/GEN/42/8

TO ALL EXPORTERS OF DESICCATED COCONUT.

Mr/M/S.....
.....
.....

Dear Sir,

STOCK AT SHIPPER'S STORES

Officers of the Development Division of this Authority will be visiting your D/C Stores on 31.10.84 in order to obtain the following information. Please cooperate with them and furnish the required information .

- (a) Outstanding quantity on foreign sales.
- (b) Quantity outstanding for shipment at the price of US \$ 1365/= and the quantity in respect of which final destinations have already been declared by the buyer.
- (c) Present Stock of D.C. in your Stores.
- (d) Any forward purchases from Millers.
- (e) Any other relevant information.

Thanking you.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

Director/Marketing,

COCONUT DEVELOPMENT AUTHORITY

Development Division
11, Duke Street,
Colombo 01.
15th October 1984

Circular No : CDA/DC/M/84/22

M/s.

Dear sirs

Price Incentive scheme for production of DC for the period 1st October to 31st December 1984

This is further to my circular dates 84.09.28 regarding the above subject.

02. As intimated to you by my above circular, an incentive payment of Rs.2,000/- per MT of DC will be paid for monthly production of exportable quality exceeding 60% of the installed capacity, in respect of the productions during the months october to december 1984.

03. In regards to your mill, the installed capacity is MT per month and therefore the incentive would be payable for monthly production aboveMT.

04. Mills with the highest production of exportable quality DC during the period of october to december 1984, in each of the following capacity groups will be selected for participation in an observation tour in an appropriate foreign country, to gain experience and knowledge in hygienic food manufacture.

In order to provide opportunities to as many millers as possible to benefit from the observation tours, it has been decided that mills which had already participated in foreign observation tour under similar incentive scheme in previous years, will not be eligible for participation in such tour under the present incentive scheme.

Group 1 : millers with capacities up to 70 MT per month

Group 11 : millers with capacities up to dofrom 71 MT to 100 MT
per month

Group 111 : millers with capacities up to doabove 100 MT per month

05. The incentive payment in respect of each month would be paid on receipt of the claims from millers. The claim should be made in duplicate in format enclosed herewith and should be certified by the miller and inspector in charge of the mill.

Yours faithfully,

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H.A.Thilakarathne

Sgd: Director/ Development

Asst. director (Reg)

Coconut Development Authority

Marketing Division
P.O.Box 386,
11,Duke street,
Colombo 1.
29 th November, 1984

CIRCULAR NO: CDA/MD/GEN/45/84

TO ALL SHIPPERS & MILLERS OF DESICCATED COCONUT

M/S.....

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Dear Sirs,

SAMPLING OF DESICCATED COCONUT FOR SPECIAL MARKETS

It has been observed that certain shippers unilaterally decide to request for sampling of Desiccated Coconut bags lying in their stores for shipments to special markets. This practice is not acceptable to the Coconut Development Authority.

If any shipper intends exporting D.C. to markets where special sampling procedures are required, he should make prior arrangements with the miller concerned, who in turn will request the Development Division of this Authority to arrange for appropriate sampling of the productions to be carried out at the mill itself. millers are also required to inform the Inspector simultaneously to enable him to draw the necessary samples. However, if under special circumstances, a shipper is making the request to this Authority such request should be made to the Director/Development with the written consent of the miller for sampling and testing according to the requirements of each market.

Kindly acknowledge receipt of this circular.

Yours faithfully

H.A.Thilakaratne.
Director/Development

J.Edirisinghe
Director/Marketing
Coconut Development Authority

C.C. (1) Director /Development

(2) President , D.C. Millers, Association

(3) President , Coconut Product Exporters' Association

(4) All Inspectors - Who are required to carry out the sampling as required, on intimation by the millers.

Coconut Development Authority

Development Division
No.11,Duke Street,
Colombo 01
03rd December 1984.

Circular No. CDA/DC/84/25

To All DC Millers

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Dear Sirs,

Availability of results of laboratory tests on routine samples drawn from d.c.productions

Arrangements are being made to make available to d.c. millers, upon request, the results of the laboratory tests on routine 10% samples drawn daily from d.c.productions.

Under these arrangements, the results of the daily samples would be available for the information of millers, on the day following the completion of the laboratory tests (which usually take 5 working days after receipt of the samples in the laboratory) The results of the laboratory tests relating to productions , would be available with the Assistant Director/Regulatory of this Division. Any Miller who wishes to obtain the results relating to productions of his mill, could do so by contacting the above officer either by telephone (21025-21028) or by sending an authorised representative, according to the millers,convenience.

If a miller wishes to have the results relating to a production in writing a request could be made to the above officer, who will arrange to issue an appropriate letter of release.

The above arrangement will come into operation with effect from 5th December 1984.

The results of routine daily samples, would also be communicated daily to the Director/Marketing, In order to facilitate and expedite the issue of export licences.

Yours faithfully,

H.A. Tillekaratne.
Director/Development.

Coconut Development Authority
Development Division

Circular No. CDA/DC/85/2

11, Duke street,
Colombo 1.
16 th January 1985

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Production of DC in 1985

In keeping with the export targets fixed for the export of DC in 1985, a total production target of 50,000 M/Tons has been envisaged during the current year.

In order to achieve the above objective, it has been considered necessary to follow a production schedule, so that situations of rush production, or accumulation of large stocks product could be avoided.

The total annual target of 50,000 M/Tons has therefore been distributed among working DC mills in production to their installed capacities, on a monthly basis.

The production contribution expected from your DC mill, if the above annual production and export targets are to be met, is given below.

You are kindly requested to make all possible efforts to keep to the production schedule specified below and thereby assist in achieving the national production and export targets. Discussions are now being held between this Authority and the SLEDB to evolve a suitable reward scheme for millers who make the best efforts and contribution in achieving the production targets earmarked for the current year.

Production schedule for Mill No. M.....

Month

Expected DC Production in MT

January
February
March
April
May
June
July
August
September
October
November
December

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Asst. Director

Yours faithfully,

Sgd. H.A. Tillekeratne.
Director/Development
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

Development Division

No.11,Duke Street,

Colombo 1.

14th May,1985

Circular No: CDA/DC/M/85/09

To: All DC Millers

Mr/Messrs.....

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Dear Sir/Sirs,

Production of Desiccated Coconut - May to July 1985

Your kind attention is drawn to circular No.CDA/DC/85/2 dated 16th January, 1985, addressed to desiccated coconut millers by the Director/Development of this Authority, on the subject "Production of D.C. in 1985".

A monthly production schedule had been drawn up in keeping with the export targets and the marketing strategy for the current year. Millers were notified of the production levels expected of each mill on a monthly basis, in order to avoid situations of shortfalls or surplus in d.c.production.

In terms of the above production schedule, the quantity of d.c.that had been ear-marked for production during the period January - April 1985 was 11,000 M.tons.However, the total quantity of d.c. actually produced during january -April had been over 15,650 M.tons, resulting in a surplus of production over the target. As a result of this surplus production, it has become necessary to restrict the production of d.c.during the ensuing months and it has therefore been decided to adopt the following measures in the manufacture of d.c. during the period May - July 1985:-

- (a) The production of d.c.in May 1985 would be strictly confined to 4500 M.tons, as ear-marked earlier;
- (b) The production of d.c.in June and July 1985 would be limited to 3000 M.tons each month.

In consequence of the above decisions, the Inspectors in charge of d.c.mills have been instructed to make the following arrangements with immediate effect

- I. Serially numbered labels for May productions would be issued only to the extent of production allocations for May, as already notified to millers, as per circular

No.CDA/DC/85/2 dated 16th January, 1985.The production allocation for May 1985 for your mill isM.tons

- II. Serially numbered labels will be issued to your mill only for M.tons each, for the months of june and July 1985.
- III. Any quantities already produced in excess of the allocation for May, would be set off against the June/July allocations.

Kindly acknowledge receipt of this circular.

Yours faithfully,

Director/Marketing

Director/Development.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

No. 11, Duke Street,
Colombo 01.

24th May. 1985.

CIRCULAR NO: CDA/MD/GEN/17/85

TO ALL REGISTERED SHIPPERS & MILLERS OF DESICCATED COCONUT.

TO REGISTERED BROKERS

M/s.....;

Dear Sir/Sirs,

DOMESTIC LETTERS OF CREDIT IN D.C.
TRANSACTIONS

You may be aware that the Bank of Ceylon has already launched a scheme where Domestic Letters of Credit could be opened by exporters, when they purchase their export requirements from the local suppliers, as an instrument of payment in their transactions. It is expected that such a scheme would be launched by the People's Bank as well. This Authority wishes to advise all registered shippers and Millers of D.C. to make use of this facility for payment when they purchase D.C locally from Millers, as it would eliminate most of the problems now prevailing in this regard culminating in defaults of payment and fulfilment of contracts.

This Authority also wishes to state that from date to be announced in the near future, it will compulsorily check and ensure that payments have been received by millers or local suppliers of D.C. before export licences for D.C. are issued. This would mean that thereafter shippers of D.C. would have to furnish satisfactory proof that payment had been made to the miller or the suppliers by way of Domestic L/C or through some other means such as cash payment etc. In these circumstances, shippers are advised to utilise this mode of payment i.e. the Domestic Letter or Credit from an early date on a voluntary basis so that its transaction to a compulsory basis would be made more convenient.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

Director/Marketing,

Coconut Development Authority

Circular No. CDA/DC/M/85/10

11, Duke street,
Colombo 1.
30 th May 1985

CIRCULAR TO ALL DC MILLERS

Messrs.....

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Dear Sirs,

Production of Desiccated Coconut - May to July 1985

Further to my circular No. CDA/DC/M/85/09 of 14th May, 1985, on the above subject and allocation of quotas for the months of May, June and July 1985, in order to provide some measure of immediate relief to millers to overcome problems, if any, relating to Forward Contracts in the sale of desiccated coconut and purchases of fresh nuts, the disposal of large quantities of nuts already delivered, etc., the following measures will be implemented with immediate effect.

1. Fancy grades will fall outside the quota system. extra labels will be issued for such productions. Medium and fine grades produced in the course of production of such Fancy grades will be governed by the quota system. However, these will have to be accounted for within the quotas allocated for each month.
2. The production of d.c. for the Australian, New Zealand, Japanese, Canadian and U.S. markets will be exempted from the quota system. However, millers will have to provide documentary evidence to the satisfaction of this Authority to the effect that they have valid contracts for the supply of d.c. to such markets.
3. Production of d.c. that provide raw material for the manufacture of coconut cream for export will also be exempted from the quota system. Deliveries of such productions will be closely scrutinised by this Authority.

Millers producing material under categories 2 and 3 above are, however, warned that should their productions be rejected as unsuitable for the purposes for which they are intended, they will be set off against the quotas already allocated to them.

4. Millers under contract to supply Mars Ltd, will be entitled to manufacture 25% more than the allocated quota, beginning from June 1985. This additional quota will be allowed, provided the millers have successfully manufactured the medium grade of d.c. under normal quota, for export to Mars Ltd.
5. Transfers of quotas between millers will not be permitted. However, millers who fail to produce the allocated quota in one month will be permitted to manufacture the balance in the following month, during the period May/ July 1985.

6. Production of quotas in advance is not advised. However, if a miller wishes to produce over and above his may quota,he may produce up to 25% of this june quota in the month of may. millers may also produce a part of their july quota in june, provided it is necessary to meet any existing contractual obligations. This arrangement will only be permitted, if evidence to this effect is produced to the satisfaction of this Authority.

Please acknowledge receipt of this Circular.

Yours faithfully

Director/Marketing

Deputy Director/Development

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

No.11 , Duke Street,
Colombo 1
19th June 1985

CIRCULAR NO: CDA/MD/GEN/19/85
TO ALL EXPORTERS OF DESICCATED COCONUT, BROKERS
COCONUT ALL MILLERS D.C. MILLERS COPRA DEALERS
& COCONUT ESTATE OWNERS.

M/S.....

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Dear Sirs,

(1) EXPORT SALE OF COCONUT PRODUCTS

This is to confirm the announcement made on 18th June 1985 regarding the export sale price of desiccated coconut, Production Quota for D.C Mills, Additional Export Duty on Desiccated coconut , Removal of Export Duty on Fresh Coconuts, Milling Grade of copra , coconut poonac and purchase of coconut oil by the coconut development authority.

In this regard, following measure have been taken with immediate effect:-

- a. The export floor price on desiccated coconut will be suspended with immediate effect.
- b. The quota system on desiccated coconut mills imposed in May 1985 to support the export floor price scheme, will be abolished simultaneously.
- c. The specific export duty on desiccated coconut, which is presently at Rs.5,000/= will be raised by Rs. 2,500/= and the proceeds will be utilized to support the price stabilization scheme on coconut oil and to assist the desiccated coconut industry.
- d. The CDA will continue to purchase coconut oil at Rs. 17,500/=, in spite of the prevailing level of international prices, provided the millers buy copra at the Copra Auctions at a minimum price determined by the CDA. The minimum price till the end of July 1985 will be Rs. 2,350/= per 250 kgs. The position will be reviewed at the end of July.
- e. The following adjustments are made in the export duty of coconut and coconut products:-
 - (i) The specific export duty of Rs.1,000/= per 1,000 nuts will be removed and the position reviewed later in 1985.
 - (ii) Similarly, the export duty of Rs.300/= per MT on coconut poonac also be withdrawn temporarily.

(iii) Export of milling grade copra will be allowed free of export duty under the supervision of the coconut development authority to ensure that no edible grades are exported as milling grades. The export duty on edible copra will remain at the present level as this fetches a premium price in the international market. Coconut Development Authority will be announcing the procedure to be followed in the export of Milling Grade Copra by 1st July '85'. Therefore, no commitments should be made by the shippers in this regard until further notice.

(2) Export Documentation

According to the above arrangement with regard to the export sale of Desiccated Coconut, your attention is drawn to my CIRCULAR NO: CDA/MD/GEN/19/85 of 14th May '85'. In the future, you will be required to adhere only to the following requirements:-

a. Sale contract and certification of EC/EXP1 Forms

The exporters should submit these forms in quadruplicate with the relevant contract or letter of credit in duplicate or any other proof of sale to a buyer, (any other form of proof is acceptable only if the contract or L.C is not available at the time of shipment due to short time between sale and shipment). Coconut Development Authority will process this form and return it to the exporters, duly endorsed, promptly, if all the particulars are in order. This office will retain one copy of it for official use.

b. Payment for D.C

The shipper when he applies for an export Licence (K.Licence) indicating the D.C bag number should make a declaration to the effect that that payment in respect of all the bags for which he is applying for the licence have been paid in full. No export Licence (K Licence) will be issued without this declaration from the shipper.

The other requirements specified in the Circular of 14th May '85' are not applicable. Kindly acknowledge receipt of this Circular.

Your faithfully,
Coconut Development Authority.

J. Edirisinghe
Director/Marketing.

JE/ER

COCONUT DEVELOPMENT AUTHORITY

Development Division
P.O. Box 1628
No:11 Duke Street
Colombo 01
Date: 25th June 1985

Circular No: CDA/DC/M/85/11

Circular to all registered DC Millers

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Dear Sir,

Many instance have been reported in the recent past, where kraft paper saos meant for packing 50 kgs of d.c. had been used for packing 35, 40 kgs, by cutting off a portion of the saos, which results in elimination of some of the essential export markings and disfiguring of the bags.

It has been decided that this practice should cease forthwith and appropriately sized bags should be use in packing d.c. for special order per pack differs from the standard pack of 50 kg.

Local manufactures of paper saos have agreed to supply the following sizes of bags, provided orders are placed for minimum quantities and sufficient time is given :

50 kg bags -		which could be used for packing 45 kgs too.
40 kg bags -	-do-	35 kgs too.
25 kg bags -	-do-	25 kgs too.
12.5kg bags -	-do-	12.5 kgs too.

Millers are kindly requested to note that effective from 1.7.1985, packing of all d.c. for export order should be done in the appropriately sized bags indicated above and that arrangements should be made with the shippers/paper sacs manufacturers to obtain bags of the relevant sizes. Inspectors of this Authority have been strictly instructed not to simple d.c. productions which had not been packed in the appropriately sized bags with effect from 1.7.1985.

Your faithfully

sgd: (H.A. Tillekaratne)
Karunaratne)
Director/Development
Director/Development

(A.A.A.

- c.c 1. To all registered shippers of d.c.
2. To all Inspectors

COCONUT DEVELOPMENT AUTHORITY

Development Division
P.O. Box 1628
No:11 Duke Street
Colombo 01
Date: 25th June 1985

Circular No: CDA/DC/M/85/12

To all registered DC Millers

Dear Sir,

Revision of Bacteriological standard in the manufacture and Export of DC.

In keeping with the requirements of quality demanded by foreign buyers and also the standards of quality that most of the d.c. factories are potentially capable of achieving in term of the facilities and practices that have been introduced during the past 4-5 years, it has been decided to revise the bacteriological standard of Sri Lanka D.C. as follows:

1. Salmonella bacteria absent in 50 gm. samples.
2. Standard plate count at 37⁰ C not exceeding 10,000/gm.
3. E.coli (Type 1) absent in 10 gm samples.
4. Coliforms at 37⁰ C- 100/gm maximum.
5. Moulds and Yeasts - 100/ gm maximum.

It has also been decided by this Authority that the period June-December 1985 would be considered as a trial period for the achievement of the above standards by all d.c. factories and that the revised standard would be enforced for all d.c. exports from 01.01.1986.

In this context it is important to note that in achieving the above Bacteriological Standards and requirements, the regular use of a power washer in cleaning and sanitising the production line and premises of a factory, the availability of quality control facilities in the factory for purposes of implant quality checking and monitoring and the screening of all workers employed in the production line though regular medical tests would be vitally essential.

I shall be grateful if you could give your kind attention and consideration to the above matter and send me your observations/comments if any to reach me on or before 15.07.1985.

Your faithfully,

sgd:(H.A.Tillekeratne)
Director/Development
Director/Development

A.A.C. Karunarathna

Coconut Development Authority

P.O. Box 1628
Colombo 01
27th June 1985

Circular No. CDA/DC/M/85/13

To All DC Millers,

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Dear Sir,

Contaminations in D.C.Mills

I write to draw your earnest attention to the following facts regarding the importance of maintaining proper hygienic conditions, in the manufacture of desiccated coconut.

As you are aware, regular checks are being carried out in d.c. factories by the Quality control Laboratory of this Division, to ascertain the incidence, nature and extent of bacterial contaminations in factory premises, production line and the final product.

In the course of such investigations carried out over the past few weeks, a large number of instances of bacterial contaminations (salmonella bacteria and E.coli) have been detected within the premises, the production line and in the product itself. of a large number of factories. Subsequent to such findings, the daily products of some of the factories concerned, were also reported to be contaminated. In instances where contaminations had been found in the course of factory investigations to, the laboratory findings were communicated to the millers and suitable remedial action had been recommended.

In the majority of such instances the causes for the contaminations had also been investigated and such causes had nearly always been traced to one or more unsatisfactory conditions prevailing in the premises, production line or in the production process.

You would recall that under similar circumstances, a spate of contaminations was reported in a large number of d.c. factories at about the same time last year, which resulted in disruption to production and heavy losses due to rejections. In this context I wish to refer you to my circular addressed to D.C. Millers dated 17.07.1984 on the subject "Contaminations in D.C. Mills".

As you would know, the prevailing adverse weather conditions are very favourable for the growth multiplication and spreading of bacterial contaminations.

I would therefore strongly request to take additional precautionary measures to ensure that the strictest hygienic and sanitary measures are adopted and followed in regard to the factory environment, factory premises, the production line and the production process, so that bacterial contaminations could be avoided. The precautionary guidelines spelt out in my circular dated 17.07.84 referred to above, would be very relevant in this regard.

Yours faithfully,

H.A. Tillakeratne.
Director/Development

COCONUT DEVELOPMENT AUTHORITY

Circular No:CDA/OM/85/1

Development Division
No.11,Duke street,
Colombo 01.

Date : 11th July 1985.

To all Oil Millers

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Dear Sir,

1. Production Returns

It is observed that monthly production figures of coconut oil,poonac etc.,are not being sent to this office in time by many oil millers. In some cases they are not being sent at all.

This makes it difficult for this Authority to bring our monthly production figures up to date. All oil millers are therefore reminded once again to kindly forward this statement (whether mill is working or not) to reach this office on or before the 10th of every following month, in case our inspectors do not call for same by the 5th of the month.

2. Registration of Oil Mills

It is also noted that a large number of oil mills are in operation without obtaining Registration from this Authority. You are perhaps aware, that in terms of the provisions of the Coconut Development Act No: 46 of 1971, a manufacturer of any coconut product, whose daily production exceeds 01 (one) cwt. Should obtain annual registration from this Authority.

Oil millers who are in operation and are not registered with this Authority are therefore hereby informed that they should seek Registration for 1985 immediately. The necessary application forms and other particulars can be obtained from this office.

Yours faithfully,

Dep: Director /Development

agd : Director /Development

COCONUT DEVELOPMENT AUTHORITY

TO ALL DC SHIPPERS

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Development Division,
P.O.Box 1628,
11,Duke Street,
Colombo 01.
Date,27th Sept. 1985

Dear Sir,

Submission of Medical Certificates of DC mill workers

This is to inform you that the Medical Certificates of the mill workers of all the DC mills mentioned in my circular of 30.08.1985 had been received except from Mill No:95 which is not working now.

Hence please note that we shall be issuing Quality Certificates (Salmonella and Aflotoxin) in respect of the productions of these mills.

Yours faithfully,

(A.A.C.Karunaratne)
Dep. Director/Development.

For. Director/Development

Coconut Development Authority

Circular No. D/DC/85/15

Development Division
11, Duke Street
Colombo 01
31st October .1985

CIRCULAR TO ALL DC & OIL MILLERS

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Dear Sir

Procurement of machinery and equipment for D.C. and oil mills under the ADB Loan Facility.

We refer to our Circular No. D/DC/85/14 dated 9th October 1985. on the above subject.

In order to enable as many millers as possible to obtain their requirements of equipment using this loan facility, we are hereby extending the closing date for the receipt of applications to 12th November, 1985

Yours faithfully

A.A.C. Karunaratne
Deputy Director/Development

sgd H.A. Tillekeratne
Director/Development.

Coconut Development Authority

Circular No. D/DC/85/14

Development Division
11, Duke Street
Colombo 01
1985/10/09

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Procurement of machinery and equipment for D.C. mills & oil mills -under the ADB Loan Facility

I refer to my circular No. DC/M/84/17 dated 16th July, 1984 addressed to you, regarding the above subject.

Following prolonged discussions with the ADB, the concurrence of the Bank has now been obtained to enable millers to procure their own requirements of machinery, equipment and spares required for modernising the mills, subject to the following procedures being followed in such procurement.

(a) Direct purchase/negotiation or single tender by the individual miller may be allowed when

1. buying small or off-the-shelf items generally valued at less than US \$10,000,
2. Standardisation is important and equipment and spare parts required for expansion or repair of existing equipment and machinery must be procured from the original supplier or from a supplier of identical goods,
3. the equipment is proprietary in character and is obtainable only from the supplier.

(b) Other items may be permitted to be procured by each miller in accordance with established commercial practices. In this case, at least three quotations must be obtained by the miller from suppliers from at least two member countries of the Bank and the contract must be awarded to the lowest evaluated bidder.

The other conditions of the line of credit are the same as those contained in that circular. Reproduced below are the main conditions of the credit line for your easy reference.

1. The interest rate will be 14% per annum, with a maximum repayment period of ten years with a grace period varying from three months to two years.
2. The debt equity ratio for d.c. mills will be 75.25 and for oil mills 65.35.

3. The maximum amounts available as loans for d.c.mills and oil mills will be Rs. 2.5 million and Rs. 5 million, respectively.
4. The loan scheme will be implemented only through the Bank of Ceylon and the People's Bank.

The items of machinery and equipment that could be procured under the ADB line of credit is given in Annexure I, hereto A list of member countries of the Bank (for purposes stated at sub-para (b) above) is given in Annexure 2, hereto.

I shall be grateful if you would intimate to me by 25th October, 1985, the latest, the requirements of machinery, equipment and spares for which you wish to make use of the ADB line of credit. You are requested to use the format annexed in intimating you are requirements separately for the period 1985/86 and 1987. Please also note that you should indicate against each item, the quantity, the make and model or capacity or other relevant specifications and the supplier or suppliers from whom you intend obtaining quotations.

The requirements indicated by you, together with the relevant details referred to above, would be evaluated by a Technical committee of the Authority and thereafter you will be advised regarding the procedure to be followed in processing the items concerned.

Millers are kindly requested to contact the Deputy Director/Development or the Deputy Director/Quality Control, for any further particulars or assistance in this regard.

sgd. H.A. Tillekeratne

A.A.C. karunaratne

Director/Development

Deputy Director/Development

Copies to A.G.M. (Industrial Credit) Bank of Ceylon
 A.G.M.(Development), Peoples Bank
 Director /CDP

Coconut Development Authority

Circular No. D/DC//85/16

Development Division
11, Duke street
Colombo 1.

1st November 1985

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

List of approved Suppliers to Mars Ltd

We have received a telex message from M/s Mars Ltd., U.K. informing us that:-

Your mill (No.....) has been admitted into their revised list of approved suppliers.

Your mill (No.....) has been removed from their revised list of approved suppliers /trial list, effective from.....

Trial shipments are being invited from your mill (No.....) and requesting us that you be informed regarding same.

Yours faithfully,

Director/Development

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Asst. Director/Development

COCONUT DEVELOPMENT AUTHORITY

MARKETING DIVISION

11, Duke street,
Colombo 1.
1st November 1985

CIRCULAR NO: CDA/MD/GEN/23/85

TO ALL EXPORTERS OF DESICCATED COCONUT
AUCTIONEER/BROKER & D.C. MILLERS.

M/S.

Dear Sir,

PAYMENT FOR DESICCATED COCONUT DELIVERED TO SHIPPER'S STORES.

Your reference is drawn to para (2) (b) of my circular No:CDA/MD/GEN/19/85 of 19th June 1985.

It has been brought to the notice of this Authority that payment in respect of D.C bags delivered to shipper's stores are not being paid within a reasonable time limit, although the Authority's laboratory has approved them for export.

The coconut development authority considered the position regarding payment for D.C. by the shippers and decided that:

The shipper when he applies for an export licence (K.Licence) indicating the D.C. bag numbers should make a declaration to the effect that payment in respect of all the bags for which he is applying for the export licence have been paid in full, within a period not less than ten (10) working days from the date of delivery. Export Licence (K.Licences) will not be issued in future, without this declaration from the shipper.

This requirement will come into force with effect from 12th November 1985. Shippers should note that this Authority will not hesitate to take drastic action against any shipper who does not conform to this requirement or make a false declaration to that effect in order to obtain an export licence for the export of D.C.

Please acknowledge receipt of this circular.

Your faithfully,

COCONUT DEVELOPMENT AUTHORITY

J.Edirisinghe

DIRECTOR/MARKETING

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

11, Duke street,
Colombo 1.

04th November 1985

CIRCULAR NO: CDA/MD/GEN/24/85
TO ALL EXPORTERS OF DESICCATED COCONUT
AUCTIONEER/BROKER & D.C. MILLERS.

M/S.

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Dear Sir,

PAYMENT FOR DESICCATED COCONUT DELIVERED TO SHIPPER'S STORES.

Please refer to my Circular No: CDA/MD/Gen/23/85 dated 01st November 1985.

The fourth paragraph of the circular has been amended to read as follows:-

“The shipper when he applies for an export licence (K.Licence) indicating the D.C. bag numbers should make a declaration to the effect that payment in respect of all the bags for which he is applying for the export licence have been paid in full. However, payment for D.C delivered to shippers stores and approved for export should be paid in full within a period of ten (10) working days from the date of delivery even if the shipper does not apply for export licences (K.Licences).”

Kindly acknowledge receipt of this circular .

Your faithfully,
COCONUT DEVELOPMENT AUTHORITY

J.Edirisinghe,
DIRECTOR/MARKETING.

COCONUT DEVELOPMENT AUTHORITY

Circular No: DC/M/86/2

TO ALL DC MILLERS

In view of the current security arrangements being implemented, millers who wish to deliver sealed d.c. samples to this office (vide our circular dated 1985.09.03) are hereby kindly informed that the following procedure would apply with immediate effect, in the matter of delivery of such samples to this office :

The sealed samples should be handed over to this office only by an authorised person of the mill who should :

- (a) Produce a letter from the miller certifying that the parcel being delivered by such authorised person contains samples drawn from the d.c. produced at his mill.
- (b) Produce his National Identity Card at the time of handing over such samples.

Failure to comply with these requirements may result in your samples been returned.

Yours faithfully,

Director(Development)

COCONUT DEVELOPMENT AUTHORITY

Development Division,
11, Duke Street,
Colombo 1.

29th January 1986

Mr./Messrs
Dear Sir/Sirs,

EXPANSION OF CAPACITIES EXISTING D.C. MILLS

As you are aware, the Coconut Development Authority has already decided to permit the expansion of capacities of existing d.c. mills provided they conform to certain minimum conditions and requirements laid down by the Authority.

02. In addition to the above, request to permit the expansion of capacities of existing d.c. mills by installing additional semi-automatic driers is now under consideration by the Authority. In order to take a final decision on this matter, the Authority will require the following information from d.c. millers who are interested in such expansion of capacity of their mills:-

(a.) Details of existing drying equipment in your mill -

- No. of semi-automatic driers (large size)
- No. of semi- automatic driers (small size).....
- No. of walker’s pressure driers
- No. of double desiccators
- No. of single desiccators
- Any other type.....

(b.) What additional drying equipment do you intend installing?

(c.) In Installing above additional drying equipment, do you intend removing any of the existing drying equipment given at (a) above and if so, the details of such equipment.

(d.) What are the reasons for increasing the present capacity of your mill?

03. If you are so interested (and not otherwise). Please furnish me with the above information on or before 12th February 1986.

Yours faithfully

A.A.C.K. Karunarathne
Deputy Director/Development

Sgd.H.A. Tillekerathne,
Director/ Development

Coconut Development Authority

Development Division
P.O.Box 1628,
11 ,Duke Street,
Colombo 1.
22nd July 1986.

Ref. NO. CDA/DC/M/86/14

To All Registered Millers/Shippers/Exporters
Of Desiccated Coconut

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Dear Sirs,

Issue of Quality Certificates

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- (1) There has been a considerable increase in the number of applications being received in this office for Quality Certificates for d.c.consignments. In order to expedite and streamline the issue of such certificates, the following procedure would be adopted as from 01st August, 1986.
 - (2) All applications for Certificates forwarded by Millers/Shippers/Exporters should be according to the format attached hereto. Millers/Shippers/Exporters could either print or cyclostyle their own application forms.
 - (3) Every set of applications should comprise the number of copies of certificates required by the applicant plus an additional copy for use by the C.D.A. (i.e:if three copies are required by the applicant, a set of four copies of such application will have to be forwarded for certification). Copies of the certificate issued, will be attached to each copy of the application submitted.
 - (4) Certificates will be issued only for tests normally carried out by the C.D.A. Laboratory on a routine basis,based on Sri Lanka standards cs 98. 1970 and these certificates would conform only to the standard texts appended hereto, for all d.c. consignments that had been subjected to routine testing . Where a buyer requires a certificate different from the standard text, prior approval of this Authority should be obtained before Millers/ Shippers/Exporters enter into agreements with buyers for furnishing such certificates.
 - (5) Millers/Shippers/Exporters should ensure that all packages included in shipments for which Quality Certificates are required, belong to productions which had been tested and released for export by the C.D.A. A list of such productions which are released for export after the requisite laboratory tests have been concluded , are put out daily and are available with the Regulatory Branch of this Division and the licensing branch of the Marketing Division.

No Quality certificate of any kind would be issued in respect of packages shipped prior to conclusion of laboratory tests and later found to be adverse in quality. Millers/Shippers/Exporters are cautioned that licensing of a consignment prior to conclusion of laboratory tests would not entitle such consignment to be issued with a quality certificate unless the productions concerned are found to conform to required standards.

(6) Charges levied for certificates would for the present, remain the same,

(7) All Millers/Shippers/Exporters are, in their own interests, requested to follow the above procedures which would expedite the issue of certificates considerably.

Yours faithfully,
Coconut Development Authority

Director/Development.

Coconut Development Authority

Circular No.CDA/DC/M/8

No11,Duke street
Colombo 01.
30th October 1986

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Visit of Representative from Rotex Sifters

Locker Industries Ltd.of U.K. makers of Rotex Sifters, have informed us that their project Sales Manager is due in Sri Lanka during the period 17th to 19th November 1986 and have requested us to make arrangements for him to meet Desiccated Coconut millers interested in installing Rotex type sifters in their Desiccated Coconut factories. He also intends making factory visits to ascertain Individual factory requirements and discuss related technical data.

I shall therefore be grateful if you would please intimate to me on or before 1986.11.10 whether you would be interested in participating in a discussion to be arranged by us with the above named supplier on 17th November 1986 at 10.00 a.m. at this office. Individual factory visits could be arranged after the above discussion.

Yours faithfully

sgd. (H.A. Tillekeratne)
Director/Development

(A.A.C. karunaratne)
Deputy Director/Development

COCONUT DEVELOPMENT AUTHORITY

Development Division
No.11, Duke Street,
Colombo 01.
Our Ref.EE/3
5th November , 1986.

Dear Sir,

Waste Heat Recovery Unit

As you are already aware , a Waste Heat Recovery Carbonisation Unit designed by the TDRI , U.K. has been successfully tried out at the Marandagahamula DC Mills and following from such successful trials ,02 units have subsequently been manufactured locally and installed at Kehelella Mills under the supervision of the this Authority . One of these units too (in addition to the unit at Marandagahamula Mills) has been in regular operation for the past 06 months and has been found to be completely satisfactory. Since then, at the request of 04 DC Mills an order for the fabrication of 05 more units has been placed by this Authority.

In its present application, the Waste Heat Recovery Units are coupled to semi- automatic driers and in effect it enable the driers to be operated without consuming fuelwood. Heat is derived by recovering the waste heat normally lost when coconut shells are carbonised to charcoal. The unit is essentially a batch charcoal kiln operated on a daily basis. About 500 kg. Of good quality, marketable coconut shells charcoal is produced per day from 1500kg. Of shells . (from 8250 shells) , without any environmental problems since smoke is virtually eliminated. The heat generated is sufficient to produce about 1500 kg. Of DC in about 10 to 12 hours. Supply of shells can be provided from DC shells and from Copra shells.

Some more of these units are to be promoted immediately with technical assistance from the Energy. Unit of this Authority. These installations will be for semi-automatic driers which are coupled to 80 tube furnances /heat exchangers.

The total cost of an installed units is estimated at Rs.150,000/= . Arrangements have been made to grant a loan to DC millers for this purpose. The value of the fuelwood annually saved by using one Waste Heat Recovery Units is about Rs.225,000/= (when the fuelwood price is Rs.250/= per cubic yard). Hens the total capital cost could be recovered within an year.

From the foregoing facts you will realise the obvious advantages and benefits that could be gained through the use of the Waste Heat Recovery Carbonisation Unit.

DC and Oil Mill owners who wish to acquire this technology are kindly requested to contact the undersigned as early as possible.

Yours faithfully,

P.G.Josep

Energy Engineer.

H.A.Tillakaratne Director/Development

Coconut Development Authority

Circular No.CDA/DC/M/9

No11,Duke street
Colombo 01.
27th November 1986

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Disintegrator Cutter Rings

The Ceylon State Hardware Corporation has informed us that they are now in a position to supply disintegrator cutter rings of high quality and manufactured at their modernised Foundry. These high quality cutter rings are now available with them at around Rs. 5200/- per pair.

They also will undertake to recondition wasted cutter rings at their Foundry. Those interested are kindly requested to contact Mr. Semasinghe, Assistant Works Manager, Ceylon State Hardware Corporation, Enderamulla, Wattala (Tel. 530-471/268)

This information is being circulated at the request of the Ceylon State Hardware Corporation.

Yours faithfully

sgd. (H.A. Tillekeratne)

(A.A.C. karunaratne)

Director/Development
Dep.Director/Development

Coconut Development Authority

Circular No. DC/M/87/01

Processing Development Division
No.11, Duke Street.
Colombo 01
21st January, 1987

CIRCULAR TO ALL DC MILLERS

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Dear Sir

Assistance to D.C. Millers

The Board of the coconut Development Authority has appointed a Committee to make recommendations on the nature and extent of assistance this Authority could extend to D.C. millers for upgrading and modernising their d.c. factories. The committee has already sought and obtained the views of representatives of the D.C. millers Association and representatives of the cooperative d.c.milling sector on this matter. The committee also wishes to obtain the views of individual D.C. millers, regarding assistance they would like to have from this Authority for upgrading and modernising their d,c, mills.

Millers wishing to make representations to this committee are kindly requested to send such representations in writing to reach the Director/Development Coconut Development Authority, on or before 10th February 1987, at the above address.

Yours faithfully

Sgd. H.A. Tillekeratne
Director/Development

A.A.C. Karunaratne
Deputy Director/Development

COCONUT DEVELOPMENT AUTHORITY

Development Division,
11, Duke street,
Colombo 01.

27 th February 1987

Circular No.CDA/DCM/87/02

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Dear Sir/Sirs

Annual repairs in D.C. Mills and registration for 1987

As you are aware, the annual repairs and improvement that have to be carried out in d.c. mills for granting of registration by this Authority for the year 1987, had been sent to individual mills by 1986/12/31. As in the case of previous years, millers had been requested to complete all the report and renovations by 1987/03/31 and thus qualify for registration as at 1987/04/01.

Arising from the experiences in previous years, where a large number of millers failed to comply with the above requirement of completing all the recommended repair and renovations by 31st March and their continuing in production amidst such conditions, the Board of this Authority has decided that-

1. All factories which do not complete all the repair and improvements for registration by 31st March, 1987 be disallowed from being in production from 1st April 1987 until all such items of repairs and improvements are completed, by either withdrawing the serially numbered labels issued to them or withdrawing from inspection and sampling of the production of such mills or withdrawing from issue of quality certificate in respect of the productions of such mills.

2. Registration granted to a mill (after completion of all repair and renovations suggested) would also be subject to the condition that the mill be maintained at required standards throughout the year for which the registration is valid, by promptly attending to all routine repair and maintenance work that arises periodically in the factory and the production line. Failure to maintain the factory and production line according to the required standards would render a factory's registration liable to be suspended at any time during the year.

Millers are requested to note that the above decisions of the Authority would be strictly enforced in regard to registration of d.c. mills for the year 1987 and thereafter.

Millers are therefore kindly requested to ensure that all repairs and renovations suggested for these mills are completed satisfactorily by 31st March 1987 and also ensure that mills are maintained at required standards thereafter throughout the year with a view to-

- a) ensuring the required standards of quality of the product
- b) preventing disruption to production

Yours faithfully

R.Sri Bharathie
Asst Director(Regulatory)

Sgd.H.A.Thillekerathne
Director/Development

Coconut Development Authority

Development Division
No: 11, Duke Street
Colombo 1.
15th July, 1987

Circular No: CDA/DC/M/87/9

To all Registered D.C. Millers

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Dear Sir,

Establishment of New D.C. Mill Development Fund

01) As You are aware, two special Funds were set up and operated by this Authority for the specific objectives :-

- a) D.C.Mill Development Fund, to effect improvements and carry out limited modernization programmes in d.c. mills,
- b) Workers Relief wages Fund to provide a minimum level of income to the mill workers during times of non-operation of mills.

A monthly contribution of -/20 cts. per Kg of d.c. manufactured for export was collected from the millers in respect of each of these Funds. The fund thus collected could be withdrawn for the purpose for which they were set up.

02) At the inception, both these funds operated fairly satisfactorily, with the making their contributions more or less regularly. As at the end of 1986. over Rs. 22 million had been used by millers under the mill Development Fund to improve their mills. Similarly, a large number of workers have benefitted satisfaction and the benefit of mills.

03) However , as time went by, contributions to both these Funds gradually dwindle while practically no contributions are made to the Relief wages Fund, contributions to the Mill Development Fund are negligible at present. There for both the improvement of mills and welfare of workers through these Funds have become a thing of the past.

04) The Board of Directors or the Authority, having considered this situation and the probable factors that may have contributed to it, has decided to combine these two Funds into one and provide meaningful incentives for millers to contribute to it. Accordingly, a new D.C. Mill Development Fund is established with effect from 1st July 1987, to which the millers are expected to contribute monthly -/20 cts. per kg of d.c. manufactured for export, with this Authority contributing an additional 50% to it. This would mean that for each kg of d.c. manufactured, -/30 cts. will be contributed to the Fund. Such additional 50% contribution

from the Authority would be available to a miller at the time monies are withdrawn from the Mill Development Fund, for approved development items.

05) The millers will be authorised to withdraw monies from their contributions plus the contribution made by the CDA from this fund for approved items of mill development, subject to a retention of two months' salary bill, to be utilised for relief wages, as and when necessary.

06) In this connection, it may also be mentioned that action has already been taken to exempt the contributions to the Mill Development Fund from income tax. Certain operational problems that have arisen in making use of this concession have already been looked into and further negotiations will be held with the relevant authorities to get them adjusted for the benefit of the millers.

07) It is hoped that millers will respond to this positive step taken by the Authority and augment their accounts of the new D.c. Mill Development Fund for the benefits of themselves as their workers. As for the actual collection of contributions under this new scheme, detailed instructions will issued shortly.

Your faithfully,

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H.A. TILLEKARATNE.
Director/ Development
Coconut Development Authority.

COCONUT DEVELOPMENT AUTHORITY

Circular No: CDA/DC/M/87/10

Development Division
No: 11, Duke Street,
Colombo 1,
5th August 1987

To All Registered D.C. Millers

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Dear Sir,

Establishment of New D.C. Mill Development Fund

Your kind attention is drawn to my circular letter bearing No. CDA/DC/M/87/9 OF 15.07.87 regarding above subject.

The following procedure would be adopted in the matter of collection of monthly contributions from d.c. millers, to the newly established Mill Development Fund, which came into operation from 1st July 1987 :-

1. The contributions to be made by millers at the rate of =/20 cts per kg. of d.c. manufactured in a particular month, should be sent to reach this Authority on or before the 15th of the following month.
2. The monthly contributions should be sent by cheque drawn as follows:
“ Manager, National Saving Bank to the credit of A/C No.....”and should be sent addressed to the Director/Development, Coconut Development Authority, P.O. Box 1628, Colombo 1.
Millers may hand over the cheques to the Inspector in charge of the mill or send them by registered post to the above address.
3. The monthly contributions should be accompanied by a statement giving the total monthly production of the mill, in respect of the month for which the contribution is being made and which should be certified by the Inspector in charge of the mill.

Accordingly all millers are hereby kindly requested to send their contribution in respect of the month of July 1987 on or before the 15th August 1987.

Your faithfully

Sgd: H.A. Tillekaratne
Director/Development

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Ass:Director

Copies:- 1. To all District Inspector

2. To all Inspectors in charge of Mills.

Please meet the mill proprietors or the Managers of the in Your circuit personally
and

discuss regarding above for collection of millers' contribution to the Mill
Development Fund. Cheques handed over to you by millers should be by registered mail
within 02 working days of the collection such cheques.

COCONUT DEVELOPMENT AUTHORITY

Development Division
No.11,Duke street,
29th September 1987.

Circular No:DC/M/87/12

TO ALL D.C. MANUFACTURERS

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Dear Sir,

Complaints from Foreign Buyers Regarding Quality of Dessicated Coconut

A number of complaints have been received during the past few months, regarding the adverse quality of dessicated coconut reaching buyers and end-users in several purchasing countries.

Such complaints related to-

- a. High bacterial counts.
- b. Presence of foreign matter - notably insects and insects parts.
- c. Off-colour

The recipients of such adverse consignments have expressed dissatisfaction and attributed such incidents to negligence and lack of proper precautions and requisite conditions in the factories where the product had been manufactured and packed.

In most of the above instances of complaint the buyers concerned had sent to this Authority, samples drawn from the adverse consignments or reports obtained from independent laboratories regarding the conditions or such adverse consignments.

Examination of such samples and reports received here quite often confirm that the adverse quality of d.c.productions had in fact been due almost totally to adverse conditions of manufacture and packing arising from negligence, lack of supervision and improper maintenance of the production lines and factory premises.

Some of the buyers who had visited Sri Lanka in the recent past had expressed satisfaction over the improvements that had been carried out in some of the factories but had expressed even deeper concern that despite such improved processing facilities being now available in factories, sub-standard material continue to reach them .

As you are well aware, the improved facilities that have been introduced in the d.c.processing factories over the past few years, have been intended to facilitate the manufacture of a product conforming to high standards of quality. The results over the past few years have indicated beyond any doubt that with the improved facilities now available in most factories, a product conforming to very high standards of quality could be manufactured, provided such facilities are used correctly and the stipulated minimum standards and conditions are maintained in the production line and the production process, all the time.

You will realise that in order to ensure this, constant and stern supervision is necessary, all the time. It is a matter for regret that even factories that had been improved considerably over the past few years, are experiencing problems of quality and foreign complaints, due mostly to lack of attention in the maintenance of the production line and the factory premises and stipulated minimum conditions and requirements in the production process-all arising from lack of adequate supervision.

I therefore write to draw your urgent attention to the above situation and to request you to make immediate arrangements to ensure that

- I. The entire production line, the factory and the premises are maintained at the required standards all the time.
- II. The stipulated minimum standards are maintained through put in the production and packing processes.
- III. Adequate supervision is provided for the entire production and packing processes, all the time.

Yours faithfully,

Director/Development

COCONUT DEVELOPMENT AUTHORITY

MARKETING DIVISION

11, Duke street,
Colombo 1.

30 November 1987

CIRCULAR NO: CDA/MD/GEN/01/87

TO ALL SHIPPERS OF COCONUT PRODUCTS

Messrs.

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Dear Sirs,

ABOLITION OF LICENSING OF COCONUT PRODUCT FOR EXPORT

The Government has decided to abolish the present requirement of licensing of coconut and coconut products for export. Accordingly, arrangements have been made with the Sri Lanka Customs for shippers registered with the Coconut Development Authority (CDA) to export such products without licences, with effect from 1st December, 1987.

02) However, the present arrangements regarding labelling, sampling and testing of desiccated coconut produced for export at mills registered with the CDA will continue. Shippers are also required not to release dc from their stores for export until five (05) working days have elapsed from the date of manufactures. They may, if they so desire, obtain a 'quality certificate' from the CDA, before a particular consignment of dc is exported.

03) Further instruction regarding the operation of 'export rights' for coconut oil and copra: export 'floor prices' for coir fibre and fibre products and other matters related to the abolition of licensing of coconut products for export will be issued shortly.

Your faithfully

COCONUT DEVELOPMENT AUTHORITY

D.WIJESINGHE,

Chairman

copies to: 1. Principal collector of custom

2. All commercial Bank

3.....

Coconut Development Authority

Circular No. CDA/DC/M/87/15

11, Duke street,
Colombo 1.
09th December 1987

To all Registered DC Manufacturers & Exporters

M/S.....

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Dear Sirs,

Manufacture Inspection, Sampling, Testing, Certification of Quality & Exports of Desiccated coconut

Reference is requested to the circular letters dated 87/11/30 and 87/12/03 and bearing Nos. CDA/MD/GEN/01/87 and CDA/MD/GEN/02/87 respectively. issued by the Chairman of this Authority, relating to "Abolition of Licensing of Coconut products for Export".

Accordingly , with the abolition of export licences for D.C. a greater share of the responsibility in ensuring that only D.C. conforming to required standards of quality is manufactured and exported would now be transferred to the milling and exporting sectors.

With a view to assisting the milling and exporting sectors in the above task, this Authority would continue to implement the following procedures and instructions relating to the manufacture , inspection, sampling, testing, certification of quality and export of D.C.

All millers and exporters are required to strictly comply these procedures and instructions in the export of D.C. in future.

Procedure for Inspection , Sampling, Certification of Quality and Export of Desiccated Coconut productions.

1. All registered D.C. millers should follow the stipulated existing procedures and maintain the stipulated standards in the manufacture and packing of D.C. similarly, all registered D.C. exporters should follow the stipulated existing procedures in storing, transporting, handling and containerisation of D.C. productions/ and also maintain the stipulated standards in their approved warehouses.
2. All D.C.bags packed for export, should carry the serially numbered labels issued by the Coconut Development Authority. non exporter should accept into his warehouse or

export any D.C. bag that does not carry a serially numbered label issued by the Coconut Development Authority.

3. All registered D.C. mills engaged in production, would be inspected daily, samples and production and despatch returns would be collected daily by the coconut Development Authority.

The rate of daily sampling would be 10% for ordinary shipments and 25% for special shipments, such as those intended for USA, Canada, Australia, New Zealand etc. Any other rates of sampling would be at the request of millers/exporters/buyers and by prior arrangement with this Authority.

4. The samples would be tested by the Coconut Development Authority to Ascertain conformity with the Sri Lanka standard Specifications for D.C. and the results of such tests would be used to,
 - A. assist millers and exporters in ensuring that
 - I. only productions conforming to required standards are exported, and
 - II. productions of substandard / harmful quality are prevented from being exported.
 - B. issue certificates of quality for D.C. productions/consignments, at the request of millers/exporters/buyers.
 - C. assess the performance of D.C. factories , for use in such purposes as granting of annual registration.
5. Milles are free to despatch D.C. productions to export warehouse, after samples had been drawn from them by the Coconut Development Authority.
6. Exporters should not containerised D.C. productions for shipment, until five working days have elapsed after the date of manufacture of such productions. After the lapse of five working days consequent to manufacture of a D.C. production and in the absence of any adverse report being received from the Coconut Development Authority regarding the quality of such productions, an exporter may release productions from his warehouse for shipment except in the case of consignments.
 - A. Where the exporter wishes to ensure that the samples drawn from them are of required standards
 - B. for which quality certificates are required and
 - C. intended for quality conscious markets such as U.S.A Canada, Australia, New Zealand etc.

in which instances, only productions where laboratory tests have been concluded and found to be of the required standards of quality should be included

A list of such productions where the laboratory tests have been concluded, would be put out by the Coconut Development Authority, daily

7. Where the tests conducted by the Coconut Development Authority on the routine samples drawn from a production indicate adverse physical quality or microbiological contamination, the miller and the exporter concerned would be notified of such results and it shall be the duty and responsibility of the exporter and / or the miller to ensure that
 - A. such productions if still available in their custody, are held back for further sampling and testing , and
 - B. the Coconut Development Authority is informed forthwith regarding the availability of such productions , to enable re-sampling to be carry out.

When the routine sample drawn from a production is found to be of adverse physical quality, the Coconut Development Authority on receipt of information from exporter/miller regarding availability of the productions, would carry out 25% re-sampling of the production or part thereof available and the results would be notified to the exporter and miller concerned.

Any further re-sampling (100%) would be at the request and cost of the miller /exporter.

When the routine sample drawn from a production is found to be contaminated with salmonella bacteria, the miller and the exporter concerned would be served with notice impounding such productions from being exported. On receipt of such notice the miller concerns should notify this Authority immediately, the name/names of exporters to whom productions between the date of contamination and date of receipt of above notice, had been despatched . Further, the mill concerned would be brought under usual control measures such as 25% sampling of the daily productions and of the balance productions available, suspension of the despatches of daily productions etc.

Re-sampling (on 100% basis) of productions reported to be positive for salmonella on the routine sample, would be done only at the request and cost of the miller/exporter.

A Desiccated Coconut package, that had been packed, sealed and serially numbered for export should not be opened except (i) by an officer authorized by the CDA or (ii) with prior written permission from the CDA

8. Millers and exporters are hereby directed that
 - A. D.C. productions which are over 60 days old should not be exported , without being re-sampled and retested by the Coconut Development Authority on a 100% basis.
 - B. Such productions found to be satisfactory after 100% re -sampling by the Coconut Development Authority should be exported within ninety days of the date of production.
 - C. No productions that are more than ninety days old should be exported.
9. It shall be the duty and responsibility of the miller/exporter to ensure that D.C. productions or parts thereof which had been reported by the Coconut Development

Authority to be substandard in physical quality and those productions which are more than ninety days old, are disposed of for oil extraction at an oil mill registered with this Authority.

Productions which are reported by the Coconut Development Authority to be contaminated with salmonella bacteria, should be disposed of for oil extraction, at an oil mill registered with this Authority and equipped with steam cooking facilities, where the contaminated material should be steam-cooked, prior to oil extraction

The Coconut Development Authority should be informed in advance, of the date, time and oil mill at which such material would be disposed of for oil extraction, so that supervision by a CDA officer could be arranged for, if necessary.

10. An exporter/miller may apply for a certificate of quality in respect of a production or productions and such certificate would be issued on payment of the stipulated charges, provided that,
 - A. the samples drawn from such production/productions had been found to be of the required standards of quality , and
 - B. the stipulated standards of manufacture had been maintained by the factory concerned on the date/dates of such production.
11. Every registered exporter should furnish to the Coconut Development Authority weekly statement giving details of productions (including serial numbers of the bags) released from his warehouse for export, together with the dates of such releases and the name and date of sale of the vessel, in each instance.
12. The performance of individual millers and exporters, in following and implementing the above guidelines and instructions in the matter of manufacture and export of D.C., would be closely monitored by the Coconut Development Authority through frequent checks and this information would be used in considering their applications for renewal of annual registrations with this Authority.

Yours Faithfully
Coconut Development Authority

Director/Development

Director/Marketing

COCONUT DEVELOPMENT AUTHORITY

CDA/DC/M/88/01
Division

Processing Development

54,Nawala Road,
Narahenpita.
24th February, 1988.

TO ALL D.C. MILLERS

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Dear Sir/s,

**Improvements and additional facilities recommended
for d.c. factories**

Most d.c. factories are now out of production due mainly to the current shortage of raw material. During the period of closure and before the re-commencement of production, most factories would be attending to the annual repairs, maintenance work and improvements that have already been recommended to each factory.

In this context, it would be relevant and timely to also consider some of the recommendation that had been made periodically by this Authority regarding various improvements and additional facilities, deemed to be essential in manufacturing a consistently good product conforming to high standards of quality, and to effect and introduce such improvements and facilities in d.c. factories, concurrently.

I summarise below for your perusal and convenience the main items of improvements and additional facilities recommended to d.c. factories.

1. Development Package - details of items given in the annexure and for which monies could be made available from the D.C. Mill Development Fund.
2. Complete isolation of the wet and dry sections, together with their compounds, from each other, in order to prevent access from one section to the other.

3. Provision of separate toilet facilities for operatives and workers in the wet and dry sections, for ensuring better hygiene amongst workers.
4. Provision of standard uniform with a head-cover to all factory workers. These uniforms should be changed daily, to ensure required degree of hygiene amongst workers.

Additionally, for d.c. factories which wish to engage in manufacture for more quality conscious markets such as United States, Canada etc., it is strongly recommended that the following provisions and facilities should be installed and applied :-

- A. The Ceylon Standard Code of Hygienic Practices for d.c. should be stringently followed at all stages of manufacture and in order to facilitate this, special emphasis should be paid to the following:-
 - (a) Workers in the dry section should be provided with separate toilets and wash facilities, hand dips and cloak rooms. These should be for exclusive use of the workers in the dry section.
 - (b) Workers in the dry section should be provided with special garments and caps (into which they should change from their home clothes). These should be washed (using hot water) daily and dried on lines. It is most desirable that washing machine should be commissioned for this purpose.
 - (c) A water treatment plant should be commissioned to ensure a regular supply of high quality water.
 - (d) Drying and packing rooms should be well ventilated to avoid the workers' uniforms being soiled with perspiration.
 - (e) Conveyors, Cutters and Trolleys used after the sterilisation process, should be washed with hot chlorinated water at 2 hours intervals and at the end of the operation. This should be done with care to eliminate splashing of contaminated water on to other areas.
- B. A facility should be available for treatment of kernels with Sodium Metabisulphite, whenever necessary.
- C. All the vital process operations such as sterilization, inclusion Sodium metabisulphite treatment, drying, sifting, packing and storage should be monitored by a trained technician to make sure that the product strictly conforms to standard specifications required by buyers. For this purpose a Quality Control facility would be necessary.

In regard to item B above, millers could obtain the advice and guidance of this division in installing a suitable facility for this purpose.

The assistance and advice of this Division is also available to millers in setting up Quality Control facilities in their mills and for providing the necessary training to technicians, referred to at C above.

Funds available in the Mill Development Fund would also be available for any of the improvements or additional facilities referred to at A to C above.

Yours faithfully,

Director / processing Development.

COCONUT DEVELOPMENT AUTHORITY

Processing Development
Division
No.54, Nawala Road,
Narahenpita.
9th March 1988

Circular No : CDA/DC/M/88/2

To all registered DC Millers

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Dear Sir,

Payment of relief wages to DC Mill Workers January - April 1988

Consequent to representations made to the Ministry of coconut industries and to this authority by the DC Millers' Association, Regarding the payment of relief wages to workers in DC factories that are closed due to the current shortage of raw material, the Board of Directors of the CDA has decided to introduce the following measures :

- (i) To provide credit facilities to DC millers for payment of relief wages during the period January - April 1988
- (ii) Such credit facilities would be based on the actual amounts paid monthly by millers to their workers , as relief wages, for the aforesaid period ;
- (iii) The amounts paid to miller's under this credit facility would be recoverable from millers, free of Interest. Such recovery would commence on 01.05.88 in the case of mills that would be in production at that time and on recommencement of production in the case of others.
- (iv) Recovery of the amounts granted as credit would be through the sale of the serially numbered labels which would be issued to the mills concerned at Rs.10/- per label (for a bag of 50 Kg) commencing from the time stipulations given at (iii) above and until such time as the amount granted as credit, has been recovered in full.

(v) prior to the granting of credit facilities in respect of monthly relief wages claims, millers would

be required to enter into an agreement with this authority, undertaking to repay the amounts

obtained on credit, through the purchase of labels in the manner stipulated at (iii) and (iv) above.

(vi) All Relief wages claims in respect of the period January - April 1988 for which millers wish to

Obtain credit facilities should be forwarded to this office in the usual format and manner, certified

by the CDA Inspector in charge of the mill.

It would not be necessary to obtain prior certification / recommendation of the District labour officer for claims submitted in respect of the period January - April 1987.

However, arrangements would be made by this authority to subsequently send copies of these claims to the respective Labour Officers, for their information / scrutiny.

Yours faithfully,

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Director,

Processing Development

Coconut Development Authority

Processing Development Division

Circular No. CDA/DC/M/88/04

54, Nawala Road
Narahenpita
Colombo 05
03rd May, 1988

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Precautionary measures that should be adopted before re-commencement of production

Most DC factories which are out of production at present, would perhaps re-commence operations during the coming weeks, after a prolonged period of closure.

As you are aware, factories re-commencing production after such long periods of closure are highly susceptible to problems of quality and bacterial contaminations. It is therefore vitally essential to take adequate precautionary measures, prior to recommencement of production.

The following points are important in this regard:

1. The immediate environment of the factory (a perimeter of at least 25 metres right round the factory) should be thoroughly cleaned, all debris removed and rendered as hygienic as possible.
2. The factory building in its entirety should be cleaned thoroughly to remove all dust, dirt and other extraneous matter, all floors should be cleaned and sanitized using high pressure power washers and suitable detergents the walls should be cleaned and colour washed or tiled, the roof in all sections of the factory and the ceiling should be cleaned thoroughly, damaged sections of the roof should be repaired and painted where appropriate, all drains, both outside the factory, as well as these within the factory building. should be cleaned, damages repaired and sanitised using high pressure power washers, All gutters & downpipes should be cleaned and repaired and rendered leak-proof.
3. All foot-bathe should be repaired, cleaned and sanitised and filled with disinfectant solutions.
4. All hand -dips should be cleaned, sanitised and filled with disinfectant solutions.
5. The water system, in particular the water storage tanks and the pipe lines feeding the factory should be thoroughly cleaned & flushed out. the water sources should be tested

and treated if necessary. to ensure that process water used is of required standard. The chlorinators and water treatment systems should be cleaned and made effectively functional.

6. All toilets and wash facilities used by factory personnel should repaired, thoroughly cleaned and sanitised.
7. All machinery and equipment used in the production process and the entire production line should be thoroughly cleaned and sanitised special care should be taken regarding washing tanks, steriliser tank and conveyors, cutters, desiccators and dryers, pneumatic conveyors, cooling tables, sifters and bins and trolleys used in transfer of the product.
8. All moving parts of machinery, and equipment and accessories in the entire production line should be checked to ensure that all nuts, bolts and fixtures are securely tightened, so as to eliminate any chance of their being dislodged and mixing with the product at any stage.
9. All desiccator trays and sifter mesh should be carefully checked and any damaged mesh should be replaced.
10. The thermostatic control mechanism in the steriliser tank and the conveyor mechanism should be checked and rectified to ensure that stipulated temperatures and retention time. are maintained in sterilising coconut kernel.
11. The furnace systems of all desiccators and driers should be checked and repaired if necessary, to ensure that there are no flue gas leaks.
12. All workers & supervising staff engaged in the wet, disintegrating, drying, sifting and packing sections, should be subjected to recommended medical examinations,
13. Power washing machines should be serviced and put to routine daily use, in cleaning the factory and the production line.
14. Quality control laboratories should be re-commissioned by having the equipment checked , serviced and recalibrated wherever necessary The Quality Control facility should be put to routine daily use, in checking the factory premises production line line , production process and the product.

All factory owners & factory managers are earnestly requested to pay special personal attention in ensuring that the above precautionary measures are adopted meaningfully prior to, recommencement of production, In order that Unnecessary risks of quality and bacterial contaminations leading to rejection of producing may be avoided.

Yours faithfully

(H.A. Tillekeratne)

Director / Processing Development

COCONUT DEVELOPMENT AUTHORITY

CDA/DC/M/88/03

Processing Development Division,
No. 54, Nawala Road,
Narahenpita,
Colombo 05.
28th April, 1988

TO ALL REGISTERED DC MILLERS

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Dear Sir,

Contributions to the Mill Development Fund

Along with, the reintroduction of the levy of cess on Coconut Products with effect from 1988-01-01, the Board of this Authority has decided to apportion =/20 Cts. per kg. out of cess monies collected from DC exports, to the DC Mill Development Fund.

The cess monies allocated for the purpose would be apportioned in relation to the production of each mill on a quarterly basis and credited to the respective Mill Development Fund Accounts.

This arrangement will replace the system of joint monthly contributions to the Mill Development Fund by DC millers and this Authority, as intimated to you by my circular No. CDA/DC/M/87/9 and dated 87-07-15.

Arrangements would be made to furnish DC millers with quarterly statements indicating the amounts credited to the Mill Development Fund Accounts, under this system.

As mentioned in my earlier circular to you dated 87-07-15 monies would be released from the Mill Development Fund for approved development items, subject to retention of 02 months' Relief Wages for workers in each mill, to be utilized for this purpose as and the need arises.

Yours faithfully,

H.A. Tillekeratne.
Director/Processing Development.

Coconut Development Authority
Processing Development Division

Circular No.CDA/OM/88/01

No.54, Nawala Road.
Narahenpita
13th May ,1988

CIRCULAR TO ALL DC MILLERS

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Dear Sirs

Payment of relief wages to workers in Coconut Oil mills
January to April 1988

Consequent to representations made by the Sri Lanka Oil Millers Association, the Board of Directors of the Coconut Development Authority had decided to make available to oil millers who are registered with this Authority, credit facilities free of interest, to enable them pay relief wages to their employees, during the period of closure of mills from January to April 1988.

The following conditions will apply in making available such credit facilities to registered oil millers.

1. Only oil millers who were registered with the C.D.A. for 1987 and who have by 25th March 1988 applied for registration for 1988 would be eligible for credit facilities.
2. The extent of credit facility would be based on the actual sums of money involved in the payment of Relief wages.
3. Only those mill workers whose names in the EPF contributions lists excluding the monthly paid staff, would be eligible under this scheme upto a maximum of 20 days per month, at the wages Board rate of Rs.32/- per day.
4. All Relief wages claims under this credit facility scheme should be submitted to this Authority the format annexed in respect of each month and should be certified by a CDA Inspector as to the accuracy of the number of workers and the number of days included in the claims.
5. Millers should provide Bank Guarantee Or Insurance cover as security for the full amount granted as credit.

6. The Bank Guarantee or Insurance cover should provide for automatic recovery of full amount granted as credit, in 12 equal, monthly installments, commencing from July 1988. 7. Separate Bank Guarantees should be provided for amounts granted as credit, in respect of each month.

Please intimate to me on or before 1988.06.02 whether you would be interested in availing yourself of the above credit facility for payment of relief wages to workers of your oil mill. to enable us make financial provisions in advance, with such intimation the following particulars should also be provided,

1. Number of workers other than the monthly paid staff.
2. Approximate amount of money required for payment of Relief wages to these workers, for a month.
3. Total production of coconut oil in the year 1987.
4. Production of coconut oil during the following months of 1988.

January

February

March

April

5. Any other particulars.

Director/Processing Development
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

18th August 1988

Circular No : CDA/DC/M/88/7

To all DC Millers

PAYMENT OF RELIEF WAGES TO DC MILL WORKERS

As you aware, payment of relief wages to DC mill workers, when the mills are not in operation, is the responsibility of millers. In the past, millers contributed voluntarily to a fund maintained by the CDA from which the amounts paid to mill workers were reimbursed. Unfortunately the millers, for reasons best known to them, neglected to contribute to the fund and by the beginning of this year, when mills could not be operated due to lack of raw material (coconut) the millers were not in a position to make these payments.

02. At this stage, on the request of sri lanka DC millers Association, the CDA came to the rescue of the DC millers and provided a soft loan - without interest and with an easy repayment schedule - to pay relief wages to their mill workers. According to this loan scheme, DC millers can obtain funds for payment to mill workers for 20 days per month at the rate of Rs.32/- per day. Already over Rs.7 million has been provided to DC millers on this basis. The loan scheme is applicable for the period January to June 1988 (inclusive).

03. However , my Hon. Minister has received several complaints - some through members of parliament in areas where most of DC mills are located - regarding the operation of this scheme. These complaints fall into two categories :-

- (a) Non payment of relief wages, in spite of a soft loan being available
- (b) Payment of relief wages either for a lesser number of days per month than what has been specified (20 days) or at a rate lower than what the mill workers are entitled to receive (Rs.32/- per day).

04. Some of these complaints have been investigated by the staff of the processing development division of the CDA and found to be correct. What is worse, there are instance where millers have drawn money under the loan scheme from the CDA at the specified rate and for the maximum period, but paid the mill workers below these levels.

05. My Hon. Minister is very much perturbed by what has been revealed in the investigations carried out so far and has directed me to request all DC millers not only to refrain from abusing this scheme but also to put right any wrong that has taken place up to now. For this purpose, you can obtain the full loan that you are entitled to from the CDA, if you have not

done so far. While conveying these sentiments of the Hon. Minister, I request you to send a statement to the director / processing development of the CDA (Address - 54, nawala road, Narahenpita, colombo 05) giving full details of relief wages paid to mill workers for the period January to June 88. This statement should reach him by 31st August 1988.

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division

No.54,
Nawala Road,
Colombo 05.
1988.11.29

Circular No : CDA/DC/M/88/9

To all registered DC Millers

Dear Sir,

Payment of relief wages to DC Mill Workers July - December 1988

The board of directors of this authority has decided to extend loan facilities to DC Millers in respect of relief wages payable by them to mill workers during the period July to December 1988.

The terms and conditions under which the above loan facility would be available to millers and its recovery, are the same as those which applied to the loan facilities previously granted in respect of the period January - June 1988 (which were given in my Circular No : CDA/DC/M/88/02 dated 1988.03.09) expect that the daily rate for purposes of the above loan facility would be reckoned at Rs25/-.

Only mills which had commenced production in 1988 in a meaningful manner would be eligible for the above loan facility.

Millers who are eligible in terms of the above and who wish to make use of the above loan facility are kindly requested to furnish monthly statements of claims prepared in the usual format and manner and certified by the CDA Inspector in charge of the mill.

Statements in respect of the months July to November 1988 may be submitted together, within the first week of December, along with the duly completed agreement for re - payment (1 agreement form for the entirety of the loan claims for the period July - November at Rs.25/- per day).

The statement of relief wages payments and the loan request in respect of the month December '88 may be furnished in early January 1989.

Yours faithfully,

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Director

Processing Development

Coconut Development Authority
Processing Development Division

No.54,
Nawala Road,
Narahenpita.
26th December 1988

Circular No : CDA/DC/M/88/12

To all registered DC Millers

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Dear Sir,

Payment of relief wages to DC Mill Workers July - December 1988

Your kind attention is drawn to para 3 of my circular bearing no.CDA/DC/M/88/9 of 29.11.88 relating to the above subject.

It has since been decided to make available loan facilities for payment of relief wages to mill workers, even in respect of mills which had not commenced production in 1988, subject however, to this Authority being satisfied as to the prospects of recovery of such loans from the mills concerned.

As stated in my previous circular under reference the daily rate for purpose of the above loan facility would be reckoned at Rs.25/-. The other terms and conditions applicable to the above loan facility are the same as those which were given in my Circular No : CDA/DC/M/88/02 of 09.03.88.

Millers who wish to obtain the above loan facilities are therefore requested to apply for same, furnishing monthly statement of claims prepared in the usual format and manner and certified by the CDA Inspector in - charge of the mill, together with the duly completed agreement for re - payment one agreement for the entirety of the loan claims submitted (computed at Rs.25/- per day) would be sufficient.

Millers obtaining loan facilities from this Authority for payment of relief wages to their workers are reminded, that they should ensure that the monies drawn are properly utilised for the intended purpose. All statement of claims furnished by millers would be subsequently referred to the respective labour offices for scrutiny and serious notice is liable to be taken of any instances of abuse reported in regard to the above loan scheme.

Yours faithfully,
Sgd. H.A.Tillekaratne
Director/Processing Development

A.A.C.Karunaratne.
Deputy Director / Processing
Development

COCONUT DEVELOPMENT AUTHORITY

Circular No : CDA/DC/M/89/02

Processing Development
Division
No.54, Nawala Road,
Narahenpita.
8th February 1989

TO ALL DC MILLERS

Dear Sir,

Annual repairs and improvements to DC factories - Registration for the year 1989

Most Dc Mills are now attending to the items of repairs, maintenance and improvements that have been recommended as pre-requisites for registration for the current year. As you already know, these repairs and improvements are recommended every year in order to ensure that every factory reaches the desired standard which would enable it to produce DC of consistently good standard, throughout the year of registration. It would therefore be prudent and appropriate if efforts are made to ensure that these items of repairs, maintenance and improvements are carried out in a manner that they would last at least throughout the ensuing production season. This would not only enable the factory to engage in un - interrupted production throughout, but would also facilitate maintenance of high standard of quality of the products and perhaps also avoid duplication of repair and maintenance expenditure.

Further it is also important to note that even after obtaining annual registration (on completion of the items of repairs, maintenance and improvements recommended), any maintenance and repair work which may arise periodically should also be attended to promptly, so that the factory is maintained at desired standards all the time.

In this concept, it is timely to note that the board of the coconut development authority had recently decided that in future, quality certificates in respect of DC productions would be issued by this authority only if, inter - alia, the factory and the production line concerned has been maintained at the desired level and standard at the time of such production and the production process has been carried out according to stipulated condition. It is most likely that this decision would come into force from the commencement of current year's registration and millers would be informed of this separately in due course.

Millers are therefore kindly requested to pay special attention in ensuring that the current annual reports, renovations and improvements are carried out in a satisfactory and effective manner to meet above requirements.

COCONUT DEVELOPMENT AUTHORITY

Circular No.CDA/DC/M/89/03

Processing Development Division
54, Nawala Road ,
Narahenpita.

28th April, 1989.

TO ALL DC MILLERS

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Dear Sir/Sirs ,

**Annual Repairs & Improvements to DC factories-
Registration for the year 1989.**

Reference in drawn to the list of annual repairs / renovation to be completed in order to be eligible for registration for 1989 and communicated to you in late December 1988 and my Circular No. CDA/DC/M/89/02 dated 08th February 1989 on the above subject.

In view of the difficulties encountered by millers in the past few months, it has now been decided to extend the final date for completion of annual repairs to 30th June 1989 Millers are however warned that no further extensions beyond 30th June 1989 will be given for this purpose and that those desirous of obtaining registration for the year 1989 should complete their repairs by this deadline.

Millers are also informed that those who do not complete their repairs and obtain registration for 1989 by 30th June 1989 will not be eligible to obtain quality certificates for their production effective from 1st July 1989. This decision is being conveyed to all DC shippers in order that they have ample time to organise their supplies from sources they consider desirable.

Yours faithfully,

sgd./H.A.Thillekaratne.

A.A.C.Karunaratne.

Director/ Processing Development.

Deputy Director/Processing Development.

Coconut Development Authority

Processing Development Division
54, Nawala Road
Narahenpita.
30th May.1989

Circular No. CDA/DC/M/89/04

To All DC Millers.

Dear Sirs,

Inspection, Sampling & Certification of Quality of DC Productions

As you are aware, the certification of quality of DC production is done this Authority, on the basis of the tests carried out on random 10% samples drawn the daily productions.

The Certification of quality of DC consignments based on such random sampling could be expected to be valid only if the stipulated processing conditions have been maintained during the manufacturing process, which in turn would depend on proper maintenance of the factory, the production line and the processing facilities. Unfortunately, it is often observed that DC factories, production lines, and the requisite facilities are not maintained up to required standards and that the stipulated processing conditions do not always prevail during the manufacturing process. Such adverse situations lead to discrepancies between the quality of productions as certified by this Authority (based on 10% samples) and the actual quality of material reaching foreign buyers. This adversely affects the credibility of the entire scheme of sampling, testing and certification of quality of DC consignments for export.

This Authority has therefore decided that effective from 89.07.01 a list of mills which are eligible to be issued with quality certificates for their productions would be maintained and that mills which are not properly maintained or which violate stipulated processing requirements would be temporarily removed from such list.

Accordingly, all mills which comply with all the annual pre-requisites and qualify for registration for a particular year would be eligible for admission to the above list. During the year for which such registration has been granted, any instances of failure to maintain the factory, the production line or the processing facilities up to required standards, or violation of any of the stipulated processing conditions, would render such mill to be temporarily removed from the above list, until appropriate remedial action is taken to restore the factory and its working conditions to required standards.

Sgd./ J.Alwis
CHAIRMAN
COCONUT DEVELOPMENT AUTHORITY.

H.A.Tillekeratne
Director
Processing Development

Coconut Development Authority
Processing Development Division

Circular No.CDA/OM/89/01

No.54, Nawala Road.
Narahenpita
7th.June ,1989

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Maintenance of Required Levels of Efficiency in Oil Milling

As you are aware, the economic viability of an oil mill lies :mainly on

- a.) maintenance of high levels of oil extraction efficiency throughout
- b.) maintenance of high standards of quality of coconut oil produced

An oil mill of sound construction and good plant lay-out, could maintain high standards of processing efficiency and quality of products, if correct processing methods and practices are followed, as a matter of routine.

some important guidelines which would enable the maintenance of desired efficiency and standards in oil milling are given below, for the information and guidance of oil millers.

Guidelines on Good practices to be followed in Extraction of oil from copra

1. Raw Material :Copra purchased for oil milling should be of sound quality viz.
 - I. Properly dried-ideally with moisture content below 6.0%
 - II. Free of mould and fungus.
 - III. Completely free of foreign matter such as sand, shell pieces, pebbles, stones and other abrasive material which are likely to cause damage to sensitive parts of machinery, particularly the expellers.
2. Storage of Raw Material:
 - I. Copra should be stored in well constructed storeroom, with proper ventilation and lighting hard-surfaced floor and a leak-proof roof, so as to prevent any exposure of the dry raw material to the elements. The store room should be kept clean and dry and should be maintained free of insects, rodents and other pests.

- II. Consignments of copra accepted into the store should be stored in such a manner so as to ensure that the consignment accepted earliest is processed first. (first -in, first-out sequence).
- III. Copra cups or pieces showing signs of mould growth or deterioration, should be quickly sorted out and separated from the rest of the stored material and should be sent for oil extraction as quickly as possible.

3. Pretreatment of Raw material prior to oil Extraction:

- I. Copra should be cleaned of sand, dirt etc by passing through a suitable wire mesh screen system.
- II. Clean, dry copra should be cut into small pieces of stipulated size range and pre-heated or steam -cooked using stipulated temperatures and retention time, so as to meet the specifications and operating conditions laid down for the expellers used in the production line.
- III. In non- mechanised process lines, where the material is not carried in conveyors and hence becomes exposed during various pre-treatment stages e.g. after disintegration , after drying etc. care should be taken to prevent contamination of material with extraneous matter, particularly sand and soil. This could be ensured by storing the intermediate material either in metal bins or in protected storage area (If material is stored temporarily on the floor, such areas should be enclosed by a short apron or wall and separated from the rest of the working area.)
- IV. Pre-treated copra (disintegrated, dried or steam -cooked) should not be left to accumulate for long periods as it is unstable and is prone to deterioration.

4. Oil Extraction

- I. Pre- treated copra should be fed into the expeller under stipulated conditions of temperature and feed rate. so as to maintain optimum load conditions in the expeller.
- II. Copra is a high oil bearing material (over 65% by weight) and hence should be double pressed in order to obtain maximum oil yield. A suitable 2nd press capacity, matching the capacity of the first press expellers, should therefore be used in the production line. Where several expellers are installed in a production line, a sufficient number should be set apart and used for second pressing , rather than deploying all of them for a single press operation only (to process a higher volume of copra with high residual oil in poonac)
- III. In non- mechanised process lines care should be taken to prevent adulteration of the first pressed meal with extraneous matter such as, particularly sand and soil, by storing it in bins or in a protected area.
- IV. First pressed, meal should not be kept stored for long and should be further processed (sent for 2nd pressing) on the same day.

- V. Oil from the first pressing is generally lighter in colour than oil from the 2nd pressing. Hence, particularly in instances of exacting quality requirements, oil from the first pressing and the second pressing should be collected and stored separately.
- VI. If inferior quality copra is used for oil extraction
 - A. the oil extracted from such copra should be collected and stored separately.
 - B. the process machinery, filtration, flow-line and storage systems should be suitably cleaned, before using the processing facility, again for manufacture of good quality oil.
- VII. The extraction efficiency of an expeller diminishes with wear and tear on the worm shaft assembly, which is caused mainly by-
 - A. abrasive action of the raw material
 - B. abrasive action of foreign matter

While factor (a) above is unavoidable (b) above result from careless handling of raw material leading to contamination of copra and intermediate products with sand, soil and other foreign matter referred to at section I above.

Extreme care should therefore be taken at all times to ensure that copra is not subject to such contamination on either during storage or at any of the pre-treatment stages.

- VIII. When the performance and extraction efficiency of an expeller falls by 20% of its rated norms- as indicated by its throughput and residual oil content in the poonac it should be dismantled, the worm assembly and the liner bars should be closely examined and the worn- out/ damaged worms and distance pieces should be replaced or refilled and ground to original specifications and worn-out liner bars should be replaced.

5. Filtration:

- I. Oil extracted from the expeller contains solid particles. Oil when left in contact with such solid particles for long periods is prone to deterioration and hence. it should be sent through the filtration system without undue delay.
- II. Oil filters should be examined and cleaned regularly to ensure proper functioning and damaged filter cloth should be replaced.

6. General:

- I. The oil pipeline system, the floor-tanks and over -head storage tanks should be emptied and cleaned regularly, to avoid accumulation of solids and scum, which would lead to deterioration of the quality of oil during storage.

- II. Oil mills engaged in regular manufacture of appreciable quantities of oil e.g. over 5 m/tons of oil per day, should have a simple quality control facility and a trained person, to carry out regular checks on quality parameters such as the quality of incoming copra, particularly its moisture content and the colour and F.F.A. content of the oil produced as well as the residual oil content of poonac. This Authority could provide technical assistance in the selection of equipment and in the setting up of such a facility, in mills and also under take to train mill personnel in use of such facility.

H.A. Tillekeratne
Director (Processing Development)
Coconut Development Authority

Coconut Development Authority
Processing Development Division

54, Nawala Road
Colombo 05.
19th July, 1989

Circular No. CDA/DC/M/89/06

To All DC Millers.

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Dear Sirs,

Levy of Sampling and Testing of D.C. Productions for Export.

As you are aware, at the time when all d.c. exports were issued with export licences by this Authority, a sampling and licence fee of Rs. 100/- per M/Ton was charged at the point of licensing, to cover the cost of inspection of factories, daily sampling, testing of samples and issue of licences. This was the most convenient point at which the fee could be levied at that time.

Since the abolition of export licences in December 1987 no charge had been levied in lieu of the costs incurred by this Authority in maintaining the services of daily factory inspections, daily sampling, testing of samples and release of productions for export, as an alternative arrangement could not be finalised.

The expenditure incurred in providing these services are now being met from the restricted annual budgetary allocation provided to this Authority by the General Treasury.

Hence, the Board of Directors of this Authority has decided to levy the sampling and testing fee of Rs. 100/- per M/Ton of D.C. produced in every mill. This levy will be effective from production of 01.08.89 and would be collected through the sale of serially numbered labels issued to the mills.

Please be therefore, kind enough to hand over to the inspector in charge of your mill, a cheque of the appropriate amount, computed at the rate of Rs. 5/- per label (for a 50 kg bag), for all serially numbered labels issued to your mill, effective from production of 01.08.1989

Director (Processing Development)

Coconut Development Authority
Processing Development Division

54, Nawala Road,
Narahenpita .
Colombo 05.

14th December ,1989.

.....
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Dear Sir,

Quality Control Laboratories in DC Factories .

You are aware that we have taken steps to establish Quality Control Laboratories in a number of DC Mills. A large number of these Laboratories are not functioning in the manner that was desired of them thereby defeating the purpose of establishing them. It has now been decided to review the operations of these Mill Laboratories with the intention of revitalising their activities and we require the following information urgently :

1. Whether the Q.C.Laboratories established at your mill is a complete one as required by the C.D.A,
2. Whether it is functioning regularly , and in the manner envisaged ,
3. If not, the reasons why it is not functioning in the required manner,
4. Constraints if any , you have encountered in establishing and running this facility ,
5. Suggestion for the efficient functioning of these laboratory.

Please furnish the above information to reach us before 29th December 1989.

Yours faithfully,

sgd.J.Edirisinghe,
Acting Director/
Processing Development .

A.A.C.Karunaratne.
Deputy Director / Processing Development .

Coconut Development Authority

P.O.Box 386,
No.11,Duke street,
Colombo01
18th December,1989.

CIRCULAR NO: CDA/MD/GEN/04/89.

TO:ALL EXPORTERS OF COCONUT PRODUCTS.

M/S

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Dear Sirs,

FOREIGN COMPLAINTS ON DESICCATED COCONUT EXPORTS FROM SRI LANKA.

It has been noticed that Foreign complaints on Desiccated Coconut Shipments from Sri Lanka are directed to various officers and it has become difficult to keep a track of these complaints in the past resulting in delays in taking action. In the circumstances all Exporters of Desiccated Coconuts are hereby requested to direct such complaints if any, address to:

Director/Marketing ,
Coconut Development Authority,
P.O. Box 386,
Colombo 01.
Telex :21217 COCOBOD Ce
Fax :94 1 547602
Telephone : 421025 - 28

All exporters are also requested to inform their foreign buyers accordingly in case they wish to communicate direct with the Coconut Development Authority.

Complaints from the foreign buyers should be based on samples drawn immediately on arrival of the cargo in the final destination and supported by a report from a recognized laboratory handling food products. Also they should arrange to send samples of DC in question or complaints such as presence of foreign particles in an air-tight polythene bags and packed to reach Coconut Development Authority, safely for further investigations.

Your kind attention and compliance will be highly appreciated.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

J.Edirisinghe,
Director General/ Director Marketing.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

P.O.Box 386,
Colombo 01.
29th December, 1989.

CIRCULAR NO: CDA/MD/GEN/06/89.

TO: ALL EXPORTERS OF DESICCATED COCONUT.

M/S

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Dear Sirs,

**ISSUE OF BACTERIOLOGICAL AND PHYSICAL
QUALITY CERTIFICATES.**

With effect from 01/01/1990 the Coconut Development Authority will issue a new printed Certificate in respect of consignment of Desiccated coconut which have been passed as fit for export by its laboratory. The following charges will apply :

1. Salmonella - free Certificate Rs.50/=
2. Aflatoxin - Sulphur Dioxide -
quality Certificate Rs.100/=

Your applications should be addressed to Director/Processing - Development, Coconut Development Authority, No.54, Nawala Road, Narahenpita.

You are kindly advised to make your applications early in respect of your requirement of certificates to avoid any delays.

Thanking you.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY.

Sgd. J.Edirisinghe,
Director General/ Director Marketing.
GWP/MR

G.W.Palipane
Asst. Director Marketing

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

P.O.Box 386,
NO.11,Duke Street,
Colombo 01.
15/05/90

CIRCULAR TO EXPORTERS/MILLERS/BROKERS/DEALERS OF
COCONUT PRODUCTS.

CIRCULAR NO: CDA/MD/GEN/04/90

M/s.....;.....
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Dear Sirs,

It has been decided to circulate market information on a regular basis to the Coconut Trade through Market Information Centre, to be established under this Authority. We are now in the process of recruiting the staff and arranging facilities for this purpose.

In the meantime, trade has been starved of international market prices for coconut and allied products. We are now in position to offer this services at a nominal fee on a regular basis.

Kindly let us know whether you require this service and if so, want it in a daily basis and through telex/fax or by circular letter. For further particulars please contact Mr. Sugath Dissanayake, Marketing Officer on 29749.

Your reply letter in this regard should reach us on or before 31st May, 1990.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

J.Edirisinghe,
Director General/Director Marketing.

Coconut Development Authority
Processing Development Division

Circular No.DC/M/90/04

54, Nawala Road,
Narahenpita
8th June 1990

CIRCULAR TO ALL DC MILLERS

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Dear Sir/s,

Supply of Cutter/Sifter to DC mills

The CDA in collaboration with the DC millers, Association is making arrangements to supply every Sri Lankan DC mill with a cutter/sifter of similar origin so that the d.c. produced in all Sri Lankan mills will be of the identical physical quality.

The millers' Association has agreed to obtain the proforma Invoice and place orders, either locally or abroad, for the purchase of this equipment . It will therefore be necessary for all mills to intimate their requirements, with copy to CDA giving details of the items required, their number and preference of origin (foreign or local) , to the DC millers Association to enable them to place orders through the CDA.

The CDA will provide an outright grant of up to 60% of the cost of this equipment (cutter and sifter) upto a maximum of Rs. 600,000/- and release monies from the Mill Development Fund to finance the balance, depending on availability of funds in their individual accounts. It is obligatory on the part of the millers to provide these two equipments simultaneously as intimated already. Should there be a further deficit, that amount will be given in the form of a loan. The rate of interest on such loan will be notified in due course.

DC millers who have defaulted in the repayment of their earlier loans and borrowings from the CDA will not be eligible to participate in this exercise. All DC millers who wish to participate in this scheme, are therefore kindly requested to communicate their requirements of cutters/sifters, giving the no. required and their preference for local or foreign equipment, forthwith to the DC millers, Association with copy to CDA.

sgd./J.Edirisinghe
Director General

Yours faithfully

A.A.C. karunaratne
Deputy Director/Processing Development.

Processing Development Division

No.54,Nawala
Road,
Colombo 05.
10th July, 1990.

Circular No: CDA/DC/M/05

To all Millers/ Shippers

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Dear Sir/Sirs,

The following decision have been taken by the Minister of Plantation Industries, Hon.Ranjan Wijerathna at meetings he had with the members of the Sri Lanka DC miller's Association and the Sri Lanka Exporters' Association, recently.

1. Quality Guarantee of product

All d.c. millers will have to guarantee the quality of d.c. productions made at their mills 1st september, 1990 and the exporters will have to obtain the prevailing international market price for their d.c. exports.

2. Claims on Rejections

Where there is a dispute between the miller and the exporter regarding a claim on d.c. exported, the CDA will act as the arbiter for settlement of such claims.

3. Quality control laboratories

All millers who have already set up quality control laboratories with the assistance of the CDA/EDB, should have their laboratories fully operational. Those who do not have laboratory facilities at present, should take meaningful steps to set up laboratories in their respective mills, for testing their productions, without any further delay.

4. Assistance for Mill Modernisation

The CDA will provide assistance up-to 60% of the landed cost of a cutter and a sifter, upto a maximum limit of Rs. 600,000/= for both items. The balance 40% of the cost of these two items will have to borne by the millers, for which funds lying to their credits in the Mill Development Fund could be utilised. Where necessary, a loan may be made available by the CDA at a reasonable rate of interest.

Millers should intimate their requirements of cutters/sifters to the DC Millers' Association, very early.

5. Information and Performance of DC Mills

The performance of DC mills as recorded and maintained by the CDA will be released to exporters, should such information be sought from the CDA.

Yours faithfully,

Sgd. / J.Edirisinghe.
Director General.
Development Division

(A.A.C.Karunaratne).
Deputy Director / Processing

Coconut Development Authority

Marketing Division

Circular No.CDA/MD/GEN/06/90

P.O.Box 386
No.11
Duke street
Colombo 1.
26th July, 1990

CIRCULAR TO EXPORTERS/MILLERS/BROKERS/DEALERS OF COCONUT PRODUCTS

Dear Sirs,

Circulation of Market Informations

Your kind attention is drawn to our circular No. CDA/MD/GEN/04/90 dated 15/05/90 where in we informed you, of circulation of our current market Information on a daily basis through Telex/Fax or Circular letter.

Now we are pleased to announce the commencement of this service under our market information service with effect from 1st August, 1990. The information package of this service will include following useful information for your day to day business activities.

1. Current International price Levels of all grades of Coconuts & Other allied products. (Via International Agent)
2. Current local price levels of all grades of Coconuts and other allied products.
3. Important Weather, Political, Financial or Economic Information received via International Agent.
4. Any other foreign or local Fiscal policy matters, development in the Industry etc.

The above services are offered to you at the following nominal subscription fee per month.

- | | |
|------------------------|----------|
| a)Telex on Daily Basis | Rs.500/- |
| b)Fax on Daily Basis | Rs.500/- |
| c)Postal Service | Rs.300/- |

If you are interested to obtain these services, kindly send a cheque valued to the service required by you as given under (a) (b) & (c) above before 31st july, 1990

Thanking you for your co-operation

Yours faithfully.

Coconut Development Authority

J. Edirisinghe
Chairman

Coconut Development Authority

Processing Development Division
54, Nawala Road
Narahenpita
2nd August 1990

Circular No. CDA/DC/M/6
To All DC Millers/Shippers.
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Dear Sir/s,

Address by Microbiologist from U.K.

We have been obtaining the services of a Microbiologist from U.K., Mr. Bill Hyde, who has had wide experience of having tested food products. particularly desiccated coconut for different importers in the U.K. to advise us on microbiological standards of d.c.

We have made use of the opportunity of this stay here, to get him to address all DC Millers and shippers for which Mr. Hyde has kindly consented. Accordingly. he will address you on ‘Current Trends on Microbiological standards of food Products’ at the Board of the CDA, Narahenpita . on 9th August 1990 at 9.30 a.m.

As this is a rare opportunity, you are kindly requested to attend.

Yours faithfully,

A.A.C. Karunaratne
Deputy Director (Processing Development)
For Director (processing Development)

sgd. J. Edirisinha
Chairman/Director General
Coconut Development Authority.

COCONUT DEVELOPMENT AUTHORITY

02nd August, 1990

TO ALL DC MILLERS / SHIPPERS

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Dear Sir/Sirs,

Manufacture and Export of D/C

The Honorable Minister of Plantation Industries has directed that inter alia the manufacture and export of D/C should conform to following conditions:

1. Those millers that do not at the moment have Quality Control Laboratories should proceed as already instructed to them regarding recruitment and training of personnel and prepare themselves with the intention of eventually guaranteeing their DC productions for export.
2. Action be taken to commence a programme of training for DC Quality Control Laboratory personnel on 20th August 1990, at the CDA. The Mills concerned are expected to send their recruits to participate in the training programme.
3. The CDA to negotiate with the EDB with a view to providing some form of financial assistance to enable those millers who do not presently have Quality Control Facilities in their DC Mills to do so early.
4. No millers should be allowed to export any DC bag with the CDA label.

All DC Millers and Shippers should ensure compliance to the conditions as relevant to them.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY

Sgd. J. Ediorisinghe.
Chairman/Director Genera

COCONUT DEVELOPMENT AUTHORITY

Processing Development
Division
No.54, Nawala Road,
Narahenpita, Colombo 05.
21st September 1990

Dear Sir/Sirs,

TRAINING PROGRAMME FOR QUALITY CONTROL ASSISTANTS FOR DC MILLS

The first batch of trainees under the above programme are at present undergoing their training at the coconut development authority laboratory.

It is presumed that you have already recruited a suitable candidate with the requisite qualifications for your DC mill.

The second batch trainees are due to commence this training programme of six week duration on 4th october, 1990 at the CDA central Laboratory, at the above address.

You are kindly requested to ensure that the trainee from your DC mill starts this training programme on 4th october, 1990 without fail.

This comprehensive training schedule includes lectures by outside professionals, auditorium and laboratory facilities, use of audiovisual equipment and practical training in the laboratories.

Since considerable costs are involved it has been decided to charge a course fee of Rs. 2500/- per trainee from the respective DC mills.

Payment may be during the course of the training programme. The cheque for Rs.2500/- should be drawn in favor of chairman, coconut development authority and should reach the above address on or before the 25th of october 1990.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY,

S.B. Rathnayake
Deputy director/ quality control
For Director/ Processing Development

COCONUT DEVELOPMENT AUTHORITY

54,Nawala Road,
Narahenpita.
Colombo 05.
1990.12.21

Circular No: CDA/DC/90/13

TO ALL DC MILLERS

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Dear Sir,

A STATEMENT OF DIFFERENT STANDARDS STIPULATED BY D.C. MARKETS FOR THE INFORMATION OF MANUFACTURES.

The standard specifications stipulated by the North American Market differs in a number of criteria to those required by the traditional markets in the United Kingdom and the Europe. To illustrate this fact a standard published by a major European buyer is compared with that of a major American buyer in the document annexed. While Sri Lanka standards cover most aspects of the traditional markets, any manufacturer of desiccated coconut for other markets should ascertain the exact specification, prior to undertaking the task. Specifications on size distribution and microbiological quality are so varied and it is a difficult task to incorporate all those in one document. However some attempt is made to discuss the nature of the problem in the receiving passages.

The color standards of the north American market are more stringent as they are more accustomed to the product from Philippines where the color is maintained whites by use of develop technology. In the local product higher colour limits maintained is due to the use of over-seasoned nuts. As the period of journey to the U.S. is longer than usual, SriLankan product is more at risk,unless precautions are taken to avoid discolouration. Standard of Franklin Baker for example mentions that color should be natural white with no measurements given. Under these circumstances no risk can be taken, and the C.D.A. laboratory has been screening all productions to U.S.A. to ensure that no evidence of signs that lead to secondary discolouration are present in such consignments. These can be listed as:

1. Presence of any charred pieces
2. Yellow colour on the edges of particles
3. Evidence of oil seepage

4. Development of odours associated with caramelisation

Specification for the medium grade of D.C. listed by the U.S. buyer, is another aspect to which attention has to be drawn. U.S. sieves described are different from the standards used here. Accordingly any presence of coarse in the medium could cause problems. Hence all U.S. consignments are analysed strictly to ensure no oversize particles are present in it.

Some chemical criteria are also referred to in the U.S. specifications which are not indicated in the Sri Lankan standards. These can be listed as the PH value that indicates the acidity of the product and the invert sugar content. Both above criteria are an index of spoilage of the raw material by either microbial activity or enzyme activity within the kernel, prior to processing. In the local process as the nuts are usually used several months after harvesting problems may arise in meeting with this standard. Use of over-seasoned nuts also results in imparting peculiar odours such as oily smells. Any product with any traces of such odours are not passed for American shipments.

Microbiological standards of U.S. are less stringent than Mars standards. However the specification coagulase positive Staphylococci, that is referred to in the U.S. standard, is very much related to the human handling of the product, as these organisms are found in the nose, throat and skin of humans, getting added on to the product via perspiration. The CDA analyses samples taken on higher percentage for salmonella and would undertake to analyse for other organisms on request. However in the case of microbiological specifications quality assurance can be achieved by correct practices only. Analysis of samples is only a post mortem where the probability of finding the defect is not high.

Deputy Director/Quality Control.

Sgd; H.A. Tillekaratne.

Director/Processing Development

COCONUT DEVELOPMENT AUTHORITY

Circular No: CDA/DC/M/91-01

Processing Development Division
No 54, Nawala Road,
Narahenpita.

To all registered DC millers & exporters

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Dear Sirs/Sir,

Arrangements & Procedures Regarding Manufacture and Export of DC, Effective from 91.01.01

As you are aware, a number of discussion have held during past six months with the DC Millers as well as DC Exporters, both jointly and separately, to discuss and finalise arrangements for giving effect to the direction of the Hon. Minister of Plantation Industries, that effective from 01.01.91 all DC exported from Sri Lanka should carry a quality guarantee and that, it should be sold at prevailing international market prices for DC. Accordingly the following arrangements and procedures will be effective from 01.01.91 in the mater of manufacture and export of DC:

- a. DC would be permitted to be manufactured only in factories registered with this Authority.
- b. All DC bags packed for export in registered DC factories would bear the serially numbered labels issued by this Authority to such registered factories.
- c. A DC factory would be registered by this Authority, only if it conforms to minimum requirements and standards deemed to be essential for manufacturing a product of internationally acceptable quality.
- d. DC millers will guarantee the quality of their DC productions as conforming to existing Sri Lanka Standards, up to the shippers stores.
- e. DC shippers will provide the necessary guarantees to the foreign buyers and market the product at prevailing international market prices.
- f. The guarantee furnished by DC millers will be on the normal Sri Lanka standard as provided in the Sri Lanka standard specification for DC.

If additional guarantees are required by foreign buyers on additional, special parameters of quality, such guarantees would be provide by mutual agreement and arrangement between shippers and millers. It is essential such special requirements of buyers be intimated to the CDA for information and future planning.

g. Shippers will have the right to have DC bags delivered to their stores sampled and tested, after obtaining the concurrence of the millers concerned and the CDA. On such occasions the opening of DC bags and their sampling would be carried out by the officers of the CDA and three sets of samples would be drawn. Shippers are also free to draw up samples of mill production in the Mills concerned by prior notice to the Miller and the CDA. One set of such samples would be tested by the CDA while the other 02 sets would be sent by the shipper to two other laboratories of his choice if he so desires. The majority findings of the three laboratories would be accepted.

h. The performance record of DC mills maintained by the CDA would be made available to DC shippers, on request. If it deemed necessary, a normal fee is payable for such service on the volume of work.

i. The role of the CDA would be to:

(i) Advise and guide the millers and shippers on the adoption of correct procedures, in manufacturing, packing storing and handling of DC.

(ii) Prevent the export of sub-standard products.

The CDA will not guarantee the quality of DC productions. It will only issue statements certifying the analytical results of samples drawn from DC productions on requests received from shippers/millers.

j. During the period 01.01.91 to 30.06.91 the CDA would continue with daily factories inspection and sampling of DC productions. The position and progress will be reviewed thereafter. The samples would be analysed in the CDA's laboratory and a certified statement of the results of such analysis would be made available to millers and shippers, on request and on the payment of a fee.

k. Shippers should not containerised DC productions. Until 05 working days have elapsed after the date of manufactures.

l. DC productions which are found to be sub-standard on the basis of the above samples would be stopped by the CDA for further sampling and testing. Productions which after re-sampling, are confirmed to be substandard either in respect of physical quality or bacteriological contamination, would not be permitted for export and would be directed for oil milling.

The decision of the Hon'ble Minister for Plantation Industries to guarantee the product exported is a landmark in the DC industry and Sri Lanka is now in a position to satisfy the buyers in one of their major expectations in buying DC from Sri Lanka. I am sure by this exercise we will be in a position to win the confidence of the foreign buyers in future. I expect the co-operation of all concerned in making this new arrangement a complete success in the national interest.

Your faithfully,

J. Edirisinghe.

Chairman/Director General

**COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION**

11,Duke Street,
Colombo
28/01/1991.

CIRCULAR NO: CDA/MD/GEN/01/91

TO ALL EXPORTERS DESICCATED COCONUT &
MILLERS OF DESICCATED COCONUT.

M/s.....;

Dear Sir,

EXPORT SALES OF DESICCATED COCONUT.

The Hon. Minister for plantation Industries in consultation with the Hon.Minister for Coconut Industries & Crop Diversification has decided that exports of Desiccated Coconut from Sri Lanka will be subject to following conditions in the national interest.

- (a) Export of D.C. will be subject to a threshold price of US\$ 775/= per MT FOB Colombo until further notice. Any change in this threshold price level will be notified to the trade from time to time.
- (b) Exporters are required to register their D.C. export sales with the Principal Collector of Customs.
- (c) The Coconut Development Authority will cancel the registration of any exporter, who sells below the prevailing threshold price, at the time of sale.

In the circumstances, you are hereby required to conform your export sales of D.C. to the current threshold price of US\$ 775/= per MT FOB Colombo and register your export sales with the Principal Collector of Customs, with immediate effect.

Please note that these requirements should be strictly observed and any failure to comply with them will result in serve penalties.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY.

J.Edirisinghe,
Chairman/Director General.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

11, Duke Street

Colombo 1
05.02.91

CIRCULAR NO:CDA/MD/GEN/02/91

To all Exporters Of Desiccated Coconut And Millers of Desiccated Coconut.

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Dear Sir,

EXPORT SALE OF DESICCATED COCONUT

Further to my circular letter No.CDA/MD/GEN/01/91 dated 28.01.1991 on the above subject. I have received several enquiries as to whether outstanding contract below the current threshold price of US\$ 775/- Nett per MT FOB colombo would be accepted by the Principal Collector of Customs and permit shipment.

This subject was discussed with the Hon'ble Minister of Plantation Industries and Hon'ble Minister for Coconut Industries crop diversification and I have been directed to inform the trade that no exports will be permitted if such transaction are below the prevailing threshold price for D/C.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY

J.Edirisinghe

Chairman/Director General

- cc: 1.Secretary - Ministry of plantation Industries
2.Secretary - Ministry of Coconut Industries & Crop Diversification.
3.Chairman - Coconut Products Exporters Association- Reference his letter dated 30th January 91.
4.Chairman - D/C Millers Association
5.Chairman - Reference their letter dated 01.02.91

**COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION**

11, Duke Street,
Colombo 01.

11/02/1991.

CIRCULAR NO: CDA/MD/GEN/03/91

TO ALL EXPORTERS DESICCATED COCONUT.

M/s.....;.....
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Dear Sirs,

**EXPORTING DC BEFORE FIVE WORKING DAYS AFTER
THE DATE OF PRODUCTION.**

The directive of this Authority on above subject found to have been overlooked by some exporters and continue to export mill productions in spite of their undertakings and assurances given to prevent repetition of the lapse.

In the interest of the trade, Coconut Development Authority ... therefore decide to stop issue of quality certificates on shipments of Desiccated Coconut for a period of three (03) months against those shippers should they fail to comply with the requirement that D/C productions for shipment should not be containerised until five working days have elapsed after the date of manufacture of such productions.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

G.W.Palipane,
Asst. Director/Marketing,
For Director/Marketing.

**COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION**

11, Duke Street,
Colombo 01.

20/02/91.

CIRCULAR NO: CDA/MD/GEN/05/91

TO ALL EXPORTERS/MILLERS/BROKERS OF DESICCATED COCONUT.

M/s.....;.....
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Dear Sirs,

**DEFAULT OF PAYMENT ON DELIVERIES OF
DESICCATED COCONUT.**

It has been brought to the notice of this Authority by the trade that some exporters default in payment in respect of the deliveries made as per their contracts with the respective Millers.

You are, therefore informed to ensure payment for the deliveries as agreed upon in accordance with the contracts. In the event of direct complaints made by the Millers, such instances will be viewed seriously by this Authority against such defaulters.

Kindly acknowledge receipt of this Circular.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

G.W.Palipane,
Asst. Director/Marketing,
For Director/Marketing.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

11, Duke Street

Colombo 1

22.02.91

CIRCULAR NO:CDA/MD/GEN/06/91

To all Exporters Of Desiccated Coconut And Millers of Desiccated Coconut.

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Dear Sir,

D.C. EXPORT SALES.

This has reference to the numerous representations made by the trade, both local and foreign, regarding the outstanding export sales in D.C. prior to the issue of the Coconut Development Authority Circular No CDA/MD/GEN/01/91 of 28th January 1991. On a recommendation made by the Ministry for Coconut Industries & Crop Diversification and the Coconut Development Authority, the Hon'ble Minister of Plantation Industries has agreed to permit the shipment of sales concluded upto 21st February 1991, in accordance with the sale contracts with the foreign buyers.

In respect of new export sales of D.C., all exporters are required to conclude transaction at a price not below US \$ 50/- per MT, on the prevailing Philippine D.C. price in the international market.

The Hon'ble Minister of Plantation Industries indicated that he will, in future, be scrutinizing the export prices of D.C.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY

J.Edirisinghe
Chairman/Director General

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

11, Duke Street

Colombo 1
27.03.91

CIRCULAR NO:CDA/MD/GEN/11/91

To all Exporters Of Desiccated Coconut And Millers of Desiccated Coconut.

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Dear Sirs,

EXPORT SALE OF DESICCATED COCONUT

This has reference to our circulars - CDA/MD/GEN/01/91 of 28/01/91,
CDA/MD/GEN/02//91 of 05/02/91 and CDA/MD/GEN/06/91 22/02/91 on the above subject.

You are hereby informed that the cabinet approval has been granted to remove the threshold price in respect of export of Desiccated Coconut.

Please be guided accordingly.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY

G.W. Palipane
Asst. Director /Marketing
For Director/Marketing

Coconut Development Authority

Circular No. CDA/DC/M/91/03

Processing Development Division
No.54,Nawala Road,
Colombo 05
2nd May, 1991

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Supply of Cutter /Sifter to DC Mills

Your kind attention is sought to our circular No. DC/M/90/04 of 8th June 1990. on the above subject.

On a recommendation made by the Processing Development Committee in consultation with the DC millers Association , the Board of the CDA decided that all millers who have received the Philippine cutter with CDA assistance, should instal and commission it on or before 15th may, 1991. If they fail to do so by this date, the serially numbered labels issued to them to engage in production will be withdrawn on 16th May, 1991. They will not be reissued labels until the above requirement is met with.

A.A.C.. Karunaratne
Deputy Director/Processing Development

H.A. Tillakaratne
Sgd. Director/Processing Development

Copy; Hony Secretary, Sri Lanka DC millers Association

Coconut Development Authority

Circular No. CDA/DC/M/91/06

Processing Development Division
No.11,Duke street
Colombo 01
27th June .1991

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Supply of cutters /Sifters To DC millers.

As you are aware, forty (40) DC mills have now been supplied with the new cutter by the CDA, in collaboration with the DC millers Association, It is now intended to supply those mills which are not presently equipped with this equipment. The millers could exercise a choice between the locally manufactured (Ferro Trading Ltd) one or the imported one (Startech Contractors Inc.) but it should be of the Philippine type.

Those who intend making use of this opportunity should intimate their requirements, specifying their choice of a local or foreign supplier, as above, to the DC millers Association to reach them before 05th July , 1991. They should also order the required motors/gear mechanism require to operate the cutter, as well, which items will not be subsidised by the CDA. Thereafter, the Association , will arrange to obtain a proforma invoice and place orders for these items. Millers will be eligible to receive 60% of the cost of the cutter only. Balance could be financed with proceeds from the MDF. where this is not possible, a loan will be provided to secure the balance, at 12% interest and recovered in not more than 48 monthly instalments.

Please convey your requirements and the preferences to reach the millers Association before 05th July , 1991, with a copy to CDA. Please acknowledge receipt of this circular letter.

Thanking you,

sgd./H.A. Tillekeratne

Yours faithfully

Director/Processing Development

A.A.C. Karunaratna
Deputy Director/Processing Development

Coconut Development Authority

Processing Development Division

54, Nawala Road
Colombo 05.
12th September, 1991

Circular No. CDA/DC/M/91/7

To All DC Millers.

Dear Sirs,

Establishment of Mill Laboratories

The Authority has taken steps to train the laboratory personnel for the mill laboratories that was scheduled to be established in the year 1991. While the laboratories are being set up at the mills, a number of requests have been received by the Authority to train personnel for the filling of vacancies that exist in some mills. Accordingly a training programme is proposed to be implemented during months of September, October for the purpose of training a new batch of technicians for desiccated coconut mills. All factory owners are hereby notified to make use of this opportunity as it would not be possible to have any more comprehensive training programmes in the current year. Details are as follows.

- | | |
|-------------------------|--|
| 1. Duration of training | 6 to 8 weeks |
| 2. Date of commencement | 24, September, 1991 |
| 3. Course fee | Rs. 3500/- per person |
| 4. Course content | Principles of quality control
Theory of chemical analysis
Theory of bacteriological analysis
Physical measurements
Food technology of coconut processing
Practical training |

Those interested are requested to send their cheques through the nominee along with a letter of introduction. The nominees are required to call over at this office on 1991.09.24 at 9.00 hrs.

Yours faithfully,

Deputy Director/Quality Control

sgd./H.A. Tillekeratne
Director/Processing Development

Coconut Development Authority

Processing Development Division

54, Nawala Road

Narahenpita.

29th November 1991

Circular No. CDA/PD/DC/11

To All DC Millers.

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Dear sirs,

Salmonella Infestation of Desiccated coconut

We wish to bring to your kind attention a news item which appeared recently in the British press and one which we consider of paramount importance to Sri Lanka DC.

Wide publicity has been given in the British press recently regarding salmonella infestation on desiccated coconut imported to that country from Malaysia and the Department of Health / U.K. has issued a nationwide alert following the detection of salmonella. This detection, while going to affect the Malaysian dc industry, would result in very strict measures being adopted by the U.K. Health Authorities in screening desiccated coconut imported to the U.K. from other sources in the future.

In order to avoid a similar calamity, in respect of DC exports from Sri Lanka, we appeal to all DC millers to take every possible step to ensure that DC production in their mills is carried on under the strictest hygienic conditions which will eliminate the possibilities of contamination with salmonella bacteria. Please ensure highest vigilance in the manufacture, storage and transportation of DC. You should communicate with the area/district inspectors of this Authority. Should you require any assistance in this regard.

You are also kindly requested to utilise fully the services provided by the Authority to enable you to maintain your production under the best hygienic conditions. The Authority is also prepared to step up the sampling rate from 10% to 25% should any miller wish to subject his daily product to wider scrutiny on payment of a nominal sampling fee.

Yours faithfully,

Sgd./ H.A. Tillekeratne.

A.A.C. Karunaratne.

Director/Processing

Development.

Deputy Director/Processing Development.

Coconut Development Authority

54, Nawala Road
Narahenpita.
13th February, 1992

Circular No. CDA/DC/M/92/1

To All DC Millers.

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Dear Sir/s,

Establishment of quality control laboratories in desiccated coconut factories

As you are aware considerable efforts have been made since 1983, to establish quality control laboratories in DC mills.

The first batch of laboratories in 10 DC mills was established in 1984. Laboratories were established in a further 18 mills during 1984-1985. Financial assistance was obtained from the Sri Lanka Export Development Board for this work.

Further efforts were made by the CDA in 1990 to establish quality control Laboratories in the balance mills. The assistance of the DFCC was sought in this instance and a scheme was introduced to accommodate these mills in 1990. 27 millers have come in to this scheme and it has been reported that all the capital equipment required for the laboratories have already been delivered.

Practical training has been provided by this Authority to a substantial number of laboratory Technicians, selected by millers for these laboratories. However despite considerable efforts, it is found that only a few mills have so far taken meaningful steps to use the laboratory facilities in their mills for the intended purposes of routine quality checking and monitoring. A few mills have not taken any steps at all in this direction, so far.

In view of the considerable amount of effort and money spent on the above and the extreme importance of in - plant quality checking and quality monitoring as an integral part of the DC manufacturing process, vis-a-vis the high standards of quality expected by most buyers, this Authority has decided that-

1. All DC mills in production should have functional laboratories by 1st July, 1992

2. Productions of mills which fail to have functional quality control laboratories by this date will not be issued with quality certificates by the CDA.

Therefore, all DC millers who have already procured some or all necessary facilities for establishment and operation of laboratories in their mills are kindly requested to make appropriate arrangements to have these laboratories fully functional by 1st July,1992. Any further technical assistance or advice which they require in making these laboratories functional, could be obtained from this Division.

Those millers who have so not taken any steps to establish laboratories in their mills are requested to note that they too should have fully functional laboratories in their mills by 1st July, 1992, in order to qualify for quality certificates. Any technical assistance or advice which they require in selecting equipment, construction of buildings and training of laboratory staff etc. could be obtained from this Division.

The requirements of bacteriological media that would be necessary for a mill laboratory, together with their price indications and suggested suppliers are annexed hereto.

Yours faithfully,

H.A. Tillekeratne.
Director/Processing Development.

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

11,Duke Street,
Colombo 01.
04/03/92.

CIRCULAR NO: CDA/MD/GEN/03/92

TO ALL EXPORTERS OF DESICCATED COCONUT.

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

Dear Sirs,

ISSUE OF QUALITY CERTIFICATES ON CONSIGNMENTS OF DESICCATED COCONUT

Further to our Circular CDA/MD/GEN/03/91 dated 11/02/91

The Development Division of the Coconut Development Authority has intimated this Division to inform you on the following decisions:

1. The CDA will issue Quality Certificates for productions of Desiccated Coconut which have been sampled, tested and found to be upto the required standards for export.
2. Exporters are advised not to containerised bags of DC until the lapse of five working days from the date of production.
3. Provision for “date of sailing” as appearing in the present application form for Quality Certificates should be substituted with “ date of containerization”, (which would be the date of entry into the Port as appearing in the Cargo Despatch Note.)
4. In the event of a dispute, the date appearing in the Cargo Despatch Note would be reckoned as the date of containerization.

Please be guided accordingly.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY.

S.Jayawickrama
Director /Marketing

COCONUT DEVELOPMENT AUTHORITY

MARKETING DIVISION

11,Duke Street,
Colombo 01.

21st July. 1992.

CIRCULAR NO: CDA/MD/GEN/06/92

TO ALL EXPORTERS OF DESICCATED COCONUT.

M/s.....;.....
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Dear Sirs,

SUBJECT : LOSS OF EXPORT LABELS - CDA-94
F/35,001-F/40,000

The processing Development Division of Coconut Development Authority has intimated this Division that the abovementioned serially numbered export labels of Sirikatha Mills (M -94) have been lost.

You are, therefore, informed to refrain from trading in any DC bags carrying any of the above numbered export labels.

For your information and necessary action please.

Yours faithfully,
COCONUT DEVELOPMENT AUTHORITY.

G.W.Palipane,
Asst.Director/Marketing,
For Director/Marketing.

COCONUT DEVELOPMENT AUTHORITY

TO ALL D.C.MILLERS.

Division,

Circular No. CDA/DC/92/04

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Dear Sir ,

Processing Development

54, Nawala Road,

Colombo -5

1992.08.14.

TRAINING OF NEW LABORATORY TECHNICIANS.

As a number of DC millers have requested for training of new Laboratory technicians, it is arranged to have a course of training from 19 August 1992 for a period of eight weeks.

Those who wish to make use of this facility are requested to send the candidates with a letter of requested to send the candidates with a letter of introduction to the Central Quality Control Laboratory of this authority at 54, Nawala Road, Colombo 05, on 1992.08.19 at 9.00 hrs. The course fee of R.s 2500/= should be sent with the letter of introduction; the cheques to be drawn in favour of Chairman, Coconut Development Authority.

The basic qualifications of the candidates remain as per Coconut Development Authority circular dated 1990.06.13 any further details can be obtained from the Deputy Director (Q.C) of this authority.

Yours faithfully,

sdg./H.A. Tillekeratne
Acting Director General

S.B. Ratnayake
Deputy Director(Q.C)

Coconut Development Authority

Processing Development Division
54, Nawala Road
Narahenpita.
28th August. 1992

Circular No. CDA/PD/GEN/92/2

To All DC Millers & Exporters

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Dear Sirs,

Oil seepage and `Blocking` in Desiccated Coconut

A number of complaints have been received from buyers abroad regarding `blocking` and oil seepage, in desiccated coconut packages. A few instances of such defects have also been observed in the product, at some of the shippers stores.

Oil seepage and `blocking` in DC could arise, either from -

- (a) defects in manufacture of the product,
- (b) improper packing and storage of the product.

The following measures are vital in avoiding the above defects.

- (1) Properly matured and seasoned nuts only should be used in manufacture of DC.
- (2) Cutter rings should be properly adjusted/maintained to avoid bruising and crushing action on the wet kernel, during disintegration.
- (3) High temperatures should be avoided in drying,
- (4) After dehydration, the product should be cooled to room temperature as rapidly as possible, prior to packing, the product should not be packed while it is hot.
- (5) Poly Liners which are properly sealed and of correct thickness (gauge) pressure on the bottom layers could cause oil seepage.
- (6) The temperature at which packed DC bags are stored, could have a bearing on oil seepage from the material, DC should be stored under cool, dry conditions.

All DC millers and shippers are requested to exercise greater vigilance and observe the above guidelines, in order to avoid recurrence of the defects and complaints referred to above.

In regard to (5) above, this Authority has commenced a programmes to check regularly, (both at major poly liner suppliers as well as at DC exporters) the quality of polylines that are issued for packing of DC.

All shippers and millers are also hereby requested to make suitable arrangements to inspect regularly and ensure that polylines issued /used for packing DC are of correct quality and reject any substandard liners.

They are requested to bring to the notice of this Authority, instances where low quality liners are supplied for packing DC, so that corrective action could be taken to avoid repetition.

Yours faithfully,

H.A. Tillekeratne.

Actg. Director- General

COCONUT DEVELOPMENT AUTHORITY

CDA/DC/S/82/1

Development Division
No.11,Duke Street,
Colombo 01.
18.10.1992

CIRCULAR TO ALL SHIPPERS

Dear Sirs,

When containerisation of Desiccated coconut bags was introduced two years ago, the desiccated coconut exporters and the Shipping Agents were requested by this Authority to adopt certain precautions in order to ensure the freshness of the DC and cleanliness of the bags. The cleanliness of containers used in stuffing DC was emphasised in particular. However, it appeared later that these precautions had not been followed, as there was a spate of complaints from foreign buyers and this Authority had to introduce a system of routine inspections and supervision of the containerisation of the DC bags at the Colombo Port. This practice had been followed for the past two years.

It has now been decided that this inspection and supervision of containerisation of DC bags by this Authority would be confined to random and surprise checks only and therefore commencing from 1st November 1982 it would be the responsibility of the shipper concerned to ensure that containers used in stuffing DC conform to the required standards of cleanliness.

The 'K' licences by the Licensing Branch will continue to carry the present endorsement addressed to the Customs Department regarding the requirement of a supporting counter endorsement from this Authority regarding cleanliness of the relevant containers.

This counter endorsement will be issued by the Regulatory Branch of this Authority, on the production of a Certificate by the Shipper concerned that the containers used were clean and suitable for stuffing DC and that only bags covered by the 'K' licence under reference had been stuffed (as per specimen Certificate)

Shippers are kindly requested to note that any complaints from foreign buyers in future regarding instances of unclean or unsuitable containers used in stuffing DC, will be viewed with gravity hereafter by this Authority and could lead to the suspension of the registration of the shipper concerned.

Please acknowledge the receipt of this letter.

Director/Development
Coconut Development Authority

Coconut Development Authority

Circular No. CDA/PD/DC/M/93/2

Development Division
No.11, duke street
Colombo 01
26th March, 1993

CIRCULAR TO ALL DC MILLERS

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Dear Sir/s,

Concessionary loan scheme for DC mills

It has been decided to make available to DC millers immediately, concessionary loans amounting to Rs.600,000/-, Rs.500,000/- and Rs.400,000/- for large, medium and small size mills respectively, to be used in the payment of Relief wages to their workers, during the period of closure of mills.

The above loan facility is being granted to millers under the following terms.

a) a concessionary rate of interest of 10.0% is payable on the above loan (on a diminishing balance basis.)

b)the loan which would be released to millers in early April, is to be repaid to this Authority in six monthly instalments, commencing June 1993, in the following manner.

June	12% of the loan amount plus interest
July	17.6% of the loan amount plus interest
August	do
September	do
October	do
November	do

c)millers should enter into an agreement, which would take the form of a promissory Note, undertaking to repay to this Authority the sum of money borrowed together with interest, in the manner stated at (b) above.

The agreement referred to at (c) above has to be signed in this office by.

- I. the owner of the borrowing mill, in the case of mills with sole proprietor,
- II. all partners of the borrowing mill, in the case of partnership mills,
- III. chairman and a director of the limited liability Company, where mills are owned by limited liability Companies.

Your mill bearing Registration no..... has been categorised as a small/medium/large size mill for purposes of granting this loan facility and accordingly , is qualified to receive a loan of Rs. 400,000/- ,500,000/-,600,000/- under this loan scheme.

If you are interested in obtaining the above loan, kindly furnish your application in the format annexed, on or before 5th April, 1993

Yours faithfully,

sgd/D. Wijesinghe
Chairman
Coconut Development Authority

(A.A.C. karunaratne)
Deputy Director/Processing Development

Coconut Development Authority

Circular No. CDA/PD/DC/M/93/5

Development Division
No.54, Nawala Road,
Narahenpita.
31st May , 1993

CIRCULAR TO ALL DC MILLERS

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Dear Sir/s,

Assistance for modernisation of DC Factories

As you may perhaps be already aware, the Ministry of Coconut Industries & Crop Diversification and the Coconut Development Authority has decided to introduce a scheme of Assistance for modernisation of DC mills, with the objective of having a substantial portion of the present milling capacity updated within the next 2-3 years, to meet the current and future quality standards.

The nature and extent of modernisation envisaged in terms of the above scheme. are.

- I. improvement of existing factory buildings/restructuring, by providing durable,hygienic floors,tiled walls, well -structured roof and drainage systems.
- II. provision of stainless steel equipment in the entire process line, such as washing tanks, bins,conveyors cooling tables e,t,c;
- III. continuous process line comprising modern cutters, drying system and sifter with stainless steel conveyor system to transfer material mechanically beyond the steriliser, boiler/steam system to provide heat source for steriliser tank and for drying.
- IV. a fully functional Quality Control Laboratory with capacity to do on -line testing of the product (bacteriological and physical quality testing) and monitoring of the processing conditions.

While monies available in the Mill Development Fund accounts of millers would be released for any of the items of improvement and facilities listed at (1) to (IV) above, the CDA would provide 40% of the cost of purchase installation of either a continuous drying system together with a boiler/steam system or semi-automatic driers with stainless steel inner chamber, together with single furnace system, subject to the following maximum amounts of grant per Mill

<u>Items</u>	<u>Maximum amount of grant</u>
Continuous dryer/stainless steel semi automatic dryers	Rs. 2.2 Million
Boiler /Furnace system	Rs. 0.8 Million

Due to constraints in availability of funds, the first 10 millers who place orders for continuous dryers/semi automatic driers with stainless steel interior and boiler/furnace systems, would be selected every year for the granting of the 40% subsidy referred to above.

The above assistance for the drying system/boiler furnace system would be made available to the selected millers in 02 instalments viz.

1st instalment -75% of the amount to be granted as subsidy would be released when the equipment is delivered to the mill site.

2nd instalment - Balance 25% of the grant would be released when the equipment is installed and commissioned.

Where machinery suppliers insist on an advance payment with the order, release of a reasonable advance out of the 1st instalment will be considered.

Millers are requested to note that granting of above assistance is conditional to the following.

- A. Millers should carry out all other improvements/facilities envisaged at (1) & (1V) above, either with monies obtained from the mill Development Fund or from their own resources.
- B. Millers should issue quality guarantees to buyers, commencing one month after the commissioning of the drying system.
- C. The machinery and equipment purchased under the 40% subsidy scheme. should be mortgaged to the CDA for a period of 5 years.

Millers who wish to avail themselves of the above assistance scheme during the current year. are kindly requested to furnish their applications to this Authority on or before 30-06-93, as per format of application annexed.

Yours faithfully

A.A.C. Karunaratne
Deputy Director/Processing Development

sgd/H.A. Tillekeratne
Director -General
Coconut Development Authority

Coconut Development Authority

Circular No. CDA/PD/DC/M/93/6

Development Division
No.11, duke street
Colombo 01
7th June , 1993

CIRCULAR TO ALL DC MILLERS

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Dear Sir/s,

Concessionary loan scheme for DC mills

Your kind attention is drawn to our circular No. CDA/PD/DC/M/93/2 on the above and the Agreement signed by you in obtaining a loan of Rs. 500,000/- for the payment of Relief wages.

As you are aware, these monies have been advanced by the coconut stabilisation fund and accordingly , has to be returned to the fund according to an agreed time schedule. Therefore , in terms of the conditions covered by the Agreement signed by you , please arrange to remit monthly, beginning June 1993, your Monthly Instalment without fail. Schedule of repayment is again for your guidance below.

Amount of Loan	Rs. 500,000.00		
Repayment by	Capital Rs,	Interest at 10% Rs.	Total payable Rs.
30th June 93	60,000/-	4,166.66	64,166.66
31st July 93	88,000/-	3,666.66	91,666.66
31st August 93	88,000/-	2,933.33	90,933.33
30th Sept.93	88,000/-	2,200.00	90,200.00
31st Oct.93	88,000/-	1,466.66	89,466.66
30th Nov. 93	88,000/-	733.33	88,733.33

Thank you
Yours faithfully,

sgd/H.A. Tillekeratne
Director -General
Coconut Development Authority

A.A.C. Karunaratne
Deputy Director /processing

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

54, Nawala Road.
Narahenpita.
25.August.1993

CIRCULAR NO:CDA/PD/DC/M/93/8

To all Manufactures & Exporters

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Dear Sir,

PACKING MATERIAL USED IN PACKING DC FOR EXPORT

It has been brought to our notice , that packing material other than what is specified and provided for in the Sri Lanka Standard Specification for DC, is being used for packing of DC for export.

The Sri Lanka Standards specification for DC has very specifically laid down that DC should be packed in 5 ply kraft paper bags with an inner liner, the specifications being as follows:-

(a) The liner used should be of low density polyethylene (LDPE) conforming to SLS 699 having a thickness of at least 88/Micrometers or other single layered or laminated material of equivalent barrier properties and tensile strength. The liner shall be heat sealed along the entire width of the bag to ensure complete sealing. However , due to often incomplete sealing, it is necessary to have two parallel seals.

Dimensions of the Liner

Dimension (1)	Min (cm)
Height	140
Width	66

and

(b)The kraft paper bags shall be made up as follows:

- (i) Outer ply-wet strength kraft paper of substance 90 g/m²
- (ii) Four inner plies-ordinary kraft paper of substance 70g/m²
- (iii) The kraft paper bag shall be machine stitched.

Dimensions of the kraft paper bag

Dimension (1)	Min (cm) (2)	Max (cm) (3)
Height	122	125
Width	46	48
Depth	15	18

These specifications have been laid down after careful study of product behaviour and year of experience in use of packing material for export of this product to various destinations and customers.

Manufactures and Exporters are therefore cautioned regarding risks involved in using packing material which do not conform to the above minimum standard specifications, for packing DC for export. It should be noted in particular that DC is a product which is extremely sensitive and susceptible to contamination with off odours and flavours picked up from the external environment. While the use of correct packing material is vital in preserving the freshness and high quality of the products until its consumption, use of inferior packing material could result in deterioration in quality of the product, culminating in foreign complaints, quality claims and loss of market.

D.C manufactures in particular are therefore requested to ensure that packing material used in packing DC conform to the minimum specifications and requirements. Laid down and to reject and refrain from using any inferior quality packing material that may be supplied to them.

Yours faithfully,

A.A.C Karunaratne
Deputy Director /Processing Development

Sgd/- H.A. Tilekeratne
Director/General

COCONUT DEVELOPMENT AUTHORITY

Coconut Development Authority

Circular No. CDA/PD/DC/93/9

No.54, Nawala Road.
Narahenpita
29th October , 1993

CIRCULAR TO ALL DC MILLERS

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Dear Sir,

Concessionary loans scheme for DC mills

Reference is requested to my Circular of even No. CDA/PD/DC/M/93/6 dated 07.06.93 , outlining, among other matters, a schedule of repayment of the loan granted to you under the above scheme.

In terms of conditions covered by the Agreement signed by you, the repayment of loans in 06 instalments should be sent on or before the dates specified therein for each instalment. However, it is noted, with regret, that most of the millers have not kept to the repayment schedule dates and that the repayment of respective instalments have been received much later than the scheduled dates.

It has, therefore, now been decided by the CDA Board to impose a surcharge of 10% per annum for the period of all delayed payments (i.e.between the scheduled repayment dates and actual dates of re-payment in respect of each instalment)

This surcharge will be added on to the capital and finally the millers should have to repay the entire capital plus the surcharge so imposed. it is therefore advisable in your own interest to ensure that the repayments of respective instalments are made, on or before the dates specified in my letter.

In instances where millers have not paid even the 1st instalment so far, such cases have been referred to the Attorney General For legal action in terms of the agreement signed by them.

Yours faithfully

(H.A.Tillekaratne)
Director General

Coconut Development Authority

Circular No. CDA/PD/DC/M/94/08

Processing Development Division
54, Nawala Road
Narahenpita
Colombo 05
15th December 1994

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Utilisation of pared coconut for the manufacture of Desiccated Coconut

Your kind attention is drawn to the contents of our circular No. CDA/PD/DC/M -94 -8 dated 18th July 1994, on the above subject.

Reports have been received by this Authority of the establishment of units for paring of coconut kernel as a cottage scale operation in certain areas where DC mills are located and suspicions have been created that such pared kernel is being used for the manufacture of DC.

As already indicated in our Circular of 18th July 1994. we reiterate that pared, fresh coconut kernel is extremely susceptible to bacterial contamination and spoilage, necessitating their further processing into the finished product almost immediately. As you are aware, the DC industry in Sri Lanka has, over the years earned an international reputation as one which adopts and adheres to good processing practices and tight supervision. Use of the pared nuts brought from outside would inevitably damage this reputation, with adverse consequences which would affect the entire industry.

In order to ensure that the pairing operation is carried out only at the point of manufacture, all millers are hereby cautioned to utilise coconut kernel, pared only in their respective mills and under no circumstances use pared kernel brought from outside or other processing units for the manufacture of DC in their factories.

If any DC factory is found to be using kernel, pared and brought from outside or from other processing units for the manufacture of desiccated coconut, this Authority will promptly

withdraw from sampling of productions of such factories, testing of samples and issue of quality certificates forthwith and proceed to withdraw labels issued to such mills.

Yours faithfully

A.A.C.Karunaratne
Actg.Director/processing Development
Coconut Development Authority

Coconut Development Authority

Circular No. CDA/PD/DC/95-01

Processing Development Division
No.54, Nawala Road.
Narahenpita
06th January , 1995

CIRCULAR TO ALL DC MILLERS

Dear Sir,

Assistance for modernisation of desiccated coconut factories

As you are aware the CDA already provides a subsidy for DC millers who opt to instal modern continuous drying systems in their mills for the manufacture of desiccated coconuts in place of the antiquated drying equipment presently in use in their mills, However, the response of the industry to this offer has been very limited and extremely slow. If the pace of development is going to be this slow, it would not be very long before the more important foreign buyers turn to alternate sources for their supplies of DC.

A major reason for this slow, miller responds to this programme of development is identified as scarcity of fund In order to help them further in this activity, the Authority would now permit millers to undertake modernisation work i.e. installation of continuous drying systems, in two stages, subject to their completing both stages within a period of two years.

Accordingly millers interested in installing continuous drying systems in their mills could now instal a boiler system as a first step and proceed to install a continuous drying system within two years thereafter. For this purpose a subsidy of 40% of the C.I.F. value and cost of installation of a boiler system would now be available to millers, subject to an upper limit of Rs. 800,000/- This assistance is conditional to millers undertaking to proceed to instal a continuous drying system in their mills within two years thereafter. In case of failure to do so the subsidy will have to be refunded to the CDA. Millers will also have to enter into an agreement , mortgaging the equipment to the CDA for a period of five (05) years.

In view of the scarcity of funds, millers interested in this activity are required to apply for assistance to reach the undersigned by 30th january, 1995

Yours faithfully,

A.A.C. Karunaratne
Actg. Director/Processing Development

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

54, Nawala Road
Narahenpita.
14 July.1995

Circular To all D.C Manufactures & Exporters

CIRCULAR NO:CDA/PD/DC/95/06

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Dear Sir,

PACKING MATERIAL USED IN PACKING DC FOR EXPORT

Requests are being received from manufacturers/Exporters seeking permission to use packing material other than what is specified and provided for in the Sri Lanka standard specification for packing of DC for export.

This circular is being issued to re-emphasize that the Sri Lanka Standard Specification for DC has very specifically laid down that DC should be packed in 5 ply kraft paper bags, with an inner poly-liner. The specifications for the kraft paper and the polyliner are as those already circularised Manufacturers/Exporters by our Circular No: CDA/PD/DC/M/93/8 of 25th August 1993.

The Sri Lanka Standards Institution, after careful studies has now come up with certain draft specifications for multi-wall paper sacks for packing of DC and this documents is now open for public comment.Until finalisation of this matter,DC for export would continue to be packed in 5 ply kraft paper bags.

All Manufacturers and Exporters of DC are therefore requested to ensure that DC for export is packed in 5 ply kraft paper bags only (of the required specification). Should any foreign buyer of DC wishes to have DC consigned to him packed in 4 ply kraft paper bags, instead of 5 ply, such requests would be accommodated strictly on a case by case basis and for the specified consignments only. Manufactures and Exporters of DC whose buyers wish to have DC packed in 4 ply kraft paper bags should submit evidence of such requests from their buyers as detailed in the format given below for perusal by the CDA and obtain prior approval for such packaging.

The Details Requested Are:-

1. Name of buyer : (Need not be declared but evidence of buyer's request should be submitted.
2. Contact No: and Date :
3. Grade and No: of bags :
4. Period of delivery :
5. Where packing will be undertaken (Mill No) :

All Manufacturers and Exporters of DC are requested to conform strictly to the above requirements.

Yours faithfully,

A.A.C Karunaratne
Director /Processing Development
COCONUT DEVELOPMENT AUTHORITY

Coconut Development Authority

Circular No.CDA/PD/DC/95-07

Processing Development Division
No.54, Nawala Road.
Narahenpita
08th November , 1995

CIRCULAR TO ALL DC MILLERS

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.....
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Dear Sir/s

Assistance for modernisation of Desiccated coconut Factories

Further to our circulars numbered CDA PD/DC/M/93/05 of 31st May 1993 and CDA/PD/DC/95/01 dated 6th January , 1995 on the above subject, we are pleased to inform DC millers that the cabinet of ministers, on the recommendation of the Hon. minister of public Administration , Home affairs, plantation Industries and parliamentary affairs had decided to extend the scheme of assistance for installation of continuous drying systems under the programme of Factory modernisation in Desiccated coconut factories from 4th October 1995. to 31st December 1997. This extension will in effect mean a full two year period in which millers could take effective action to modernise their DC factories making use of this financial assistance package.

The scheme of assistance will provide for

1. A grant of 40% of the cost of installation of drying system subject to a maximum of Rs, 3.0 million per DC factory.
2. modernisation to be effected during the period 04-10-95 to 31-12-97
3. release of assistance in two installments namely
 - a) 75% of the amount to be granted as assistance on arrival of the equipment at site, in the case of proven equipment
 - b) balance 25% of the grant to be released on installation and commissioning of the equipment

Where machinery suppliers insist on an advance payment with the order, release of a reasonable advance out of the 1st instalment will be considered.

Desiccated coconut millers who have not made use of the opportunity to install Drying systems in their factories so far, are kindly requested to make use of this opportunity and benefit from this scheme of assistance.

Millers who wish to avail themselves of the above assistance scheme should please complete their applications to conform to the format annexed herewith and send them, to reach the undersigned by 30th November, 1995

Yours faithfully

A.A.C. Karunaratne
Director/Processing Development

COCONUT DEVELOPMENT AUTHORITY

12th December 1995

CIRCULAR NO: CDA/PD/DC/95/O8

To ; All Fibre Millers / Exporters
Mr.G.F. de Silva - Director / GM
Hayleys Exports Ltd.
Ekala.

Dear sir.

The question of high moisture in coir fibre exports from Sri Lanka to U.K and Netherlands was brought to my notice at the F.A.O conference on hard fibres which i attended early this month.This according to some observers has been happening regularly over the past several months , resulting in the loss of our traditional markets , particularly the U.K.

It would also lead to end users turning to synthetic substitute and also changing over to other origins for their supply of fibre.

This as you are aware is the results of miller delivering high moisture fibre to shipper stores and shippers accepting the fibre in this condition for which both parties are equally responsible.

If however , shippers refuse to accept deliveries of fibre with high moisture content millers will be compelled to adjust to the situation and resort to supplying of fibre with accepted level of moisture.

This is a situation affecting the country's markets as a whole and I appeal to millers and shippers to refrain from supplying or receiving fibre for export with moisture levels of over 20% in the national interest.

The CDA will be conducting regular check of fibre consignments prepared for export at the shipper stores to ensure that the coir fibre exported are not beyond the moisture content stipulated above.

Appropriate action will be taken against the defaulters from the date of this circular.

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U.K.G.Senaratne.

Chairman

COCONUT DEVELOPMENT AUTHORITY

Coconut Development Authority

Circular No.CDA/MD/GEN/96/01

11,Duke street
Colombo 1.
19.03.1996

CIRCULAR TO ALL DC MILLERS

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Dear Sir/sirs,

Re.Default in Contracts

Default in contractual obligations among trade participants have shown an increase in the recent past.

A Few have been referred to the Coconut Development Authority . Mostly as complaints both from international buyers as well as local trade partners.

The Coconut Development Authority has carried out investigations and established that virtually in all cases the relevant parties have not entered into acknowledged contracts. This has caused serious problems to exporters as well as to the ultimate and users/buyers and in most cases heavy financial losses have been involved.

You are, therefore strongly advised to follow up with acknowledged contracts the moment transactions are concluded between the respective parties the contracts to be dispatched preferably under registered cover.

Immediate action to comply with the aforesaid requirement in all your future transactions would obviously benefit the trade.

Thanking you

Yours faithfully
Coconut Development Authority

S.Jayawickrema
Director/marketing

COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION

Processing Development Div:
No: 54, Nawala
Road,
Colombo 05
8th May 1996

CIRCULAR NO:CDA/PD/DC/96/04

To all Desiccated Coconut Manufacturers And Exporters:

Dear Sir,

PACKING MATERIAL USED FOR PACKING DC FOR EXPORT

Reference is requested to my circular No: CDA/PD/DC/95/06 and dated 14th July 1995 regarding the above subject.

In view of representation made by the Coconut Products Traders Association this authority will have no objection to the use of 4 ply kraft paper bags for packing DC specifically in instances where foreign buyers had agreed to accept DC packed in 4 ply kraft paper bags. Shippers are therefore hereby informed that they could make arrangement with DC manufacturers to pack DC in 4 ply kraft paper bags to meet specific order and entered into by them with foreign buyers who had agreed to accept DC in such 4 ply bags.

While all DC manufacturers/shippers are requested to note that this arrangement is meant strictly for orders where there is specific agreement between exporters and their buyers for packing DC in 4 ply kraft paper bags, it does not in any way tantamount to approval of the use of 4 ply kraft paper bags for packing DC in general. It should therefore be noted that the standard specification for packing of Sri Lanka DC will continue to be 5 ply kraft paper bags as published in section 6.1 of the Sri Lanka Standard No: 98 of 1988.

DC millers are kindly requested to note that, as per the above arrangement, they could now proceed to pack DC in 4 ply kraft paper bags without reference to the CDA as long as they have orders from shippers for packing DC in 4 ply bags. Millers should ensure that they do not pack DC in 4 ply kraft paper bags, unless they have such specific instructions from the shipper before hand. This arrangement would be effective from 10th May, 1996 onwards.

Yours faithfully,

A.A.C Karunaratne

Director /Processing Development

COCONUT DEVELOPMENT AUTHORITY

COCONUT DEVELOPMENT AUTHORITY

54, Nawala Road,
Colombo 05.

13th September, 1996.

Circular No: CDA/PD/DC/96/05

TO ALL MILLERS AND EXPORTERS OF DESICCATED COCONUT

Dear Sir/s,

Manufacture and Export of Desiccated Coconut

1. During the past few weeks, several complaints have been received from a number of foreign buyers regarding the quality of DC consignments received by them from Sri Lanka. While some of these buyers are those who have had long standing business relations with the Sri Lankan DC Industry, others had taken to supplies from Sri Lanka recently, as a possible alternate source.

The complaints received in recent weeks relate both bacteriological quality and the physical quality of the product. Investigations carried out by us on these complaints have revealed that the pre-shipment samples analysed from the consignment concerned, had been found to be satisfactory, whereas in most instances the samples sent back by the importers, when analysed by us were found to be defective.

As you are aware, such discrepancies between the quality of the pre-shipment samples and the quality of the actual product reaching the buyers, could occur due to many reasons. One of the major reasons could be the inconsistency in the quality of the product, arising from inconsistencies in the manufacturing process, resulting in the quality of the production batch showing wide variations e.g. moisture content, color etc. In such situations, the quality of the pre-shipment sample would not reflect the quality of the production batch. Similarly, lack of adequate care in handling, storage and transport of the packed product could be another reason for such inconsistency in quality of the final product.

2. A number of complaints have also been received from foreign buyers during the past few weeks, regarding default of contracts in supply of DC. Some buyers have represented matters to this Authority in this regard in very strong terms. In this context I would like to quote from a recent fax message sent to us by an important buyer, which highlights the gravity of this problem :

“Please be kind enough to note and possibly take steps to remedy the situation so that we could continue our purchases from Sri Lankan sellers. We have to stress that reliability is crucial in our perception of business relationship. Should this be impossible to achieve with Sri Lankan sellers, are determined to move all our purchases to countries like Indonesia and the Philippines - which we already did for the month of October - just to be sure of contract fulfilments. Also, we will continue to advise other buyers here to do the same.”

INCOMPLETE CIRCULAR

COCONUT DEVELOPMENT AUTHORITY

Marketing Division

11, Duke Street
Colombo 01.
15th Nov., 1996.

TO ALL EXPORTERS OF DC.

D.C. Shippers - Store Requirements

1. BUILDINGS & LOCATION

- (a) The store should be located in clean and healthy surroundings and easily accessible by motor vehicles.
- (b) The store should be structurally sound, well ventilated, well lit and at least 15 feet high and have a floor area of not less than 700 sq.ft. 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 points to operate the heat-sealing machine,
 - 2. Wooden platforms for stacking DC packages,
 - 3. One serviceable bag-stitching machine,
 - 4. One stock book to be maintained by the shipper up-to-date, and
 - 5. One log-book for the use of the Board's officers.
 - 6. Heat sealer and lead wire
(Entries made in the log-book shall constitute sufficient notice to the shipper himself)

2. STORAGE

- (a) Shippers should not commence storing DC in any premises until such time the store is inspected and approved by the Authority.
- (b) The DC packages shall be stacked methodically and without damage so as to ensure easy access and identification. The DC stacks should not exceed 10 high at any time without Authority's approval.

- (c) Shippers should not store any merchandise other than DC packages in a store and the premises shall be kept clean and tidy at all times.

3. SANITATION

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

4. MAINTENANCE

- (a) Shippers shall not accept DC package that are without the CDA labels or found damage, oil stained or otherwise defaced at the time of delivery. The shipper will be held answerable for any unidentified packages lying in his store.
- (b) Under no circumstances will shippers 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 shipper to attend to any minor repairs relating to the outer covering of a DC packages, in his store, provided such repairs are undertaken in the immediate presence of the CDA officers.
- (d) No DC package shall be loaned or sold to other shippers without prior approval from the CDA.
- (e) Shippers who provide store facilities for other shippers will be themselves held responsible for the proper maintenance of the store and for the safety of the 'small shipper' DC packages lying in their stores.
- (f)approval from this Authority, and the vacation of a DC store should also be notified to the 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) A 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) despatched from a factory to a shipper's store or other destination shall be transported in sanitary containers of a type approved by the board and which shall be steril at the mill immediately before use.

(b) No desiccated coconut shall under any circumstances be transported in

(c) All desiccated coconut shall be transported under hygienic conditions in vehicles which are kept clean in such manner as to ensure the original purity of the product.

6. GENERAL

(a) A 'Big Shipper' will not be permitted to provide store facilities for more than 4 'Small Shipper' A letter of consent from such shipper issued to the named small shipper, authorizing the use of their DC storage facilities is essential and it is valid for the year of registration only.

(b) A Miller/Shipper will be permitted to ship only his production unless he has another approved store.

Director / Marketing.
CDA.

**COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION**

11, Duke Street,
Colombo 01.

19th Dec. 1996.

CIRCULAR NO: CDA/MD/GEN/06/96

TO : ALL DESICCATED COCONUT EXPORTERS

M/s.....;.....
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Dear Sir,

ISSUE OF QUALITY CERTIFICATES ON
EXPORT CONSIGNMENT OF DESICCATED COCONUT

Your kind attention is sought to section 06 of our circular No. CDA/DC/M/87/15 dated 09th December 1987, an extract of which is annexed for your information.

It has been found that Desiccated Coconut Shippers export consignments of desiccated coconut without waiting for Coconut Development Authority clearance for the bags so consigned. Applications are thereafter submitted, seeking Quality Certificates for these bags. At the time of processing applications, it is found that some bags included in the application and which have been already exported, are adverse in quality or stopped for resampling. Thereafter, Shippers substitute in their applications bags that have already been passed by the CDA instead of these rejected bags, for documentary purpose and seek Quality Certificates.

This has led to a situation where bags of adverse quality have been exported (but not covered by CDA quality Certificate) and a certificate issued for bag numbers some of which have in fact not been included in the particular consignment. This has contributed to some major buyers questioning the validity of the quality certificate issued by this Authority.

In order to correct this situation, shippers are hereby cautioned to await clearance of bags included in their export consignments and refrain from submitting applications containing bags which have been rejected by the CDA. Effective from 97/01/01, the CDA will not permit substitution of bags in applications already submitted to the CDA and will not issue quality certificates for bags so substituted. Any shipper found to violate the above procedures will

initially be denied Quality Certificates for further export consignments and thereafter, face possible suspension/ cancellation of his registration as an Exporter of Desiccated Coconut.

Thanking you.

Yours faithfully,

A.A.C. Karunaratne
Director - Processing Development

S.Jayawickrama
Director /Marketing

Annex

“Exporters should not containerised D.C. productions for shipment, until five working days have elapsed after the date of manufacture of such productions.

After the lapse of five working days consequent to manufacture of a D.C. production and in the absence of any adverse report being received from the Coconut Development Authority regarding the quality of such productions, an exporter may release productions from his warehouse for shipment except in the case of consignments -

- A. Where the exporter wishes to ensure that the samples drawn from them are of required standards
- B. for which quality certificates are required and
- C. intended for quality conscious markets such as U.S.A Canada, Australia, New Zealand etc.

in which instances, only productions where laboratory tests have been concluded and found to be of the required standards of quality should be included

A list of such productions where the laboratory tests have been concluded, would be put out by the Coconut Development Authority, daily

Coconut Development Authority

PROCESSING DEVELOPMENT DIVISION

Circular No: CDA/PD/GE/01/97

TO ALL DC EXPORTERS OF DESICCATED COCONUT

M/s.....;.....
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Dear Sir,

All Desiccated Coconut Exporters are kindly requested to note that with effect from 01st January 1997, the chargers for the issue of quality Certificates have been revised as follows :-

- | | |
|---|-----------|
| 1. Salmonella Free Certificate | Rs.100.00 |
| 2. Aflatoxin / Sulphur Dioxide Free/Quality Certificate | Rs.200.00 |

Thanking you,

Yours faithfully.

Director
PROCESSING DEVELOPMENT DIVISION
08.01.1997

COCONUT DEVELOPMENT AUTHORITY

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1997/6/23

Dear Sir,

RESAMPLING OF DESICCATED COCONUT

As you are aware, following the first sampling of manufacture in the factory , goods have been permitted to be despatched to the stores of the shippers. If the need has arisen to do a resampling , this has been done at the shipper's stores. However , in recent times, there has been certain delays in carrying out resampling at shippers stores due to shortages of staff in colombo . the DC Millers Association has made representation on this matter to the CDA and has sought approval to permit removal of bags from the shippers stores back to the respective mills for resampling by the factory inspector, where a delay is anticipated in resampling at the shipper stores.

The CDA wishes to inform all d.c. manufacturers that every attempt will be made to resample bags at the shipper's store itself, without delay . if an undue delay is anticipated, millers will be informed to seek CDA approval to make arrangements to transfer their consignment back to the factory , where arrangements for resampling will be made. However, bags should not be removed from the shippers stores back to the factory , without prior approval of the CDA. Millers are , however , cautioned that transferring d.c. bags from shippers stores , back to the mill, has its own disadvantages , including possible contamination and that they are solely responsible for any such consequences.

A.A.C.Karunaratne

Coconut Development Authority

Circular No. CDA/PD/DC/97/07

Processing Development Division
54, Nawala Road
Narahenpita
Colombo 05

CIRCULAR TO ALL DC MILLERS

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Dear Sir/ Sirs,

It has been observed that certain D.C. Millers are using automatic steam boilers at their mills for the desiccation process. But do not employ certified boiler men to operate their boilers. Using an untested boiler and not employing an authorised boilerman to operate it is extremely dangerous and is an offence under clause 34 of factories ordinance. The boiler has to be tested by an authorised boiler inspector and it has to be operated by an authorised boiler attendant.

Accordingly you are advised to get your boiler tested and employ an authorised boilerman for its maintenance before the end of this year.

The necessary particulars regarding certification can be obtained from the Factories Division of the Labour Department, Colombo.

Yours faithfully

A.A.C. Karunaratne
Director
Processing Development Division
12.09.1997

Coconut Development Authority
No.54,Nawala Road,Colombo 05.

Processing Development Division

10th September, 1997

Circular No: CDA/PD/DC/M/97/6

To All Shippers of Desiccated Coconut

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Dear Sir/Sirs,

Issue of Quality Certificate

It has been noted that certain shippers seek a single quality certificate in respect of a consignment consisting of several container loads of Desiccated Coconut (D.C.). This is incorrect. A single certificate should cover a consignment of bags not exceeding 500 (*50kg) in number only.

Shippers are accordingly advised to ensure that each application for a quality certificate does not cover anything more than 500 (*50kg) bags of D.C.

(A.A.C.Karunarathne)
Director - Processing Development
Processing Development Division

Coconut Development Authority

Processing Development Division

Circular No.CDA/PD/OM/97-09

54, Nawala Road,
Colombo 05
1997.12.10

CIRCULAR TO ALL DC MILLERS

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Dear Sir

Registration As a coconut oil Miller/Processor for the year 1998

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for the year 1998 in terms of Coconut Development Regulation No.01 of 1972 made under the Coconut Development Act No 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 1997 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure that the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp, and forwarded to this office on or before the due date by Registered post.

Please note that late applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month s delay.

Yours faithfully

A.A.C. Karunaratne
Director
Processing Development Division

Please Note- All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

Coconut Development Authority
No.54,Nawala Road,Colombo 05.

Processing Development Division

09-12-1997

Circular No: CDA/PD/DC/M/97-11

TO ALL DC EXPORTERS OF DESICCATED COCONUT

To All Shippers of Desiccated Coconut

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Dear Sir/Sirs,

The current epidemic of cholera was discussed with the Medical Research Institute with a view to taking precautions in the manufacture and export of Desiccated Coconut.

In view of the fact that the disease is on the increase, it is proposed that Exporters ensure that the following precautions are taken.:-

(1). All labour employed to handle bags of desiccated coconut should be made to scrub their hands thoroughly with soap and water and thereafter, dip their hands in a disinfectant solution, kept for the purpose, before commencement of handling of bags of d.c.

(2). All bags that are to be issued for packing of desiccated coconut should be left in storage for at least 14 days prior to being issued for packing of d.c. to ensure that they are (cholera) germ-free.

(3). The stores premises should be maintained in such a manner as to ensure it is free of any dust, mud or flies, at all times.

(4). All operators handling bags of d.c. should be provided with at least caps and gloves, if not a complete uniform, when engaged in duty.

You are kindly instructed to take the above precautions with immediate effect in order to avoid any possible contamination.

A.A.C.Karunaratne

Director

PROCESSING DEVELOPMENT DIVISION

**COCONUT DEVELOPMENT AUTHORITY
MARKETING DIVISION**

11, Duke Street,
Colombo 01.

22nd July 1998.

CIRCULAR NO: CDA/MD & R/GEN/98-1.

TO : ALL EXPORTERS OF DESICCATED COCONUT

M/s.....;.....
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Dear Sir,

FACILITIES TO SHIPPERS OF DESICCATED COCONUT

It has been decided to provide the following facilities to shippers of desiccated coconut with effect from 1st August 1998.

1. To entertain from shippers, applications for quality certificates by fax at the CDA head office at Narahenpita. however , shippers who wish to make use of this facility will have to make an initial deposit of Rs. 5,000/= with the CDA, well before end July 1998. An account will be maintained in respect of each shipper and the cost of certificates issued will be deducted from this advance. Once the deductions reach Rs. 4,000/=, shippers will be informed so and issue of quality certificates will be discontinued. Shipper will be required to replenish their respective accounts upto Rs.5,000/= for further issues of certificates.
2. Details of bags to be stopped from being exported will be communicated to shippers by fax no sooner such results are made available by the CDA laboratory.

The above facilities will be provided to shippers on a trial basis, for a period of three months, beginning 1st August 1998 and reviewed thereafter.

Thanking you.

Yours faithfully,

COCONUT DEVELOPMENT AUTHORITY.

S.Jayawickrema

Director - Marketing Development & Research.

Coconut Development Authority

Circular No. CDA/PD/DC/M/98/06

Processing Development Division
54, Nawala Road
Narahenpita
Colombo 05
29- 10 -1998

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

Desiccated coconut bags without serial numbers

It has been brought to the notice of this Authority that some millers purchase DC bags without CDA serial numbers from other DC mills and sell these bags using the labels issued by CDA to their mills.

This is a gross violation of the regulations imposed by CDA regarding the manufacture and export of Desiccated Coconut.

Therefore it is severely warned hereby for the millers who engage in such activities and if such a situation occur in future, this Authority will be completed to take stern actions such as suspension of registration of the mill.

Thanking you

Yours faithfully

Deputy Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

54,Nawala Road,
Colombo 05.
24th November
1998.

Circular No: CDA/PD/01

To all Registered Shippers of DC

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

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Dear Sirs,

STOPPAGE OF DC SHIPMENTS AND ARRANGEMENTS FOR RESAMPLING

In the recent past the shippers were informed of stopping shipments of DC bags due to quality deficiencies, by way of telegrams and subsequently, the confirmation of availability of the same bags, and fixing the dates for sampling were made over the telephone.

However, it was observed that this system was not effective due to various factors such as non- availability of the stuff and not producing them for sampling when the CDA inspector arrives in the shippers stores which caused delays in sampling and subsequent release of test results.

Therefore, considering the above draw backs CDA has already, on trial basis,introduced a system where the stoppages are informed by way of fax messages and in the same messages the due date of sampling is indicated for the shipper concerned to confirm by return fax, the availability and readiness of the bags for sampling on the due date. However, it has been observed that the feed back from the exporters is often not satisfactory.

Therefor you are hereby informed that the same system will be extended for another three months on trial basis and your prompt attention and compliance in this regard would be vital in deciding on the long term adoption of this procedure.

Deputy Director
Processing Development Division

Coconut Development Authority

Circular No. CDA/DC/M/98/07

Processing Development Division
No.54, Nawala Road.
Colombo 05
31st December , 1998

CIRCULAR TO ALL DC MILLERS

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Dear Sir

1. As you are aware the mill modernization programme for equipping modern drying systems with a grant of 40% of cost from this Authority is due to end by the end of this year.
2. Arrangements are being made to reserve funds required for balance payments in respect of millers to whom advances/installments have already been paid for imports/installation/commissioning of boiler and dryers.
3. Millers who have either already imported boilers/dryers or those who have already placed firm orders (by establishing irrevocable Letters of Credit) and who intend claiming the grant of 40% from this Authority are hereby requested to furnish all necessary documents such as certified copies of LC/Bills of lading /Invoices/Customs or ports Authority clearing documents etc. before 20/1/98
4. Millers are kindly requested to note that it would not be possible to consider applications for the subsidy in respect of equipments procured or orders placed for such equipment already, unless the documents mentioned at 03 above are submitted to this Authority.

W.P. Seneviratne
Deputy Director
Processing Development Division

Sigd. H.A. Tillekeratne
Director General
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

54,Nawala Road,
Colombo 05,
31st December 1998

Circular No : CDA/PD/02

To all Registered Shippers of DC

M/s.....

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It has been brought to the notice of this authority , both by certain section of the local Desiccated Coconut exports trade and international Desiccated coconut buyers, that serious confusion has arisen in regard to the possibility of Desiccated Coconut deliveries from Sri Lanka being either adulterated or substituted with “De-fatted Granulated Coconut”.

Some international buyers have expressed concern regarding the possibility of Sri Lanka Desiccated Coconut losing its reputation as a result of this confusion arising from the introduction of “De-fatted Granulated Coconut” which is a product whose specifications of Sri Lanka Desiccated Coconut.

This Authority has taken serious note of the above situation and the Desiccated Coconut manufacturing and export trade is hereby informed that henceforth:

“De-fatted Granulated Coconut “ either in whole or in admixture with Desiccated Coconut in any percentage , cannot under any circumstances , be packed or exported in bags printed or marked as Desiccated Coconut .

It should be noted that any DC manufacturer or exporter found violating the above instructions is liable to have his registration cancelled.

Guidelines are now being formulated by this Authority for the manufacture of “De-fatted Grated Coconut “ (where this product is a side activity of registered Desiccated Coconut mills), and for its packing and export. These guidelines would be made available within the next four-weeks.

W.P.Seneviratne
Deputy Director
Processing Development Division

Sgd./H.A.Tillekeratne
Director General
Coconut Development Authority

Coconut Development Authority
Processing Development Division

Circular No. CDA/DC/M/98/06

54, Nawala Road
Colombo 05
31st December 1998

CIRCULAR TO ALL DC MILLERS

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Dear Sirs,

It has been brought to the notice of this Authority, both by certain sections of the local Desiccated Coconut exports trade and international Desiccated Coconut buyers, that serious confusion has arisen in regard to the possibility of Desiccated Coconut deliveries from Sri Lanka being either adulterated or substituted with “Defatted Granulated Coconut”

Some international buyers have expressed concern regarding the possibility of Sri Lanka Desiccated Coconut losing its reputation as a result of this confusion arising from the introduction of “Defatted Granulated Coconut” which is a product whose specifications could be totally different from the well defined standard specifications of Sri Lanka Desiccated Coconut.

This Authority has taken serious note of the above situation and the Desiccated Coconut manufacturing and export trade is hereby informed that henceforth.

Defatted Granulated Coconut either in whole or in admixture with Desiccated Coconut any percentage, cannot under any circumstances, be packed or exported in bags printed or marked as Desiccated Coconut.

It should be noted that any DC manufacturer or exporter found violating the above instructions is liable to have his registration cancelled.

Guidelines are now being formulated by this Authority for the manufacture of “DC -fatted Grated Coconut” (where this product is a side activity of registered Desiccated Coconut mills) , and for its packing and export. These guidelines would be made available within the next four- weeks

W.P.Seneviratne
Deputy Director
Processing Development Division

Sgd/H.A.Tillekeratne
Director General

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

54, Nawala Road,
Colombo 05,
25th January 1999

Circular No: CDA/PD/DC/M/99-01

To all Desiccated Coconut Millers

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.....
.....

Dear Sir/s,

Registration of Desiccated Coconut Mills for the year 1999

As you are aware , the repairs that have to be carried out in DC mills in order to obtain the registration for 1999 , have already been entered in the log books maintained in your mills, by Area Inspector of CDA and you have been informed that the above work should be completed by 31st December 1998.

Considering the requests made by several parties to extend the above deadline, as most of the millers were not able to complete the repair work due to various reasons, it has been extended to 31st March 1999.

Please note that all repairs should be completed prior to 31 st March 1999 and no miller will be allowed to engage in DC production after the above date without obtaining registration for1999.

Thanking you,
Yours faithfully

W.P.Seneviratne
Deputy Director
Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 23, 1999

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/DC/M/99/4

.....
.....
.....

Dear Sir/Sirs,

Registration as a Desiccated Coconut Miller/Processor for the year 2000

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for year 2000 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 1999 with a remittance of Rs. 1000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No
:.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2000

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of

Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner	From.....To.....
---	------------------------------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority’s Licence (Licence for the year 1999 or receipt for the year 2000 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: ➤ Length and breadth/width ➤ Whether nut shed has been Constructed

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
 LengthBreadth.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
 (C) Method adopted to control the flow of DC

.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.How DC is Packed(in bags/packets)</p>	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>
<p>22.No of cooling tables their measurements and type of metal sheets used provided in the packing room</p>	

<p>23.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>25. Particulars of any ancillary Industries.</p>	<p>.....</p>

(Coconut oil, Charcoal Fiber, Copra Kiln etc)										
26. If the following are located in the premises of the mill state their exact location and distance from the mill. <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 										
27. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)										
28. Lavatories and wash rooms <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
<u>Lavatories</u>	<u>Washrooms</u>										
.....										
.....										
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29. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

30. Whether plastic covers are provided for all tube lights inside the mill
31. <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)
32. <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine
33.Particulars regarding production of DC	

<p>during previous year(1999)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 		
<p>34. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>35. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>36. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>37. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>38. Whether quality control facilities are available & Being used regularly?</p>	<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>39. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>40. Major improvements/renovations carried</p>	<p>.....</p>	

out during the previous year (1999)
41. New additional equipment installed during 1999 (e.g.new drier cutter etc.)

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2000 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2000 are carried out by me/us satisfactorily on or before 2000.01.31
- (b) During and throughout the year 2000 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2000 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 41 above have been checked by me and found to be true and correct.</p>	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the

registration fee of Rs.1000/ by cheque postal order or money order payable to the chairman,
Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
Date.....

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/99/05

.....
.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2000

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2000 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 1999 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2000

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Business Registration Certificate No. Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective From.....To.....

period ➤ If Lessee of Mortgage, give full name and address of Mill Owner
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 1999 or receipt for the year 2000 would suffice) II. Period during which the applicant has engaged in producing PDGC in this mail	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Wet section ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details)

<p>9. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>12. State the different grades manufactured. (Yes or No)</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p>
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>	
<p>14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p>	

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

- 15.
- Dimensions of packing room
 - Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....

16. Information regarding packing equipment

(1) (a) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			
(b) Whether Alnico Type magnetic plates are installed at the outlet			
17. How PDDC is Packed (in bags/packets)			
18. Storage capacity for DC packages (Give Dimensions of area)		

19. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)	
20. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>
	Wet section.....
	Dry section.....
	Packing Section.....

21.		
➤ How machinery is drive in the mill (main current/Engine/Generator)	
➤ Whether stand-by generator has been installed:(State capacity)	
22. No of Employees	Males	Female
➤ Hatcheting
➤ Paring
➤ Washing and others in the wet section
➤ Disintegrating

<ul style="list-style-type: none"> ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>23. Whether quality control facilities are available & Being used regularly?</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> </table>	Yes	No	
Yes	No										
.....											
.....											
.....											
.....											

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 44 above have been checked by me and found to be true and correct.</p>	
<p>Date:.....</p>	<p>Name of</p>
<p>Inspector:.....</p>	<p>Signature:.....</p>

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

54, Nawala Road, Colombo 05.

24th February 1999.

Circular No: CDA/PD/DC/M 99-02.

To all Desiccated Coconut millers & Shippers

.....;

.....

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Dear Sir/s,

Manufacturing and Packing Partially De-fatted Granulated Coconut(PDGC)

Further to the earlier circular bearing number CDA/PD/DCM/96/06 of 04.01.1999, it has been decided to regularize the manufacturing, packing and export of the residue remaining after aqueous extraction of coconut kernel (after coconut milk extraction), by implementing the following measures, effective from 1st March 1999.

1. The dried residue obtained from aqueous extraction of fresh coconut kernel will be identified as “Partially De-fatted Granulated Coconut”(PDGC)
2. All manufacturers of PDGC should obtain registration from this Authority.
3. Every bag of PDGC should carry a serially numbered label issued by this Authority.
4. All manufacturers of PDGC should maintain daily records giving number of nuts used for manufacture, quantity of PDGC produced, range of serially numbered labels used and details of despatches to different shippers etc.
5. Every manufacturer of PDGC should furnish to this Authority a daily return giving details of manufacture and despatches as per details at 4 above.
6. PDGC packed using suitable packing material, should bear on the outside cover, the following marks.
 - a. Name of the product as PDGC.
 - b. Name/registration number of manufacturer.
 - c. Serially numbered label issued by the CDA.
 - d. The words *Produce of Sri Lanka*

Additional marks such as Grade, Registered trademark if any, Batch or code number, Net mass in kg, Country of destination, Date of packing, may also be indicated on the outside cover.

7. DC Millers who wish to engage in the manufacturer of PDGC within DC factory premises will be permitted to do so only if they agree to follow guidelines and procedures laid down by this Authority for this purpose, a copy of which and further advise on this matter could be obtained from the Processing Development Division.
8. The necessary application forms for registration and the serially numbered labels can also be obtained from the Processing Development Division.

W.P.Senevirathne
Deputy Director
Processing Development Division

Sigd.H.A.Tillekeratne
Director General
Coconut Development Authority

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
Date.....

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2000/8

.....
.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2001

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2001 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 2000 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No
:.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2001

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) > Adress > Telephone Number > Fax Number > Contact Person	
3. Business Registration Certificate No. Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as > Limited Liability Co. > Partnership Co. > Sole Proprietor > Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. > Is the Applicant, owner of the mill, Lessee of Mortgage?

<ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	From.....To.....
--	------------------------------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2000 or receipt for the year 2001 would suffice) II. Period during which the applicant has engaged in producing PDGC in this mail	Licence No..... Year (Name and Address of locally Authority).....
7. <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Wet section <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details)

<p>9. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>12. State the different grades manufactured. (Yes or No)</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p>
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>	

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the	LengthBreadth.....
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roof of the entire packing section.		
16. Information regarding packing equipment			
(1) (a) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			
(b) Whether Alnico Type magnetic plates are installed at the outlet			
17. How PDDC is Packed (in bags/packets)			
18. Storage capacity for DC packages (Give Dimensions of area)		

19. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)	
20. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>
	Wet section.....
	Dry section.....
	Packing Section.....

21.		
➤ How machinery is drive in the mill (main current/Engine/Generator)	
➤ Whether stand-by generator has been installed:(State capacity)	
22. No of Employees	Males	Female

<ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23. Whether quality control facilities are available & Being used regularly?</p>	<p style="text-align: center;">Yes No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 44 above have been checked by me and found to be true and correct.</p>	
<p>Date:.....</p>	<p style="text-align: right;">Name of</p>
<p>Inspector:.....</p>	<p style="text-align: right;">Signature:.....</p>

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,

54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/DC/M/2000/6-Registration

.....
.....
.....

Dear Sir/Sirs,

Registration as a Desiccated Coconut Miller/Processor for the year 2001

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for year 2001 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 2000 with a remittance of Rs. 1000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2001

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of

<p>Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
---	---

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2000 or receipt for the year 2001 would suffice)</p> <p>II. Period during which the applicant has carried on business in this mill</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed 	<p>.....</p> <p>.....</p>

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
 LengthBreadth.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
 (C) Method adopted to control the flow of DC

.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.How DC is Packed(in bags/packets)</p>	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>
<p>22.No of cooling tables their measurements and type of metal sheets used provided in the packing room</p>	

<p>23.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>25. Particulars of any ancillary Industries.</p>	<p>.....</p>

(Coconut oil, Charcoal Fiber, Copra Kiln etc)										
26. If the following are located in the premises of the mill state their exact location and distance from the mill. <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 										
27. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)										
28. Lavatories and wash rooms <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
<u>Lavatories</u>	<u>Washrooms</u>										
.....										
.....										
.....										
.....										
29. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

30. Whether plastic covers are provided for all tube lights inside the mill
31. <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)
32. <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine
33.Particulars regarding production of DC	

<p>during previous year(2000)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 		
<p>34. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>35. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>36. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>37. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>38. Whether quality control facilities are available & Being used regularly?</p>	<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>39. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>40. Major improvements/renovations carried</p>	<p>.....</p>	

out during the previous year (2000)
41. New additional equipment installed during 2000 (e.g.new drier cutter etc.)

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2001 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2001 are carried out by me/us satisfactorily on or before 2001.01.31
- (b) During and throughout the year 2001 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2001 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 41 above have been checked by me and found to be true and correct.</p>	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the

registration fee of Rs.1000/ by cheque postal order or money order payable to the chairman,
Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No :54 ,Nawala Road ,
Colombo 05.
November 01,2000

Circular No:CDA/PD/LBA/2000-7

To all Desiccated Coconut Millers
.....
.....
.....

Dear sir,

Metal Pieces Found in Desiccated Coconut

This Authority has received several complaints from foreign buyer regarding the presence of metal pieces in Desiccated Coconut . the metal has been found in the form of small pieces and also long thin shards of metal. This kind of metal contamination is completely unacceptable and highly unsatisfactory.

There is also strong possibility to tarnish the reputation of Sri Lankan coconut on the world market , which will subsequently jeopardize the DC industry.

Immediate remedial action has to be taken to overcome this situation. Therefor Authority is suggesting to implement following precautionary measures as first step:

- Recharging of magnetic strength effect of the magnetic plates of the sifter and replace if the strength is not adequate. Check the strength of the magnetic plates monthly intervals.
- The outlet of the sifter should be adjusted so as to facilitate a flow of a smooth layer of DC though the magnetic plates.
- Especially DC mills without continuous drying system , should checked the mesh in sifter as well as Desiccators daily and if any damage mesh found it should be replaced with new mesh . the damaged mesh of desiccators or sifter should never be repaired and used.
- Metal screws should be used to fix the mesh of sifter and also should ensure that the fitting has been properly done.

- Equipment used in the process line should never be welded using lead.
- As second step installed a metal detector with adequate sensitivity to detect both ferrous and non-ferrous pieces.

Director
Processing Development Division

Coconut Development Authority
Processing Development Division

Circular No. CDA/PD/DC/M/2000-03

09.02.2000

CIRCULAR TO ALL DC MILLERS

.....
Dear Sirs,

Rules Governing the manufacture of Desiccated Coconut

The set of rules governing the manufacture of Desiccated coconut, compiled by this Authority in collaboration with the representatives of Desiccated Coconut millers Association, is sent herewith, It contains details of following articles

1. Factory
 - I. Factory layout and buildings.
 - II. Factory Environment.
2. Water
3. Buildings
4. Plant and Equipment
5. Operating practices and production requirements
6. Quality standards
7. Hygiene
8. Product Guarantee
9. Records and returns
10. Inspection
11. Suspension or Cancellation
12. Appeals
13. Quality reports -Quality / appeals.
14. DC to be sent for oil milling

Please follow these rules in related activities in future.

Thanking you

Yours faithfully

Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

Circular No: CDA/PD/DC/M/2000-5

To all Millers

.....
.....
.....
.....

No:54, Nawala Road,
Narahenpita,
Colombo 05.
July 31, 2000

Dear Sir,

**REIMBURSING FUNDS FROM MILL DEVELOPMENT FUND (MDF) FOR
DEVELOPMENT ITEMS**

It has been observed that most of the millers carry out development work in their mills without giving prior notice to this Authority, and subsequently seek reimbursement of money from MDF for such item.

Moreover, a bundle of bills and other documents are produced without any indication as to what item they are related to.

In such cases the payments are either delayed or cannot be made due to following reasons.

1. The particular item being not an identified one for reimbursement from MDF.
2. Lacking of necessary document such as receipts of payments, invoices and Letters of Credit, estimates and quotations etc.

With a view to eliminate above problems, the millers are requested to follow the following procedure in future.

1. Inform Processing Development Division and obtain prior approval
2. Following prior approval
 - a) In case of an importation, submit perform invoices, estimates for installation giving details of material cost, labour charges and other relevant components, separately.
 - b) In case of a locally fabricated/purchased item submit perform invoices, estimates for fabrication/ installation giving full details such as material cost, labour charges and other relevant components separately.
3. After completing the work submit following documents in a systematic manner where every documents is indexed
 - a) For imported items.

1. L.C., Invoice, A letter from the local bank stating that the money is debited to

the supplier bank or bill issued by the supplier.

b) For locally fabricated/ purchased items

Invoice and receipt in accordance with estimate. A receipt signed on a stamp must be produced from places or individuals where formal receipts are not issued.

Yours faithfully,

Signed

Director

W.P. Seneviratne

Processing Development Division

Deputy Director

Processing Development Division

.....

**COCONUT DEVELOPMENT AUTHORITY
PROCESSING DEVELOPMENT DIVISION**

54, Nawala Road,
Colombo 05.
8th February 2001.

Circular No: CDA/PD/DC/M 99-03.

To all Shippers

.....;.....
.....
.....

Dear Sir/s,

**MANUFACTURE AND EXPORT OF PARTIALLY DEFATTED
GRANULATED COCONUT (PDGC)**

Further to circular number CDA/PD/DC/M/98/06 of 04.01.99 and CDA/PD/DC/M 99-02 of 24.02.99, it has been decided to obtain fortnightly returns of receipts and dispatches of PDGC, from all registered shippers as per format given below.

These details should be furnished to Director (Processing Development), CDA, by the 15th and by the end of each month and will be used by this Authority in monitoring the manufacture and export quantities of this product.

Format of fortnightly returns

Date	Quantity Received	Manufactured Mill No.	Quantity exported	Name of Vessel	Export Destination

Date

Exporter's Signature.....

W.K.N. Shanthichandra
Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division

No.54, Nawala Road
Narahenpita
Colombo 05.

23.04.2001

Circular No: CDA/PD/DC/General/2001/06

.....
.....
.....

Dear sir/sirs,

CHANGE OF CESS RATE

This is to inform you that the rate of CESS for desiccated coconut exported from sri lanka has been changed from Rs.2000/MT to Rs.1000/MT as per the ordinary Gazette notification No. 809/8 with effect from 01st March 2001 as the amended cess levy made effective from 01st March 1997 by the Parliament, was only for a period of three years.

Yours faithfully.

W.K.N.Shanthichandra
Director (Processing Development)
COCONUT DEVELOPMENT AUTHORITY.

COCONUT DEVELOPMENT AUTHORITY

25th May 2001.

TO: All Exporters of Desiccated Coconut.

ENDORSEMENT OF CUSDEC FORMS FOR SHIPMENT OF DESICCATED COCONUT.

With effect from 1/06/2001, exporters of desiccated coconut are required to submit a copy of the duly perfected Sri Lanka Customs Exports Entry Forms (CUSDEC) in respect of each shipment (of Desiccated Coconut) to the Marketing Development & Research Division of the Coconut Development Authority (CDA) two working days prior to presentation of the same to the Director General of Sri Lanka Customs.

On receipt of the CUSDEC forms, the Marketing Development & Research Division of the CDA will endorse one copy (**Security copy**) in proof of lodgement and immediately hand it back to the exporter. A rubber stamp in section 58 of the CUSDEC form will indicate the date and the time of the lodgment. A copy of the CUSDEC form will be retained by the CDA for monitoring purposes.

Exporters of desiccated coconut are also required to submit details relating to each desiccated coconut consignment referred to by the CUSDEC such as the quantity of desiccated coconut from each mill and the bag numbers with the date of manufacture.

On the implementation of the aforesaid procedure that is expected to be in force until 31/12/2001, Customs Authorities will entertain only those CUSDEC forms, which are duly endorsed by the CDA in section 58. You are kindly requested to bring to the notice of the CDA, any changes in shipments (cancellations, short shipments etc.)

For an interim period of 3 months, you are required to submit the originals of the “party’s copy” of the CUSDEC along with the CESS receipt with a copy of each to the Processing Development Division of the CDA within one week of the shipment. The originals of the above documents would be returned after scrutiny. For the purpose of our records you are also called upon to make a once for all **declaration of the stocks of D.C. in your stores or in your possession as at 31st May 2001 giving details of the mill and the bag numbers.**

Any clarification required may be obtained from Mr.D.M.S.Dissanayake, or Mr.M.S.J.Moraes, Assistant Directors - Marketing Development & Research , 11, Duke Street, Colombo 01. (Tel:329749, 421027-8).

Thanking you.

Yours faithfully,

Upali Senaratne
Chairman
COCONUT DEVELOPMENT AUTHORITY.

- cc:
1. Secretary, Ministry of Plantation Industries.
 2. Director General of Customs.
 3. President, Coconut Products Traders' Association.
 4. President, Desiccated Coconut millers' Association.
 5. Director, processing Development, CDA.

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No:54, NAwala Road,
Narahenpita,
Colombo 5.
November 1, 2001

To all Registered DC Millers

Circular No: CDA/PD/DC/MDF/2001-9

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.....
.....

Dear Sirs,Sir

PAYMENT FOR WEIGH-BRIDGE UNDER MDF

Approval has been granted to release 60% of the cost of a weigh-bridge subjected to a maximum of Rs. 500,000/= from MDF. This payment is considered only one occasion for a period of 10 years.

The mill who has already completed the priority development items are entitle to claim under MDF. The detail list of priority development items is attached for your reference please. Prior approval has to be taken from the Processing Development Division before purchased/installed the weigh-bridge.

Please submit relevant bills to the Authority after installation weigh-bridge to consider reimbursement from the Mill Development Fund.

Thank You
Yours faithfully,

W.K.N. Shanthichandra
Director
Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 2, 2001

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/DC/M/2001/8-Registration

.....
.....
.....

Dear Sir/Sirs,

Registration as a Desiccated Coconut Miller/Processor for the year 2002

Persons who desire to obtain registration as a desiccated coconut millers/processors with this Authority for year 2002 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 2001 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2002

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or From.....To.....

mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2001 or receipt for the year 2002 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: ➤ Length and breadth/width ➤ Whether nut shed has been Constructed
9. Wet section ➤ Length and breadth/width of the floor

<ul style="list-style-type: none"> ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
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13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.
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16. ➤ No. of cooling tables ➤ Measurements ➤ Type of metal sheets used (G.I./Aluminum/ Stainless steel) ➤ Whether they are covered by canopies: ➤ Whether there is a complete ceiling for the roof of the entire dry section. LengthBreadth.....
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17. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section.	LengthBreadth.....
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18. Information regarding packing equipment			
(1) (a) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.How DC is Packed(in bags/packets)</p>	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>
<p>22.No of cooling tables their measurements and type of metal sheets used provided in the packing room</p>	

<p>23.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>25. Particulars of any ancillary Industries.</p>	<p>.....</p>

(Coconut oil, Charcoal Fiber, Copra Kiln etc)										
26. If the following are located in the premises of the mill state their exact location and distance from the mill. <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 										
27. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)										
28. Lavatories and wash rooms <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
<u>Lavatories</u>	<u>Washrooms</u>										
.....										
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29. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

30. Whether plastic covers are provided for all tube lights inside the mill
31. <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)
32. <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine
33.Particulars regarding production of DC	

<p>during previous year(2002)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 		
<p>34. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>35. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>36. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>37. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>38. Whether quality control facilities are available & Being used regularly?</p>	<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>39. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>40. Major improvements/renovations carried</p>	<p>.....</p>	

out during the previous year (2001)
41. New additional equipment installed during 2001 (e.g.new drier cutter etc.)

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2002 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2002 are carried out by me/us satisfactorily on or before 2002.01.31
- (b) During and throughout the year 2002 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2002 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 41 above have been checked by me and found to be true and correct.</p>	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the

registration fee of Rs.3000/ by cheque postal order or money order payable to the chairman,
Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 02,2001

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2001/11

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.....
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Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2002

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2002 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 2001 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Coconut
 Miller/Processor under the Coconut Development Regulation
 No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2002

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Business Registration Certificate No. Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or From.....To.....

mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2000 or receipt for the year 2001 would suffice) II. Period during which the applicant has engaged in producing PDGC in this mail	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Wet section ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details)

<p>9. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>12. State the different grades manufactured. (Yes or No)</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p>
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>	

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

<p>15.</p> <ul style="list-style-type: none"> ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the 	<p>LengthBreadth..... </p>
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roof of the entire packing section.		
16. Information regarding packing equipment			
(1) (a) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			
(b) Whether Alnico Type magnetic plates are installed at the outlet			
17.How PDDC is Packed(in bags/packets)			
18. Storage capacity for DC packages (Give Dimensions of area)		

19. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)	
20. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>
	Wet section.....
	Dry section.....
	Packing Section.....

21.		
➤ How machinery is drive in the mill (main current/Engine/Generator)	
➤ Whether stand-by generator has been installed:(State capacity)	
22. No of Employees	Males	Female

<ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23. Whether quality control facilities are available & Being used regularly?</p>	<p style="text-align: center;">Yes No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 23 above have been checked by me and found to be true and correct.</p>	
<p>Date:.....</p>	<p style="text-align: right;">Name of</p>
<p>Inspector:.....</p>	<p style="text-align: right;">Signature:.....</p>

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,

54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
Date

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/Oil Mill/2001/1-Registration

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.....
.....

Dear Sir/Sirs,

Registration as a coconut oil miller/processor for the year 2002

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for year 2002 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 31st December 2001 with a remittance of Rs. 1000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp and forwarded to this office on or before the due date by Registered post.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

PROCESSING DEVELOPMENT DIVISION

November 1. 2001

DC MILL DEVELOPMENT PROGRAMME REVISIONS OF PRIORITIES

a) Category

Hygiene considerations

- Proper fencing and or walls rodent vermin, insect proofing. Suitable land drains and tarmacing

Process water

- Water supply and treatment, Tubewell and 2 tank systems chlorinator meter

Electrification

- Including part allocation for stand by Generator, Motors, Switchgear, Voltage Stabilizer.

Power Washer

- Provision of wash room facilities for operatives. Clothing and laundry facilities for operatives. HDPP or stainless steel items. Correct ventilation and exhaust fans, Disintegrator.

Quality Considerations

- Furnace/dryers instrumentation
- Protected lighting
- Insulation od dryers, Shifter (Rotax or other)

b) Category

- Quality control lab
- Nut shed
- Fuel shed

Miscellaneous Development Items

- New Steriliser approved by the board instrumentation
- Pneumatic conveyor/ cooler for DC

COCONUT DEVELOPMENT AUTHORITY

PROCESSING DEVELOPMENT
DIVISION

54,Nawala Road ,

Colombo 05

November 07, 2001

Circular No: CDA/PD/2001-01 Shippers
TO ALL EXPORTERS OF DESICCATED COCONUT

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.....
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Dear Sir/Sirs,

All desiccated Coconut Exporters are kindly requested to note that with effect from 01st January 2002, the charges for the issue of quality certificates have been revised as follows:

- | | |
|--|-----------|
| 1. <i>Salmonella</i> Free Certificate | Rs.250.00 |
| 2. Aflatoxin /Sulphur Dioxide Free / Quality Certificate | Rs.350.00 |

Thanking you,

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
January 08, 2002

Circular No: CDA/PD/relief Wages/2002/1
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Dear Sir / Sirs,

Payment Relief Wages

We are pleased to inform you that Coconut Development Authority has decided to pay the relief wages for the month of November, December and for an additional month of the millers choice in the year 2001, as a part of the 100 days programme of the new government to rejuvenate the coconut sector. DC production was very low due to high price of raw materials during the above period.

Relief wages would be reimbursed from the Mill Development Fund (MDF) for maximum 20 days per month , maximum 40 days per year and Rs 115 per day per each worker for non working days. The miller who intends to reimburse relief wages from MDF should furnish the following details for consideration.

1. Minimum of 120 days worked mill in the year 2000.
2. Submit a pay sheet with signature of each worker on a stamp.
3. Labour commissioner should certify the list of salary payments to confirm the documents are accordance with the documents are accordance with the document maintain by mill.
4. The divisional inspectors of the Authority should certify the same documents to confirm the claiming days are not in production.

Accordingly all the millers are hereby kindly informed to forward complete application as per the above guidelines, as early as possible to avoid the delays and the incomplete requests will not be considered for payments.

Yours faithfully,

W.K.N. Shanthichandra
Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

February 21.2002

Circular No : CDA/PD/Relief Wages/2002/03

Dear Sir/Sirs,

PAYMENT OF RELIEF WAGES

We are pleased to inform you that Coconut Development Authority has decided to pay the relief wages for the months of January, February and March in the year 2002, as a part of the 100 days programme of the new government to rejuvenate the coconut sector. DC production was very low due to high shortage of raw materials during the above period.

Relief wages would be reimbursed from the Mill Development Fund (MDF) for maximum 20 days per month, 40 days per year and maximum of Rs. 115/- per day each worker for non working days. The miller who intends to reimburse relief wages from MDF should furnish the details for consideration.

1. Minimum of 120 days worked mill in the year 2001. However the year 2001 will be exempted from the above qualifying conditions as most of the mill not worked continuously due to shortage of raw material.
2. Submit a relief wages pay sheet with signature of each worker on a stamp.
3. Labour Commissioner should certify the list of salary payments to confirm the documents are accordance with the documents maintain by mill.
4. The Divisional Inspectors of the Coconut Development Authority should certify the same documents to confirm the non working days.

Accordingly all the millers are hereby kindly informed to forward complete application as per the above guidelines, before 31st of March 2002 to avoid delays and the incomplete requests will not be considered for payments.

Yours faithfully,

W.K.N. Shanthichandra

Director

Processing Development Divisions

Coconut Development Authority

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/OIL MILLS/2002/2

Processing Development Division
54, Nawala Road
Narahenpita
2002/07/09

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Dear Sir/Madam

Packing of Coconut Oil for Consumption

In a period, which increases the coconut oil consumption purchase of pure coconut oil has become a problem to the consumers due to the adulteration and sailing of low quality coconut oil. Consumers frequently made complaint to this Authority, on non availability of pure high quality coconut oil for their consumption

As a possible solution year 2002, Authority has decided to provide assistance to three projects for producing high quality coconut oil and introduced to the market as branded product in their own packing.

If you ready to introduce such branded products to the market with an identity please fill up the attached application including the project report and submit to the Authority for consideration. Please note to mention the services which, you expected from the Authority to start this project Selection would be made after studying the project reports submitted.

Thank you

Yours faithfully

W.K.N. Shantichandra
Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No :54, Nawala Road,
Narahenpita
July 19 ,2002

CIRCULAR NO: CDA/PD/DC/GENERAL-2002-05

Secretary,
Sri Lanka Millers DC Association
125,George R.De. Silva Mawatha,
Colombo 13

Dear Sir ,

Herewith submit approved list of projects under the processing development programme for the year 2002 , for the infromation of your members.

1.The funds have been allocated to pay outstanding payments of subsidy for those millers who

Has not yet completed installation of machinery under mill modernization programme. Therefore herewith requested to submit relevant document to the Authority completing the

Installation to release entitle payments. Please note that any request made after 31st December 2002 will not be considered.

2. Fund have been allocated to install waste system in two DC mills during this year.

3. This assistance would be granted to the three DC mills who intend to produce value added

Production under the product diversification in this year.

4. Provision have been made to provide assistance to use alternative fuel other than fossil fuel

Under the energy conservation for two mills.

Please make arrangements to inform your members on the above programs and if any proposals, submit to the CDA.

Thank you,
Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
07th November 2002

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/Oil Mill/2002/1-Registration

Dear Sir/Sirs,

**Registration as a coconut oil miller/processor
for the year 2003**

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for year 2003 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2003 with a remittance of Rs. 1000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp and forwarded to this office on or before the due date by Registered post.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"
2. Analysis report on Coconut oil, poonac , etc, provide only to the miller who has registered with Coconut Development Authority
3. Please note to submit your production reports, to this Authority on or before the 8th day of the each month.

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No :54, Nawala Road,
Narahenpita.
November 18, 2002

Circular No : CDA/PD/DC/2002/08

CIRCULAR FOR ALL DC MILLERS

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Dear Sir ,

BANK LOAN SCHEME

In reference to request made by the DC Millers Association and following discussion held between the Hon Deputy Minister of Plantation Industries and 05 commercial Bank , a scheme has been formulated to facilitate DC millers to obtain loan facilities from their respective banks,for use as working capital.

The Banks which have agreed to implement this scheme are

1. Bank of Ceylon,
2. DFCC,
3. Hatton National Bank,
4. Commercial Bank ,
5. Seylan Bank.

While Bank of Ceylon and DFCC have laid down a time stipulation of 02 years for complete repayment of this loan, the other three banks have agreed to a recovery scheme depending on the production of each mill (with no time stipulation) . DC millers , who maintain their regular records with any of the above Banks, should make their application direct to the Bank concerned and the bank will evaluate such application on their own merits and also seek the recommendation of this Authority . the responsibility and role of this Authority will be limited to facilitate the collection of monthly installments (though labels) from millers and their remittance to the respective Bank. This authority will also bear the interest components payable by a mill in this loan only for the first year , provided such mill has worked at 50% of monthly target indicated for the mill. Once the bank has decided to grant a loan to miller concerned, a tri -partite agreement has to be entered in between miller, the bank and the CDA.

The procedure of implementation of the scheme is given below .

1. Maximum loan amount available under this scheme is Rs. one Million per DC mill.

2. Loans will be recommended only for millers who had engaged in manufacturing operations in their mill at least one day per week, during the three months period .(September -November 2002)
3. Miller should enter into an agreement with bank and the Coconut Development Authority before obtaining loan (copy of the common draft agreement is attached.)
4. In the case of mills which obtain loans from banks with time stipulation of two years for re-payment , a minimum monthly installment of Rs.42,000/= is payable to settle the loan (capital only). Therefore such mills should submit a cheque in favour of the relevant bank of in each month amounting to a minimum of Rs.42,000/= every month to the coconut Development Authority , commencing from the date of granting the loan by obtaining the necessary labels to remaining production.

Any miller manufacturing over 42 MT in a month , may increase the minimum monthly installments (of Rs 42000/=) proportionately.

5. In the case of mills which obtain loans, from banks who have agreed to recover the loan based on quantity of production , miller should purchase serially numbered label from the CDA at price determined by the CDA until the said loan together with interest is recovered in full. Therefore , immediately after the loan is granted , CDA will withdraw labels from such mill and re -issue them at Rs 50/= per label for a 50 KG bag to start production.
6. Any miller falling under category 4 & 5 above who fail to maintain production at least at 50% of the set monthly target continuously for a period of three months or who cease production completely , is liable to pay a monthly sum of not less than Rs 50,000/= as monthly installment until the loan is repaid in full.
7. This Authority will arrange with the Banks , to obtain monthly installments and details of interest components due from each mill in respect of each month and will make arrangement either to remit the interest components from CDA funds on behalf of the mill concern (if the mill had produced at least 50% of monthly target) or advice the Bank to recover the interest components too from monthly installment paid by the miller.
8. If a miller who had obtained a loan under this scheme fails to pay the monthly installments on time as indicated above, sampling and other services rendered by this Authority to the mill , will be stopped immediately and the Bank concerned informed accordingly.
9. Legal charges and relevant document charges incurred in the preparation and execution of paper in connection with this loan should be borne by the miller.

Miller who wish to make use of this loan scheme are requested to contact the respective Bankers early.

W.K.N.Shanthichandra
 Director
 Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 8, 2002

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/DC/M/2002/6-Registration

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Dear Sir/Sirs,

Registration as a Desiccated Coconut Miller/Processor for the year 2003

Persons who desire to obtain registration as a desiccated coconut millers/processors with this Authority for year 2003 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2003 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2003

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or From.....To.....

mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2002 or receipt for the year 2003 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: ➤ Length and breadth/width ➤ Whether nut shed has been Constructed
9. Wet section ➤ Length and breadth/width of the floor

<ul style="list-style-type: none"> ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
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13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

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16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
 LengthBreadth.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
 (C) Method adopted to control the flow of DC

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<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.How DC is Packed(in bags/packets)</p>	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24. Particulars of any ancillary Industries. (Coconut oil, Charcoal Fiber, Copra Kiln etc)</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p>25. If the following are located in the premises of the mill state their exact location and distance from the mill.</p> <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>26. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)</p>	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>27. Lavatories and wash rooms</p> <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
<u>Lavatories</u>	<u>Washrooms</u>										
.....										
.....										
.....										
.....										
<p>28. Number of Hand Dip/Hand Driers provided at the entrances.</p>	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

<p>29. Whether plastic covers are provided for all tube lights inside the mill</p>	<p>.....</p> <p>.....</p>
<p>30.</p> <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity) 	<p>.....</p> <p>.....</p>
<p>31.</p> <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine 	<p>.....</p> <p>.....</p>
<p>32.Particulars regarding production of DC during previous year(2002)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) 	

<ul style="list-style-type: none"> ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 		
<p>33. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	Males	Female
<p>34. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>35. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>36. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>37. Whether quality control facilities are available & Being used regularly?</p>	Yes	No
<p>38. Is your DC factory insured?:if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>39. Major improvements/renovations carried out during the previous year (2002)</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
<p>40. New additional equipment installed during 2002 (e.g.new drier cutter etc.)</p>	<p>.....</p> <p>.....</p>	

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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2003 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2003 are carried out by me/us satisfactorily on or before 2003.01.31
- (b) During and throughout the year 2003 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2003 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 40 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.3000/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,

Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 11,2002

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2002/7

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Dear Sir/Sirs,

**Registration as a Partially Defatted Granulated Coconut Miller/Processor
for the year 2003**

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2003 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2003 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2003

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Business Registration Certificate No. Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage,give full name From.....To.....

and address of Mill Owner	
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2001 or receipt for the year 2002 would suffice)</p> <p>II. Period during which the applicant has engaged in producing PDGC in this mail</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>9. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank 	<p>.....</p>

<ul style="list-style-type: none"> ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>						
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>						
<p>11. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>						
<p>12. State the different grades manufactured. (Yes or No)</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p>						
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>							
<p>14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p> <table border="1" data-bbox="220 1939 1307 2007"> <thead> <tr> <th data-bbox="220 1939 429 2007">Type</th> <th data-bbox="429 1939 544 2007">No. of</th> <th data-bbox="544 1939 746 2007">Capacity for</th> <th data-bbox="746 1939 906 2007">Method</th> <th data-bbox="906 1939 1023 2007">Type</th> <th data-bbox="1023 1939 1307 2007">Quantity of fuel</th> </tr> </thead> </table>		Type	No. of	Capacity for	Method	Type	Quantity of fuel
Type	No. of	Capacity for	Method	Type	Quantity of fuel		

Single/Double	Trays	10hr.period	of heating	of fuel	required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces

Total No. of desiccators installed.....

Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces

Total No. of Driers installed.....

Total No. of Driers in use

<p>15.</p> <ul style="list-style-type: none"> ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section. 	<p>LengthBreadth.....</p> <p>.....</p> <p>.....</p>
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16. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet	
17.How PDDC is Packed(in bags/packets)	
18. Storage capacity for DC packages (Give Dimensions of area)

19. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)								
20. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <tr> <td><u>No. of Hand Dip.</u></td> <td><u>No. of Hand Drier</u></td> </tr> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>								
Wet section.....								
Dry section.....								
Packing Section.....								

21. <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity) 												
22. No of Employees <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating 	<table border="0"> <tr> <td>Males</td> <td>Female</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Males	Female
Males	Female												
.....												
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.....												
.....												

<ul style="list-style-type: none"> ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p>23. Whether quality control facilities are available & Being used regularly?</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> </table>	Yes	No	
Yes	No												
.....													
.....													
.....													
.....													
.....													

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 23 above have been checked by me and found to be true and correct.</p>	
<p>Date:.....</p>	<p>Name of</p>
<p>Inspector:.....</p>	<p>Signature:.....</p>

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No:54,
Nawala Road,
Colombo 05.
December 12, 2002

Circular No: CDA/PD/DC/Gen/08

To All DC Millers

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.....
.....

Dear Sir,

Request to Establish a Debt Burden Relief Fund

In response to the request made by the DC Millers Association to the eighth exporters' forum held on 21st November 2002, to establish a "Debt Burden Relief Fund" and forum has referred this matter to this Authority for pursue action.

Therefore please furnish us with the following information which is related to your mill to enable us to pursue this matter with the relevant government Authorities.

1. Name if the Bank
2. Total loan amount
3. Amount remaining unsettled as at 01st December 2002.
4. The purpose and the date which loan had been taken.

Please furnish the above information as early as possible.

W.K.N.Shanthichandra
Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No:54, Nawala Road,
Colombo 05.
2003.03.17

TO ALL REGISTERED DC MILLERS

Circular No:CDA/PD/DC/M/2003/03 Registration

Dear sir ,

Annual repairs directly involve to the DC production for the year 2003

Reference to Circular No:CDA/PD/DC/M/Registration-2003-6, dated 8th November 2002 on the annual registration of DC mills for the year 2003.

Taking to consideration difficulties encountered during the early part of the year and the request of DC millers, Authority has decided to grant an extension until 31st March 2003, for the completion of annual repairs.

However, the repairs which directly influence the production must be completed before start the production .

Yours faithfully,

Director
Processing Development Division

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

28th March 2003.

Circular No: CDA/PD/Relief Wages/2003/03

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Dear sir / sirs,

REIMBURSEMENT OF RELIEF WAGES

This is to inform all DC Millers that , it has been decided to re -imburse relief wages payments for the months of January, February and March 2003, due to the prevailing shortage and high prices of coconuts.

Accordingly, relief wages paid by millers to worker during the above months, would be re -imbursement, subject to the following conditions:

1. The maximum number of days for which relief wages would re - imbursement in a month is 20 and the maximum number of days for the year for which such re -imbursements would be made is 40.
2. In view of the low production in 2002, the requirement of a minimum 120 days of mill operation in the previous year, to render a mill eligible for relief wages in a particular year, will not be applicable for this year.

However, a mill should have engaged in production, even in a nominal scale, in 2002 , to be eligible for re -imbursement of relief wages this year.

3. Re -imbursement will be done, subject to a maximum daily rate of Rs.115/= and subject to availability of fund in the respective mill accounts.

Relief wages payments sheets, giving details of payments to each worker, together with their signatures in acknowledgement of receipt of payments and a declaration by the miller that the re -imbursements claimed have actually been paid to workers, should be furnished to the divisional inspector of the CDA , in charge of the mill, who will certify same, after verification with the records and information available at the mill and submit them to this office for re -imbursement.

In view of representation made by the Sri Lanka DC Millers' Association, the requirement implemented in the past , that the wage sheet should be certified by the Asst. Commissioner of Labour in the area concerned, would not be enforced for this year.

However , if any irregularities in claiming of relief wages payments are reported in any mill, the condition of prior certification by the Labour Dept, would be re -imposed on such mills.

Yours faithfully,
W.K.N.Shanthichandra
Director - Processing Development

Coconut Development Authority

Processing Development Division

Circular No. CDA/PD/VADC/04

54, Nawala Road

Colombo 05

April 23, 2003

CIRCULAR TO ALL DC MILLERS

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.....
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Dear Sir/s,

Manufacturing, Packing Labeling of Value Added Desiccated Coconut (VADC)

It has been decided to regularize the export of VADC by introducing a serially numbered labels for these production and implement the following measures with effective from 1 st of May 2003

1. Other than normal DC product manufactured directly using nuts or using normal grade DC such as Fine, Medium and superfine with high premium when compared with normal DC prices are considered as VADC.
2. All registered DC mills who manufactured VADC should inform in advance to this Authority.
3. Every bag of VADC should carry a serially numbered label with effective from 1st may 2003, issued by this Authority and charged 35 cts per each label.
4. All manufacturers of VADC should maintain daily records giving number of nuts quantity of normal DC used for manufacture, quantity of VADC product, range of serially numbered labels and details of despatches to different shippers etc.
5. Every manufacture of VADC should furnish to this Authority & daily return giving details of manufacture and despatches as per details relevant to normal DC products as at 4 above.
6. VADC packed using suitable packing material, should bear on the outside cover the following marks.
 - A. Name of the product as VADC
 - B. Name/registration numbers of manufactures
 - C. Serially numbered label issued by the CDA
 - D. The words produce of sri Lanka

Additional marks such as grade, registered trade mark if any, batch or code numbers, net mass in kg, country of destination date of packing , may also be indicated as the outside cover.

7. Serially numbered labels for VADC could also be obtained by paying 35 cts per label from the Processing Development Division of this Authority.

Any DC mill who wish to enter into manufacture of VADC other than normal DC please inform to this Authority in advance for enabling us to print serial numbered labels, provide on time

W.K.N. Shantichandra

Director

Processing Development Division

COCONUT DEVELOPMENT AUTHORITY
PROCESSING DEVELOPMENT DIVISION

No.54, Nawala Road,
Colombo 05.
May26,2003

CIRCULAR NO: CDA/PD/VADC/Production-04

All DC Millers

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.....

Dear Sir/s,

Manufacturing, Packing, Labeling of Value Added Desiccated Coconut (VADC)

It has been decided to regularize the export of VADC by introducing a serially numbered labels for these production and implement the following measures with effective from 1st of May 2003.

1. Other than normal DC product manufactured directly using nuts or using normal grade DC such as Fine, Medium and superfine with high premium when compared with normal DC prices are considered as VADC.
2. All registered DC mills who manufactured VADC should inform in advanced to this Authority.
3. Every bag of VADC should carry a serially numbered label with effective from 1st May 2003, issued by this Authority and charged 35cts per each label.
4. All manufactures of VADC should maintain daily records giving number of nuts quantity of normal DC used for manufacture, quantity of VADC produced, range of serially numbered labels and details of dispatches to different shippers etc.
5. Every manufactures of VADC should furnish to this Authority & daily return giving details of manufacture and dispatches as per details relevant to normal DC products as at 4 above.
6. VADC packed using suitable packing material, should bear on the outside cover the following marks.
 - a. Name of the product as VADC
 - b. Name/registration numbers of manufactures
 - c. Serially numbered label issued by the CDA
 - d. The words produce of Sri Lanka

Additional marks such as grade, registered trade mark if any, batch or code numbers, net mass in kg, country of destination, date of packing, may also be indicated as the outside cover and similar to the procedure of packing and marking of DC.

7. Serially numbered labels for VADC could also be obtained by paying 35cts per label from the Processing Development Division of this Authority.

Any DC mill who wish to enter into manufacture of VADC other than normal DC please inform to this Authority in advance for enabling us to print serial numbered labels provide on time.

W.K.N.Shanthichandra
Director
Processing Development Division

**COCONUT DEVELOPMENT AUTHORITY
PROCESSING DEVELOPMENT DIVISION**

No.54,
Nawala Road
Colombo 05.
May 28,2003

Circular No: CDA/PD/ DC/05

To all DC Millers.

M/s.

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Dear Sir,

Implementation of HACCP (Hazard Analysis Critical Control Point)

HACCP is the most recognized effective system of maximizing product safety based on prevention, It is a cost effective system which targets and facilitate move towards preventative quality assurance approach within company, reducing the traditional reliance on end product inspections and testing.

It has been decided to assist 04 DC mills, financially and technically to implement HACCP in their mills during this year. Those who are interested on this, please inform to this Authority on or before 15th June.

Thank you,

Yours faithfully,

Director
Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 28, 2003

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/DC/M/2003/1-Registration

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.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2004

Persons who desire to obtain registration as a desiccated coconut millers/processors with this Authority for year 2004 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2004 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2004

1.Name of the Application/Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Certificate of Business Registration/Registered Business names Ordinance(attached copy of certificate).	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner	

<p>of the mill, Lessee of Mortgage?</p> <p>➤ If the mill is leased or mortgaged state effective period</p> <p>➤ If Lessee of Mortgage, give full name and address of Mill Owner</p>	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.Particulars regarding production of DC during previous year(2003)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 																							
<p>7. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Males</th> <th style="width: 50%;">Female</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Males	Female
Males	Female																						
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<p>8. Please include details of any improvement new or additional equipment installed other</p>	<p>.....</p> <p>.....</p>																						

than the previous declaration
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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2004 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2004 are carried out by me/us satisfactorily on or before 2004.01.31
- (b) During and throughout the year 2004 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2004 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 8 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.3000/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,

Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 29,2003

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2003/7

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.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2004

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2004 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2004 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

W.K.N.Shanthichandra
Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of “The Chairman, Coconut Development Authority”

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2004

1.Name of Applicant/Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3.Certificate of Business Registration /Registered Business names Ordinance. (Attached copy of Certificate)	No..... Date.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor	As..... Directors/ Partners Nationality & How obtained

(See Note 2 below)	
5. <ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner From.....To.....

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
7. Wet section <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details)
8. Particulars of methods of sterilization	

<ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>
<p>9. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>11. State the different grades manufactured. (Yes or No)</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p>
<p>12. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>	
<p>13. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p>	

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

14.
 ➤ Dimensions of packing room
 ➤ Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....

15. Information regarding packing equipment

(1) (a) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			
(b) Whether Alnico Type magnetic plates are installed at the outlet			
16. How PDDC is Packed (in bags/packets)			
17. Storage capacity for DC packages (Give Dimensions of area)		

18. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)	
19. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>
	Wet section.....
	Dry section.....
	Packing Section.....

20.		
➤ How machinery is drive in the mill (main current/Engine/Generator)	
➤ Whether stand-by generator has been installed:(State capacity)	
21. No of Employees	Males	Female
➤ Hatcheting
➤ Paring
➤ Washing and others in the wet section
➤ Disintegrating

<ul style="list-style-type: none"> ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>22. Whether quality control facilities are available & Being used regularly?</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> </table>	Yes	No	
Yes	No										
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.....											

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 22 above have been checked by me and found to be true and correct.</p>	
<p>Date:.....</p>	<p style="text-align: right;">Name of</p>
<p>Inspector:.....</p>	<p style="text-align: right;">Signature:.....</p>

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

54,Nawala Road,
Colombo 05.
2004/03/05

Dear Sir,

Implementation of HACCP Quality assurance scheme in DC Mills

You may be aware, that the introduction & implementation of HACCP quality assurance system in DC mills was started in the year 2003. Facilitate the implementation of this system, Authority has conducted an awareness programme on HACCP for the mill owners and for the workers & supervisor grade officials at the factory premises (in four DC mills) separately.

While, conducting these training programmes, instructed to maintained records on production, quality and traceability etc., Authority has come to know that most of the mills have not yet started to keep records even after the reasonable period of the above awareness programmes.

Generally, introduction of this system involves 7 principles namely,

1. Identification of hazards in the process line
2. Identification of critical control points (CCP)
3. Establishment of critical limits
4. Establishment of CCP monitoring procedures & frequencies
5. Corrective action

6. Verification procedures
7. Procedure of record keeping

It is clear that to ensure the implementation of 01- 07 above principles, there must be a team leader (at managerial level) to under take responsibility.

Processing development division has developed a Generic model of HACCP for the DC Industry and formats for record keeping formats on production, Quality and traceability to be made available to those millers who have applied and sought assistance from this Authority in this regard.

Initial stage, Authority is granting financial assistance of this programme, Authority has decided to grant financial assistance, 50% of the cost involve in certification and audit charges subjected to a maximum of Rs50,000/= per mill in the year 2004. This assistance will be made available only for the millers who handed over the application for HACCP after completion the pre-requirements to the SLSI before 31st July 2004 and obtain HACCP certification before 30th November 2004.

Thank you,
Yours faithfully,

W.K.N.Shanthichandra
Director (Processing Development)

Coconut Development Authority

Processing Development Division

Circular No. CDA/PD/DC/M/2004-PRO-03

54,Nawala Road
Narahenpita
Colombo 05
2004/07/05

CIRCULAR TO ALL DC MILLERS

Dear Sirs,

Utilization of Pared Coconut for the Manufacture of Desiccated Coconut

Reports have been received by this Authority of the establishment of units for paring of coconut kernel as a cottage scale operation in certain areas where DC mills are located and information has been received that such pared kernel is being used for the manufacture of DC.

We reiterate that pared, fresh coconut kernel is extremely susceptible to bacterial contamination and spoilage Use of pared fresh coconut for the manufacture of DC could lead to create quality defects such as black dots, slightly oil seepage,formation of bad odour in DC .As you are aware, the DC industry in sri Lanka has over the years earned an international reputation as one which adopts and adheres to good processing practices and tight supervision. Use of the pared nuts brought from outside would inevitably damage this reputation , with adverse consequences which would affect the entire industry.

In order to ensure that the pairing operation is carried out only at the point of manufacture, all millers are hereby cautioned to utilize coconut kernel,pared only in their respective mills and under no circumstances use pared kernel brought from outside or other processing units for the manufacture of DC in their factories.

If any DC factory is found to be using kernel, pared and brought from outside or from other processing units for the manufacture of desiccated coconut, this Authority will promptly withdraw from sampling of productions of such factories testing of samples and issue of quality certificates forthwith and proceed to withdraw labels issued to such mills.

Yours faithfully.

W.K.N. Shanthichandra

Director

Processing Development Division

Copy president- DC Millers Association

To take appropriate measures to stopped these malpractices.

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 04, 2004

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2004/1-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2005

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2005 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 14th January 2005 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2005

1.Name of the Application/Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Certificate of Business Registration/Registered Business names Ordinance(attached copy of certificate).	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of

Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage,give full name and address of Mill Owner	From.....To.....
--	------------------------------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6.Particulars regarding production of DC during previous year(2005) ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year																							
7. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Males</th> <th style="width: 50%; text-align: left;">Female</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Males	Female
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8. Please include details of any improvement new or additional equipment installed other than the previous declaration																						

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2005 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2005 are carried out by me/us satisfactorily on or before 2005.01.31
- (b) During and throughout the year 2005 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2005 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 08 above have been checked by me and found to be true and correct.</p> <p>Date:.....</p> <p>Name of Inspector:.....</p> <p style="text-align: right;">Signature:.....</p>
--

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.3000/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,

Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
04/11/2004

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2004/04

.....
.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2005

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2005 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 14st January 2005 with a remittance of Rs. 500/-subject to being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2005

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3.Certificate of Business Registration/Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. I. ➤ Is the Applicant, owner

<p>of the mill, Lessee of Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
--	---

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>7. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank 	

<ul style="list-style-type: none"> ➤ Has it been made according to the plan approved by CDA ➤ Fuel used for heating it ➤ Quantity of fuel used for a period of 10 hours ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>												
<p>9. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p>10. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>												
<p>11. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>													
<p>12. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type Single/Double</th> <th style="width: 15%;">No. of Trays</th> <th style="width: 20%;">Capacity for 10hr.period</th> <th style="width: 15%;">Method of heating</th> <th style="width: 15%;">Type of fuel</th> <th style="width: 20%;">Quantity of fuel required for 10hr. period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period	1.					
Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period								
1.													

2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

13. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section.	LengthBreadth.....
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14. Information regarding packing equipment			
(1) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)

1.			
2.			
3.			
(2) Whether Alnico Type magnetic plates are installed at the outlet (3) Method adopted to control the flow of PDDC Whether heat sealer and its vacuum pump in operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing			
15. How PDDC is Packed (in bags/packets)			
16. Storage capacity for DC packages (Give Dimensions of area)		

17. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)	
18. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u> Wet section..... Dry section..... Packing Section.....	<u>No. of Hand Drier</u>

19. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)	
20. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section	Males	Female

<ul style="list-style-type: none"> ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
21.Date of last medical examination of employees	
22. Whether quality control facilities are available & Being used regularly?	<p>Yes No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

<p>I hereby certify that the particulars stated in item 1 to 22 above have been checked by me and found to be true and correct.</p> <p>Date:.....</p> <p>Inspector:.....</p>		<p>Name of Signature:.....</p>
--	--	---

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/-by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,

54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division
No:54, Nawala Road, Narahenpita.
May 3, 2004

Circular No:CDA/PD/DC/ 03
CIRCULAR FOR ALL DC MILLERS

Dear Sir,

STOPPAGE OF QUALITY CERTIFICATE FOR NON MODERNIZED MILLS

I write to inform you that the Board of Directors of the Coconut Development Authority has decided that this Authority will not certify the quality or products of any DC mills which fail to reach the required level of modernization and improvement by 1st January 2005.

This decision has been made to avoid few DC mills engaged in continues production entertaining facility of product/quality certification by CDA, without attending necessary improvements and modernization of the mill. DC mills equip with the following facilities in the process line and the factory environment is considered as modernized mills.

Machinery / Equipment and General requirements:

1. Continuous drying system
2. Boiler for steam generator
3. Pneumatic conveyor / cools for DC in stainless steel
4. Stainless Steel Hot water bath with thermostat
5. Stainless Steel Sifter with magnetic plates
6. Stainless steel vessels (Wet & Dry section)
7. Packing facility with electronic balance
8. Weigh bridge
9. Proper cleaning equipments (special drier, shifter) and factory premises
10. Adequate Pest control system
11. Adequate premises and space
12. Proper waste disposal system/improved drainage facilities
13. Correct ventilate systems
14. Changing rooms with toilet facilities for workers
15. Quality control lab equipped with basic laboratory equipments
16. Water supply with two tank systems + chlorinator
17. Generator and Voltage stabilizer
18. Easily cleanable surfaces of the floor, walls, roof, windows

Thank you,

Yours faithfully,

W.K.N.Shanthichandra
Director (Processing Development)

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division

February 14.2005

Circular No : CDA/PD/Relief Wages/2005/03

.....
.....
.....

Dear Sir/Sirs,

REIMBURSEMENT OF RELIEF WAGES

We are pleased to inform you that Coconut Development Authority has decided to reimburse relief wages for the months of January, February and March in the year 2005, hoping low productivity due to high price and shortage of raw materials. Months not exceed 320 mill working days or number of mills operate 50 or below are eligible for relief wages claims.

Relief wages would be reimbursed from the Mill Development Fund (MDF) for maximum 20 days per month, 40 days per year and maximum of Rs. 135/-per day each worker for non working days. Mill has to engage in production minimum 120 days in the year 2004. The miller who intends to reimburse relief wages from MDF should furnish the following details for consideration.

1. Only the mills who engaged in production minimum of 120 days in the year 2004 are eligible for relief wages reimbursement.
2. Mill should submit a letter confirmation the payment of relief wages for workers.
3. The required balance should be available in the Mill Development Fund (MDF)
4. Relief wages pay sheet should contain the signature of each worker.
5. The Divisional Inspectors of this Authority should certify the same documents to confirm the non working days and the payment of relief wages for workers.
6. Divisional Inspectors should submit confidential report above this payment after inquiring the workers.

Accordingly all the millers are hereby kindly informed to forward complete application as per the above guidelines.

Yours faithfully,

W.K.N. Shanthichandra

Director

Processing Development Division

Coconut Development Authority

Processing Development Division

54,Nawala Road
Narahenpita.Colombo 05.
16/05/2005

Circular No. CDA/PD/DC/M/2005-Lab-04

To All DC Millers.

.....
.....
.....

Dear sir,

Foreign complaints physical microbial quality of desiccated coconut

Quality complained about the DC production is being increased frequently due to non applications and negligence of the instructions given by this Authority during the manufacturing of DC.

Hence, the foreign buyers are keen on quality of the final product, manufacturer should pay more attention to maintain the quality parameters and to issue quality certified product to the market. Associations of black pieces, yellowish in colour, high percentage of moisture, fine and medium grade mixture, presents of E.coli bacteria and high amount of total plate count are some of the defect received with complaints by this Authority. This Authority has identify number of reasons directly effects the deterioration of the quality of the final product. Reasons such as non implementation of good manufacturing practices, less attention of maintenance of machinery and bad supervisions during the production.

Herewith advice to pay more attention to the following instructions which has already provided in previous circulars to improve final quality of the product.

1. Use good quality raw materials for the production (avoid taking Germinated nuts,Spoiled nuts,crack nuts, immature nuts)
2. More supervision is needed for the activities at wet dry sections.
3. Frequent testing of water sources for water quality
4. Update working conditions of chlorinator and to use active chlorine chemical for water treatment.
5. Vessels and the equipment should clean properly as instructed, before and after the production.

6. Pay more care to avoid association of removed parings and foreign matters with raw materials ready for disintegration at the wet section.
7. Foot bath should be filled with cleaned water during the production process.
8. Hand deeps and dryers should be in working conditions and fill up with approved detergents.
9. Clean floor area and walls of the dry section and packing room an assure the removal of waste, fly off desiccated coconut scattered in these sections.
10. Cleanliness of the workers should be looked into.
11. Avoid use of bad quality packing material (against the standards) make sure heat sealing of DC packs before dispatch.
12. Maintain cleaned surroundings in and out the factory premises.
13. Strictly follow the regulation and instruction given by this Authority in time to time.
14. A replaced iron and galvanized vessels which is disapproved to use during the food process and installed Stainless steel Vessels.

Further Authority will make arrangement for special sample other than the routine sample and tested at the laboratory. (and the relevant mill has to pay the cost incurred) Based on the results Authority will take immediate action to rectify the shortcomings.

You are advice to introduce quality certification system of HACCP in your mill at soon as possible.

Yours faithfully,

W.K.N. Shanthichandra
Director
Processing Development Division

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
October 25, 2005

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2005/5-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2006

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2006 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 13th January 2006 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2006

1.Name of the Application/Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. Certificate of Business Registration/Registered Business names Ordinance(attached copy of certificate).	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5.	

<ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>
--	--

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.Particulars regarding production of DC during previous year(2005)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 																					
<p>7. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Males</th> <th style="width: 50%; text-align: center;">Female</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> <tr><td style="text-align: center;">.....</td><td style="text-align: center;">.....</td></tr> </tbody> </table>	Males	Female
Males	Female																				
.....																				
.....																				
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.....																				
.....																				
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.....																				
.....																				
<p>8. Please include details of any improvement</p>	<p>.....</p>																				

new or additional equipment installed other than the previous declaration
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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2006 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2006 are carried out by me/us satisfactorily on or before 2006.01.31
- (b) During and throughout the year 2006 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2006 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 08 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.3000/ by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,

Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
25/10/2005

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2005/06

.....
.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2006

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2006 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 13st January 2006 with a remittance of Rs. 500/-subject to being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Coconut
 Miller/Processor under the Coconut Development Regulation
 No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2006

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3.Certificate of Business Registration/Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. I. ➤ Is the Applicant, owner

<p>of the mill, Lessee of Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>7. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank 	

<ul style="list-style-type: none"> ➤ Has it been made according to the plan approved by CDA ➤ Fuel used for heating it ➤ Quantity of fuel used for a period of 10 hours ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>												
<p>9. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p>10. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>												
<p>11. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>													
<p>12. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type Single/Double</th> <th style="width: 15%;">No. of Trays</th> <th style="width: 20%;">Capacity for 10hr.period</th> <th style="width: 15%;">Method of heating</th> <th style="width: 15%;">Type of fuel</th> <th style="width: 20%;">Quantity of fuel required for 10hr. period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period	1.					
Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period								
1.													

2.					
3.					
4.					
5.					

No. of Furnaces

Total No. of desiccators installed.....

Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces

Total No. of Driers installed.....

Total No. of Driers in use

13.	<ul style="list-style-type: none"> ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section. 	LengthBreadth.....
-----	---	--

14. Information regarding packing equipment			
(1) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)

1.			
2.			
3.			
(2) Whether Alnico Type magnetic plates are installed at the outlet (3) Method adopted to control the flow of PDDC Whether heat sealer and its vacuum pump in operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing			
15. How PDDC is Packed (in bags/packets)			
16. Storage capacity for DC packages (Give Dimensions of area)		

17. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)	
18. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u> Wet section..... Dry section..... Packing Section.....	<u>No. of Hand Drier</u>

19. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)	
20. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section	Males	Female

<ul style="list-style-type: none"> ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
21. Date of last medical examination of employees											
22. Whether quality control facilities are available & Being used regularly?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> </table>	Yes	No	
Yes	No										
.....											
.....											
.....											
.....											

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 23 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.500/ =by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,

54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
No 54, Nawala Road,
Colombo 05
9th February 2006

Circular No: CDA/PD/DC/PRO/2006 - 2

To all Desiccated Coconut Millers

Dear Sir,

MANDATORY CERTIFICATION OF HACCP (HAZARD ANALYSIS CRITICAL CONTROL POINT) SYSTEM FOR THE DC INDUSTRY

HACCP is the most recognized effective system of maximizing product safety. You are perhaps aware that HACCP system certification has become mandatory and key issue for the export of Desiccated coconut. Your attention is drawn to the circular no: CDA/PD/DC/05 issued on 28th May 2003 and CDA/PD/DC/M/2005-Lab-04 issued on 16th May 2005.

As you know, this quality system has been introduced & implemented with an awareness programme (i.e Importance of implementation HACCP) for the mill owners of the DC industry in the year 2003, with the objective of directing all the DC mills to obtain the certification. Accordingly, on the request of few millers, Authority has conducted awareness programmes, for the workers & supervisor grade officials at the factory premises to facilitate the implementation. Instructions were given to maintain records especially for quality and traceability which are the most important pre-requisites in addition to production records to obtain the certification. Further, Generic Model of HACCP which has been prepared by Processing Development division was handed over to 10 mills (i.e. who have applied) after conducting an awareness programme on preparation of HACCP manual. This must be perfected by the miller and need to be submitted to the SLSI along with the application to obtain the certification (Generic model is attached herewith).

This system involves 7 principles as given below,

1. Identification of hazards in the process line.
2. Identification of critical control points (CCP)
3. Establishment of critical limits
4. Establishment of CCP monitoring procedures & frequencies
5. Corrective action
6. Verification procedures

7. Procedure of record keeping

A team led by a managerial level senior Authorized officer of the mill should ensure that the above 01-07 tasks are implemented correctly. Coconut Development Authority is assisting in the documentation for all the DC mills in addition to the financial assistance. Initially, Authority has decided to grant financial assistance, 50% of the cost involved in certification and audit charges subjected to a maximum of Rs 50,000/= per mill. This assistance will be given only for the millers who submit the application to the SLSI to HACCP system certification after completing the prerequisites before 1st July 2006 and obtain HACCP certification before 30th November 2006.

Further, in future when providing the financial assistance, priority will be given for the mills which are implemented HACCP system.

Yours faithfully

R. Amarakoon
Actg. Director (Processing Development)

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 20, 2006

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2006/5-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2007

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2007 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2007 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2007

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of

<p>Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2006 or receipt for the year 2007 would suffice)</p> <p>II. Period during which the applicant has carried on business in this mill</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed 	<p>.....</p> <p>.....</p>

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces
Total No. of Driers installed.....
Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....
.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
LengthBreadth.....
.....
.....
.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....
.....
.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

.....
.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.Packing System of DC</p> <ul style="list-style-type: none"> ➤ As bags ➤ As packets or others 	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. ➤ Sludge Oil pits 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24. Particulars of any ancillary Industries.</p> <ol style="list-style-type: none"> 1. PDDC 2. Coconut Milk 	<p>.....</p> <p>.....</p> <p>.....</p>

<p>3. Coconut Oil 4. Copra 5. Fibre 6. Coconut shell charcoal etc.</p>	<p>.....</p>										
<p>25. If the following are located in the premises of the mill state their exact location and distance from the mill.</p> <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 	<p>.....</p>										
<p>26. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)</p>	<p>.....</p>										
<p>27. Lavatories and wash rooms</p> <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
<u>Lavatories</u>	<u>Washrooms</u>										
.....										
.....										
.....										
.....										
<p>28. Number of Hand Dip/Hand Driers provided at the entrances.</p>	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

<p>29. Whether plastic covers are provided for all tube lights inside the mill</p>	<p>.....</p>
<p>30.</p> <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity) 	<p>.....</p>
<p>31.</p> <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine 	<p>.....</p>

<p>32..Particulars regarding production of DC during previous year(2006)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 				
<p>33. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>34. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>			
<p>35. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>			
<p>36. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>			
<p>37.If any system certificate obtained? Whether quality control facilities are available? Being used regularly?</p>	<table border="0"> <tr> <td data-bbox="818 1440 1098 1733"> <p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> </td> <td data-bbox="1098 1440 1378 1733"> <p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> </td> </tr> </table>		<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
<p>38. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

39. Major improvements/renovations carried out during the previous year (2006)
40. New additional equipment installed during 2006 (e.g.new drier cutter etc.)

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2007 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2007 are carried out by me/us satisfactorily on or before 2007.01.31
- (b) During and throughout the year 2007 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2007 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 40 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs. 3000/- by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 26, 2007

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2007/5-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2008

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2008 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2008 with a remittance of Rs. 3000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2008

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage?

<ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	From.....To.....
--	------------------------------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2007 or receipt for the year 2008 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed
9. Wet section	

<ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces
Total No. of Driers installed.....
Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....
.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
LengthBreadth.....
.....
.....
.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....
.....
.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

.....
.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.Packing System of DC</p> <ul style="list-style-type: none"> ➤ As bags ➤ As packets or others 	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. ➤ Sludge Oil pits 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24. Particulars of any ancillary Industries.</p>	<p>.....</p> <p>.....</p> <p>.....</p>

										
25. If the following are located in the premises of the mill state their exact location and distance from the mill. <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 										
26. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)										
27. Lavatories and wash rooms <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
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28. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>No. of Hand Dip.</u></th> <th style="text-align: left;"><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....		
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Packing Section.....										

29. Whether plastic covers are provided for all tube lights inside the mill
30. <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)
31. <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine
32..Particulars regarding production of DC during previous year(2007) <ul style="list-style-type: none"> ➤ Average number of nuts used for a day 	

<p>for the production of DC</p> <ul style="list-style-type: none"> ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 		
<p>33. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>34. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>35. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>36. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>37.If any system certificate obtained? Whether quality control facilities are available? Being used regularly?</p>	<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>38. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>39. Major improvements/renovations carried out during the previous year (2007)</p>	<p>.....</p> <p>.....</p> <p>.....</p>	

40. New additional equipment installed during 2007 (e.g.new drier cutter etc.)
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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2008 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2008 are carried out by me/us satisfactorily on or before 2008.01.31
- (b) During and throughout the year 2008 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2008 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....

Signature of Applicant

I hereby certify that the particulars stated in item 1 to 40 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs. 3000/- by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
December 11,2007

CIRCULAR TO ALL COCONUT MILK/MILK POWDER/CREAM/MILK BASED
PRODUCT PROCESSORS

Circular No.CDA/ MILK/MILK POWDER/CREAM/MILK BASED PRODUCTS
/2007/Prod-04

Dear Sir/Sirs,

**Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK
BASED PRODUCT Miller/Processor
for the year 2008**

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2008 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15st January 2008 with a remittance of Rs. 1000/-being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Further those who have obtained registration will be entitled for a 30% discount at the time of analysis of samples.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of “The Chairman, Coconut Development Authority”

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK
 BASED PRODUCT Miller/Processor under the Coconut Development Regulation
 No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2008

1.Full Name of Applicant (See Note 1 below)	
2. 1Business Name (With the name of the mill) > Adress > Telephone Number > Fax Number 2.2Contact Person	
3.Certificate of Business Registration Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as > Limited Liability Co. > Partnership Co. > Sole Proprietor > Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained

<p>5.</p> <p>I.</p> <ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>
--	--

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.State the variety of products</p>	
<p>7. Period during which the applicant has engaged in production in this mail.</p>	
<p>8.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>➤</p> <p>.....</p> <p>.....</p>
<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>

										
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ Method of disintegration/Granulation/Grating ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>11 Particulars of Milk Extraction.</p> <ul style="list-style-type: none"> ➤ Method of extraction ➤ No of pressing /milking machines ➤ Extraction per hour in Kilo grams ➤ Whether cream separators are used 											
<p>12.12.1 Method of Pasteurization</p> <p>12.2 Types of Homogenizers</p> <p>12.3 Capacity of the cooling/storage tanks/Whether dilution is carried out/if yes, Ratio</p>	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>											
<p>14. Information regarding Driers and their Furnaces</p> <p><u>Driers</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type</th> <th style="width: 15%;">Capacity for 10hr.period</th> <th style="width: 15%;">Method of heating</th> <th style="width: 15%;">Type of fuel used</th> <th style="width: 40%;">Quantity of fuel required for 10hr. period</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period					
Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period							

1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15.15.1 Equipments for Filling
 15.2 Particulars of sealing/seaming

16. Information regarding packing room

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

Length Breadth.....

17. Information regarding packing equipment

(1) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(2) Whether Alnico Type magnetic plates are installed at the outlet

(3)

Method adopted to control the flow of PDDC
 Whether heat sealer and its vacuum pump in

operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing	
18.Procedure for Packing	
19. Particulars of methods of sterilization ➤ Whether retort/autoclave is available or any other method is applied

20. Capacity of the stores for Finished Products(Give dimensions of area)								
21. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="1"> <thead> <tr> <th>No. of Hand Dip.</th> <th>No. of Hand Drier</th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	No. of Hand Dip.	No. of Hand Drier	Wet section.....	Dry section.....	Packing Section.....
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Wet section.....								
Dry section.....								
Packing Section.....								

22. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)																						
23. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	<table border="1"> <thead> <tr> <th>Males</th> <th>Female</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Males	Female
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24. Whether mill premises is well protected to prevent entry of animals such as cattle ,poultry,pigs etc.																							
25. Whether quality control facilities are	Yes No																						

available & Being used regularly? Whether any Quality Certification is obtained & maintained
26.Particulars of other equipments used with their capacities	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 26 above have been checked by me and found to be true and correct.	
Date:..... Inspector:.....	Name of
Signature:.....	

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.1000/ =per each coconut product by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
 Processing Development Division,
 Coconut Development Authority,
 54,Nawala Road,
 Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
December 11,2007

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2007/06

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.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2008

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2008 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15st January 2008 with a remittance of Rs. 500/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Partially Defatted Granulated Coconut
 Miller/Processor under the Coconut Development Regulation
 No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2008

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3.Certificate of Business Registration/Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. I. ➤ Is the Applicant, owner

<p>of the mill, Lessee of Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>7. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank 	

<ul style="list-style-type: none"> ➤ Has it been made according to the plan approved by CDA ➤ Fuel used for heating it ➤ Quantity of fuel used for a period of 10 hours ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>
<p>9. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>11. State the different grades manufactured</p>	
<p>12. Dimensions of the dry section: Length : Breadth Height (Lowest)..... Type of flooring (Please state The nature of flooring) Whether walls are paved with wall - tiles (Please give details)..... </p>	
<p>13. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut: Desiccators</p>	

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces

Total No. of desiccators installed.....

Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces

Total No. of Driers installed.....

Total No. of Driers in use

<p>14.</p> <ul style="list-style-type: none"> ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section. 	<p>LengthBreadth.....</p> <p>.....</p> <p>.....</p>
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15. Information regarding packing equipment			
(1) Sifter			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			
(2) Whether Alnico Type magnetic plates are installed at the outlet (3) Method adopted to control the flow of PDDC Whether heat sealer and its vacuum pump in operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing			
16. How PDDC is Packed (in bags/packets)			
17. Storage capacity for DC packages (Give Dimensions of area)		

18. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry, pigs etc, (Please give details)								
19. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <tr> <td><u>No. of Hand Dip.</u></td> <td><u>No. of Hand Drier</u></td> </tr> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>								
Wet section.....								
Dry section.....								
Packing Section.....								

20. ➤ How machinery is drive in the mill (main current/Engine/Generator)
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➤ Whether stand-by generator has been installed:(State capacity)		
21. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	Males	Female
22. Whether quality control facilities are available & Being used regularly?	Yes	No

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 22 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the

registration fee of Rs.500/ by cheque postal order or money order payable to the chairman,
Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
28th November 2007

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/PD/Oil Mill/2007/1-Registration

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.....
.....

Dear Sir/Sirs,

Registration as a coconut oil miller/processor for the year 2008

Persons who desire to obtain registration as coconut oil millers/processors with this Authority for year 2008 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2008 with a remittance of Rs. 1000/- being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp and forwarded to this office on or before the due date by Registered post.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

2. Analysis report on Coconut oil, poonac , etc, provide only to the miller who has registered with Coconut Development Authority
3. Please note to submit your production reports, to this Authority on or before the 8th day of the each month.

Coconut Development Authority

22/07/2008

Chairman
Coconut Development Authority.

DRAFT RULES AND REGULATIONS GOVERNING COCONUT OIL INDUSTRY IN SRI LANKA

We refer to your dated 04/06/2008, Ref. No: CDA/CH/43 on the above subject.

Draft Rules Governing the Manufacture of Coconut Oil prepared by us in this regard is attached herewith for your reference and necessary action please.

However, to make this document more effective, we suggest to finalise this document after obtaining input, comments and feed back from the relevant stake holders

Assistant Director
Processing Development Division

Assistant Director
Marketing Development & Research Division

Rules Governing the Manufacturer of Coconut Oil

Implemented under the provisions of section 22(2) 1 and the Coconut Development Act No.46 of 1971 and the Regulations No.1 of 1972 made under the Act.

1. Factory

I. Factory layout and buildings

Factory site, layout and plan of factory buildings should be in accordance with guidelines laid down by the CDA, to ensure that optimum hygienic conditions should be maintained in operation of the factory. Factory site, layout and plan of factory buildings should receive prior approval of CDA.

II. Factory Environment

(a) Only authorized personal directly engaged in manufacture of coconut oil and its supervision should be permitted.

(b) Strict hygienic conditions and precautions should be maintained and observed throughout (both in regard to human and animal activities and in general maintenance of the surrounding land)

Storing of unhusked coconuts, fire wood, coconut shell etc., should not be done within 5 meters from the boundary of the food factory Zone, unless the latter activity is separated by a parapet wall preventing free movement.

2. Buildings

(a) The factory building shall be maintain in good repair and clean at all time.

(b) Floors shall be constructed of material not capable of supporting bacterial growth and relatively impervious to moisture. All floors shall have their junctions with walls and pillars well rounded. Floors shall be sloped so that water used in washing floors shall flow into external drains.

(c) The floor area shall be divided into sections and the various manufacturing processes shall be confined to the respective sections as follows:

- I. Disintegrating
- II. Expelling
- III. Packing sections

Area comprising the disintegrating, extracting and packing sections shall be rendered proof against vermin and all openings shall be covered with mesh to prevent entry of birds and insects.

3. Plant & Equipment

- (a) All plants and equipments installed in the factory shall be of a pattern approved by the Authority and shall be arranged in a manner approved by the Authority. No plant or equipment which is not approved or not utilized for the manufacture of coconut oil shall not be installed in any part of the factory.

4. Operating Practices and Production Requirements

- (a) **Raw Material** - Raw material known to contain fungus, decomposed toxic or extraneous substances should not be used for the manufacture of coconut oil. (Should comply with SLS Standards for copra)

- (b) **Storage** - Copra to be used in the processing of coconut oil shall be stored in the mill premises under conditions, which will prevent deterioration or contamination.

- (c) **Inspection and Sorting** - All copra meat should be inspected before disintegration and unsuitable material should be prevented from using for oil extraction purposes.

(d) **Processing** -

- I. **Timing of Operations** - Preparatory operations leading to the finished product and the packing operations should be so timed as to permit expeditious handling of consecutive units in production under condition which would prevent contamination, deterioration, spoilage or the development of infectious or toxigenic micro-organisms.

- II. All machineries and equipment involved in the production lines shall be clean and sterilized at frequencies and by methods approved by the Authority.

Packing

Coconut oil shall be packed in drums or any other containers as per the guide lines of Coconut Development Authority.

(e) Storing & Transport

All coconut oil manufactured shall be stored in a premises approved by the CDA and shall be transported under clean condition in vehicles..

(f) Sampling and Quality Control

- I. All coconut oil manufactured at the factory shall be sampled at regular intervals as determined by the Authority.
- II. Where the Authority deems it necessary to station a Quality Control Officer in any factory, the cost of such a service shall be borne by the factory.

5. Quality Standards

All coconut oil manufactured by any manufacturer shall be conform to the end product specifications laid down in the SLSI specifications for Coconut Oil.

6. Hygiene

(a) The factory shall at all times be maintained in a clean and hygienic condition.

(b) Health

- I. All persons employed in a factory shall be examined and certified by a Medical Officer of Health whenever required by the Authority.
- II. No person who is suffering or has recently suffered from any infectious disease or has recently been in attendance on any person suffering from such disease or has found to be a carrier of such infection shall enter the factory where coconut oil is manufactured or take part in handling of the finished product, till such time as he is free of such infection.

(c) Personal Hygiene

Every person working in a coconut oil factory shall conform to conditions of personal hygiene laid down by the Authority.

7. Guarantee

Every manufacture/processor of Coconut oil shall guarantee his product against specifications laid down by the Sri Lanka Standard for Coconut oil or any other standard as stipulated by the Authority.

8. Records & Returns

Every manufacturer shall -

- (a) Keep at his place of business, records of the coconut oil produced daily in the from approved by the Authority.
- (b) Maintain at his factory a log book in which the comments of the CDA officer visiting the factory is entered.
- (c) Submit a monthly return pertaining to production and dispatches in the from prescribed by the Authority.

9. Inspection

An officer authorized by the authority shall be permitted to:-

- (a) Inspect every factory and premises immediately before registration and the renewal of such registration.
- (b) Visit all operating factories regularly, in order to ascertain whether the regulations laid down by the authority are being observed. In the event of a violation of the regulations, shall immediately note this in the log book provided for the purpose at the factory, and shall notify the Authority of this entry.
- (c) Draw samples of the coconut oil manufactured and transmit same to the Authority's laboratory for examination.
- (d) Inspect every factory /processing unit at any time.
- (e) If it is found that the factory, or the manufacture of coconut oil is not in conformity with the regulations of the Authority; recommend to the Authority the suspension or cancellation of the registration, or if in his opinion the matter is one of urgency, will refer the matter to the Authority promptly for further action.

10. Suspension or Cancellation

- (a) The authority may suspend the production or suspend or cancel the registration of any factory upon such recommendation or if in the findings of the Authority' the conditions of manufacture do not conform to the requirements of these rules.
- (b) Such suspension or cancellation shall not be withdrawn until upon subsequent inspection, the Authority is satisfied that the factory and the process of manufacture of coconut oil therein are in conformity with its rules.
- (c) Any manufacturer dissatisfied with any decision of the Authority to cancel or suspend the registration of such manufacturer may appeal to the Minister in accordance with provisions of these regulations against such decisions.

11. Appeals

1. Every appeal to the minister under these regulations shall be sent to the Secretary within seven days of the date on which the decision appealed against is communicated to the appellant by the Authority.
2. Every appeal shall be presented in the form of a written statement signed by the appellant and containing a summary of the relevant facts, the decision of the Authority and the arguments which the appellant intends to adduce in support of the appeal.
3. The fee for each appeal shall be Rs.1000/= and shall be payable along with the statement of approval.
4. The appellant shall be entitled to be heard wither in person or by counsel, proctor of other authorized representative, at the hearing of the appeal.
5. Where any argument is heard against the appeal, the appellant or this representative shall have the right of reply.
6. The Minister may during the hearing of any appeal call for such evidence, whether oral or documentary as to him may seem necessary for the proper adjudication of the matter or matter at issue.
7. Where the Minister decides any appeal under these regulations, the decision of the Minister shall be reduced to writing and shall be communicated to the Authority and to the appellant by the Secretary.

8. The Authority shall, upon receipt of such communication give effect the decision of the Minister.

12. Reports

- (a) The Authority shall issue reports on the samples of coconut oil sent to the Authority in respect of

- I. Quality Standards

- (b) If any miller/processor is dissatisfied with the result of these examinations he may appeal to the Authority for a further sampling on a 100% basis for further examination.

The result of this examination shall be sent to the Director/Marketing of the Authority.

13. All coconut oil which is found unfit for human consumption shall be sent for industrial usage under close supervision by the CDA

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 25, 2008

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2008/5-Registration

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Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2009

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2009 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2009 with a remittance of Rs. 3000/- +15%VAT being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2009

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of

<p>Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	<p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2008 or receipt for the year 2009 would suffice)</p> <p>II. Period during which the applicant has carried on business in this mill</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed 	<p>.....</p> <p>.....</p>

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
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13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Doubl e	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces
Total No. of Driers installed.....
Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.
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16. ➤ No. of cooling tables ➤ Measurements ➤ Type of metal sheets used (G.I./Aluminum/ Stainless steel) ➤ Whether they are covered by canopies: ➤ Whether there is a complete ceiling for the roof of the entire dry section. LengthBreadth.....
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17. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section.	LengthBreadth.....
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18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.Packing System of DC</p> <ul style="list-style-type: none"> ➤ As bags ➤ As packets or others 	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. ➤ Sludge Oil pits 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24. Particulars of any ancillary Industries.</p> <ol style="list-style-type: none"> 1. PDDC 2. Coconut Milk 	<p>.....</p> <p>.....</p> <p>.....</p>

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<p>33. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>34. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>			
<p>35. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>			
<p>36. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>			
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<p>38. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

39. Major improvements/renovations carried out during the previous year (2008)
40. New additional equipment installed during 2008 (e.g.new drier cutter etc.)
41.Type of Vacuum Packer use	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2009 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2009 are carried out by me/us satisfactorily on or before 2009.01.31
- (b) During and throughout the year 2009 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2009 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 41 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs. 3000/- +15% VAT by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
October 27, 2009

CIRCULAR TO ALL DC MILLERS

Circular No.CDA/DC/M/2009/2-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2010

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2004 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2010 with a remittance of Rs. 3000/- +3% NBT+12%VAT being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2010

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or From.....To.....

mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner
---	----------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2009 or receipt for the year 2010 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: ➤ Length and breadth/width ➤ Whether nut shed has been Constructed
9. Wet section ➤ Length and breadth/width of the floor

<ul style="list-style-type: none"> ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces
Total No. of Driers installed.....
Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....
.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
LengthBreadth.....
.....
.....
.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....
.....
.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

.....
.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.Packing System of DC</p> <ul style="list-style-type: none"> ➤ As bags ➤ As packets or others 	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<p>38. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

39. Major improvements/renovations carried out during the previous year (2009)
40. New additional equipment installed during 2009 (e.g.new drier cutter etc.)
41.Type of Vacuum Packer use	
42.If your DC factory has been Established Waste Water Treatment Facility A. Is your DC factory obtained Environmental Protection License B. Protection License No C. Date of Issued D. Period of validity E. Present status of the project works	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2010 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2010 are carried out by me/us satisfactorily on or before 2010.01.31
- (b) During and throughout the year 2010 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2010 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 42 above have been checked by me and found to be true and correct.

Date:..... Name of
Inspector:..... Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs. 3000/- +3% NBT +12% VAT by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 16,2009

CIRCULAR TO ALL COCONUT MILK/MILK POWDER/CREAM/MILK BASED
PRODUCT PROCESSORS

Circular No.CDA/ MILK/MILK POWDER/CREAM/MILK BASED PRODUCTS
/2009/Prod-04

.....
.....
.....

Dear Sir/Sirs,

Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK BASED PRODUCT Miller/Processor for the year 2010

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2010 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15st January 2010 with a remittance of Rs. 1000/- +3%NBT +12% VAT(subject to revision)being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Further those who have obtained registration will be entitled for a 30% discount at the time of analysis of samples.

Yours faithfully,

Director

Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of “The Chairman, Coconut Development Authority”

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK
BASED PRODUCT Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2010

1.Full Name of Applicant (See Note 1 below)	
2. 1Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number 2.2Contact Person	
3.Certificate of Business Registration Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5.	

<p>I.</p> <ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>
--	--

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6.State the variety of products	
7. Period during which the applicant has engaged in production in this mail.	
<p>8.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p style="text-align: center;">➤</p> <p>.....</p> <p>.....</p>
<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>

										
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ Method of disintegration/Granulation/Grating ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>11 Particulars of Milk Extraction.</p> <ul style="list-style-type: none"> ➤ Method of extraction ➤ No of pressing /milking machines ➤ Extraction per hour in Kilo grams ➤ Whether cream separators are used 											
<p>12.12.1 Method of Pasteurization</p> <p>12.2 Types of Homogenizers</p> <p>12.3 Capacity of the cooling/storage tanks/Whether dilution is carried out/if yes, Ratio</p>	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>13. Dimensions of the dry section:</p> <p>Length :BreadthHeight (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>											
<p>14. Information regarding Driers and their Furnaces</p> <p><u>Driers</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Type</th> <th style="width: 20%;">Capacity for 10hr.period</th> <th style="width: 20%;">Method of heating</th> <th style="width: 20%;">Type of fuel used</th> <th style="width: 30%;">Quantity of fuel required for 10hr. period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period	1.				
Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period							
1.											

2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15.15.1 Equipments for Filling
 15.2 Particulars of sealing/seaming

16. Information regarding packing room

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

Length Breadth.....

17. Information regarding packing equipment

(1) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(2) Whether Alnico Type magnetic plates are installed at the outlet

(3)

Method adopted to control the flow of PDDC
 Whether heat sealer and its vacuum pump in operation

No of bags stitching machines

How they are operated (Manual/Automated) Whether vibrator packer is used for packing	
18.Procedure for Packing	
19. Particulars of methods of sterilization ➤ Whether retort/autoclave is available or any other method is applied

20. Capacity of the stores for Finished Products(Give dimensions of area)								
21. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <tr> <td><u>No. of Hand Dip.</u></td> <td><u>No. of Hand Drier</u></td> </tr> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....
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Wet section.....								
Dry section.....								
Packing Section.....								

22. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)																						
23. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	<table border="0"> <tr> <td>Males</td> <td>Female</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Males	Female
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Yes	No																						
.....																						
.....																						

& maintained
26.Particulars of other equipments used with their capacities	
27.If a system for Waste Water Treatment is being used in your Factory A. Is your factory has obtained Environmental Protection License B. Protection License No C. Date of Issued D. Period of validity E. Present status of the project works	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 27 above have been checked by me and found to be true and correct.	
Date:.....	Name of
Inspector:.....	Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.1000/ =+3%NBT +12% VAT (subject to revision)by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,

54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

COCONUT DEVELOPMENT AUTHORITY

02-07-10

The Secretary ,
Ministry of Enterprise Development ,
Industrial Policy & Investment Promotion.

Request for Import of Desiccated Coconut under TIEP Scheme

We have received requests to promote import of Desiccated Coconut under TIEP schemes for value added exports. The proposed exports are:

1. Toasted Desiccated Coconut nearly 100% conversion ratio against DC.
2. Creamed Coconut (Paste) nearly 100% conversion ratio against DC.

The Coconut Development Authority has agreed to the above on principal , as there is a shortage of raw material in the current year for export processing of coconut kernel products.

Accordingly we have no objection to your providing facilities under TIEP for the above industries.

Thank you,

Yours faithfully,

S.B.Ratnayake
Actg. Director General

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division

CDA/PD/DC/COM

23rd February 2010

To All DC Manufacturers,

Cost of Manufacturing of DC

The CDA is believed that the analysis of Cost Production of Desiccated Coconut will be useful to make the policies of Import & Export and Government Decision making especially during the lean period of nut production in every year.

The stakeholders : Growers & Manufacturers , policy personal, government institutions and relevant agencies should get involve to overcome the issues in coconut manufacturing sector by improving the technology & efficient of the coconut based industries.

Accordingly The DC manufacturers are hereby informed to forward the details quoted below for analysis of Cost of manufacturing of Desiccated Coconut in every month.

1. production processes , specific energy concept
2. Technology status
3. Raw material consumption
4. Labor utilization
5. Market price of finish good & by products
6. And operational (operational practices)cost

Processing Development Division is highly appreciating your favorable involvement by filling the attachment herewith and sending us on or before 10th in every month including January 2010.

Actg. Director - Processing Development

Cc: Director General - CDA

Board Director - Mr.Felix Fernandopulle (for your comments please)

District Inspectors

Cost of Manufacturing of DC in the Month of2010

1. 1.Business Name

:.....

2.Address

:.....

3.Contact Details

a.Telephone (Fixed line

):.....

b.Mobile Number

:.....

c.Fax number

:.....

d.E.mail:.....

.....

4.Contact Person

:.....

5.Mill no

(M):.....

.

2.Total cost

Total cost	Rs/Kg of DC	Units /Kg of DC
Electrical Energy Cost		
Thermal energy cost		
Raw material cost		
Machinery cost for tear & wear		
Administration & others cost		
Labour cost		
Transport & dehusking charges		
Total cost per Kg (excluding other income)		

3. Income per 1000 nuts of the factory

Average data for a factory

Inputs	Avg Monthly consumption
Electricity	
Coconut Shells	
Raw material(No. Of Nuts)	
Water (L)	
Labour	
No. of working days	

4.

Income for 1000 nuts	Rs.
DC production Kg.@ Rs.	
Other income	
Income from coconut shell (No of shells * Rs)	
Income from paring (kg dry weight*Rs)	
Income from majan oil (Ltr @ Rs)	
Total income	

Monthly Outurn :/1000nuts Kg.....
 Actual cost of production /Kg Rs.....

5

Variable factors;	
Average local market price of 1kg of DC Rs.	
Avg husked coconut price Rs.	
Avg Auction fresh coconut price Colombo Rs./nut	
Avg out turn/1000 nuts/kg	

.....

.....

Signature of Authorised officer

Company Stamp

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
November 30, 2010

CIRCULAR TO ALL OIL MILLERS

Circular No.CDA/DC/M/2010/2-Registration

.....
.....
.....

Dear Sir/Sirs,

Renewal of Registration as a Desiccated Coconut Miller/Processor for the year 2011

Persons who desire to obtain registration as coconut millers/processors with this Authority for year 2011 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15th January 2011 with a remittance of Rs. 5000/- +3% NBT +12% VAT (subject to tax revision) being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It should be Submitted to the Area Inspector who will check and certify to the accuracy of its content prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of "The Chairman, Coconut Development Authority"

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut
Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2003

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained
5. ➤ Is the Applicant, owner of the mill, Lessee of Mortgage?

<ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	From.....To.....
--	------------------------------------

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

6. I. Local Authority's Licence (Licence for the year 2002 or receipt for the year 2003 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....
7. <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated
8. Yard used for storing nuts: <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed
9. Wet section	

<ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>

12.State the different grades manufactured. (Yes or No)	Fine Medium Super fine Coarse Fancies Other Grades
---	---

13. Dimensions of the dry section:
 Length :BreadthHeight (Lowest).....
 Type of flooring (Please state
 The nature of flooring)
 Whether walls are paved with wall - tiles (Please give details).....

14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:

Desiccators

Type Single/Double	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				

4.				
5.				

Make the capacity of the
Boilers if any

No. of Furnaces
Total No. of Driers installed.....
Total No. of Driers in use

15. Methods of conveying DC to the sifter from desiccators or driers.

.....
.....

16.

- No. of cooling tables
- Measurements
- Type of metal sheets used (G.I./Aluminum/ Stainless steel)
- Whether they are covered by canopies:
- Whether there is a complete ceiling for the roof of the entire dry section.

.....
LengthBreadth.....
.....
.....

17.

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

LengthBreadth.....
.....
.....

18. Information regarding packing equipment

(1) (a) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(b) Whether Alnico Type magnetic plates are installed at the outlet
(C) Method adopted to control the flow of DC

.....
.....

<p>(2) Whether heat sealer and its vacuum pump in operation:</p> <p>(3) (i) No. of bag stitching machine</p> <p>(ii) How they are operated (hand/Electrical)</p> <p>(4) Whether vibrator packer is used for packing DC</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>19.Packing System of DC</p> <ul style="list-style-type: none"> ➤ As bags ➤ As packets or others ➤ Expected capacity for year 2011 ➤ Equivalent nuts quantity expected(Mn) 	
<p>20. Storage capacity for DC packages (Give Dimensions of area)</p>	<p>.....</p> <p>.....</p>
<p>21. No. of wooden platforms supplied for storing DC package.</p>	<p>.....</p> <p>.....</p>

<p>22.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>23.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some Other way. ➤ Sludge Oil pits 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>24. Particulars of any ancillary Industries.</p> <p>1. PDDC</p>	<p>.....</p> <p>.....</p>

<ul style="list-style-type: none"> 2. Coconut Milk 3. Coconut Oil 4. Copra 5. Fibre 6. Coconut shell charcoal etc. 	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>25. If the following are located in the premises of the mill state their exact location and distance from the mill.</p> <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops ➤ Coconut oil/Fibre mills 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>26. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)</p>	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>27. Lavatories and wash rooms</p> <ul style="list-style-type: none"> ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill 	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Lavatories</u></th> <th style="text-align: left;"><u>Washrooms</u></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Lavatories</u>	<u>Washrooms</u>
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<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>										
Wet section.....										
Dry section.....										
Packing Section.....										

<p>29. Whether plastic covers are provided for all tube lights inside the mill</p>	<p>.....</p> <p>.....</p>
<p>30.</p> <ul style="list-style-type: none"> ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity) 	<p>.....</p> <p>.....</p>
<p>31.</p> <ul style="list-style-type: none"> ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine 	<p>.....</p> <p>.....</p>

<p>32. No of Employees</p> <ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others) 	<p>Males</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Female</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>33. Date of last medical examination of employees</p>	<p>.....</p> <p>.....</p>	
<p>34. Whether suitable rest rooms are available for mill workers</p>	<p>.....</p> <p>.....</p>	
<p>35. Whether high pressure power washers had been provided (Give details about the make and type please)</p>	<p>.....</p> <p>.....</p>	
<p>36.If any system certificate obtained? Whether quality control facilities are available? Being used regularly?</p>	<p>Yes</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>37. Is your DC factory insured?if so please give details:</p> <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>38. Major improvements/renovations carried out during the previous year (2010)</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
<p>39. New additional equipment installed during 2010 (e.g.new drier cutter etc.)</p>	<p>.....</p> <p>.....</p> <p>.....</p>	
<p>40.Type of Vacuum Packer use</p>	<p>.....</p>	
<p>41.Particulars regarding production of DC during previous year(2010)</p> <ul style="list-style-type: none"> ➤ Average number of nuts used for a day for the production of DC 	<p>.....</p>	

<ul style="list-style-type: none"> ➤ Average production of DC per day (kg) ➤ Average no. of hours worked per day. ➤ No of days the mill has been in production in the previous year ➤ Quantity of DC produced in the previous year 	
<p>42.If your DC factory has been Established Waste Water Treatment Facility</p> <ul style="list-style-type: none"> A. Is your DC factory obtained Environmental Protection License B. Protection License No C. Date of Issued D. Period of validity E. Present status of the project works 	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2011 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2011 are carried out by me/us satisfactorily on or before 2011.01.31
- (b) During and throughout the year 2011 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) If at any stage during the year 2011 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 42 above have been checked by me and found to be true and correct.

Date:..... Name of
Inspector:..... Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs. 5000/- +3% NBT +12% VAT by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
December 03,2010

CIRCULAR TO ALL COCONUT MILK/MILK POWDER/CREAM/MILK BASED
PRODUCT PROCESSORS

Circular No.CDA/ MILK/MILK POWDER/CREAM/MILK BASED PRODUCTS
/2010/Prod-04

.....
.....
.....

Dear Sir/Sirs,

Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK BASED PRODUCT Miller/Processor for the year 2011

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2011 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15st January 2011 with a remittance of Rs. 2500/- +3%NBT +12% VAT(subject to revision)being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Further those who have obtained registration will be entitled for a 30% discount at the time of analysis of samples.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of “The Chairman, Coconut Development Authority”

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No :.....

Application form for Registration as a COCONUT MILK/MILK POWDER/CREAM/MILK
BASED PRODUCT Miller/Processor under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2011

1.Full Name of Applicant (See Note 1 below)	
2. 1Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number 2.2Contact Person	
3.Certificate of Business Registration Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor (See Note 2 below)	As..... Directors/ Partners Nationality & How obtained

<p>5.</p> <p>I.</p> <ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.State the variety of products</p>	
<p>7. Period during which the applicant has engaged in production in this mail.</p>	
<p>8.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>➤</p> <p>.....</p> <p>.....</p>
<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p>

										
<p>10. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ Method of disintegration/Granulation/Grating ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>11 Particulars of Milk Extraction.</p> <ul style="list-style-type: none"> ➤ Method of extraction ➤ No of pressing /milking machines ➤ Extraction per hour in Kilo grams ➤ Whether cream separators are used 											
<p>12.12.1 Method of Pasteurization</p> <p>12.2 Types of Homogenizers</p> <p>12.3 Capacity of the cooling/storage tanks/Whether dilution is carried out/if yes, Ratio</p>	<p>.....</p> <p>.....</p> <p>.....</p>										
<p>13. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>											
<p>14. Information regarding Driers and their Furnaces</p> <p><u>Driers</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type</th> <th style="width: 15%;">Capacity for 10hr.period</th> <th style="width: 15%;">Method of heating</th> <th style="width: 15%;">Type of fuel used</th> <th style="width: 15%;">Quantity of fuel required for 10hr. period</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period					
Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period							

1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

15.15.1 Equipments for Filling
 15.2 Particulars of sealing/seaming

16. Information regarding packing room

- Dimensions of packing room
- Whether there is a complete ceiling for the roof of the entire packing section.

Length Breadth.....

17. Information regarding packing equipment

(1) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(2) Whether Alnico Type magnetic plates are installed at the outlet

(3)

Method adopted to control the flow of PDDC
 Whether heat sealer and its vacuum pump in

operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing	
18.Procedure for Packing	
19. Particulars of methods of sterilization ➤ Whether retort/autoclave is available or any other method is applied

20. Capacity of the stores for Finished Products(Give dimensions of area)								
21. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="1"> <thead> <tr> <th><u>No. of Hand Dip.</u></th> <th><u>No. of Hand Drier</u></th> </tr> </thead> <tbody> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </tbody> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>								
Wet section.....								
Dry section.....								
Packing Section.....								

22. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)																						
23. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	<table border="1"> <thead> <tr> <th>Males</th> <th>Female</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td></tr> </tbody> </table>	Males	Female
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.....																						
24. Whether mill premises is well protected to prevent entry of animals such as cattle ,poultry,pigs etc.																							
25. Whether quality control facilities are	Yes No																						

available & Being used regularly? Whether any Quality Certification is obtained & maintained
26.Type of sanitary practices	
27.Particulars of other equipments used with their capacities	
28.If a system for Waste Water Treatment is being used in your Factory A. Is your factory has obtained Environmental Protection License B. Protection License No C. Date of Issued D. Period of validity E. Present status of the project works	

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 28 above have been checked by me and found to be true and correct.	
Date:..... Inspector:.....	Name of
Signature:.....	

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority’s Area Inspector, must be forwarded to the following address, together with the

registration fee of Rs.2500/ =+3%NBT +12% VAT (subject to revision)by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....
Receipt No.....
Signature of Cashier.....
Date.....

Date.....

Coconut Development Authority

Processing Development Division
54, Nawala Road
Colombo 05
December 06,2010

CIRCULAR TO ALL PDGC MILLERS

Circular No.CDA/PDGC/M/2009/03

.....
.....
.....

Dear Sir/Sirs,

Registration as a Partially Defatted Granulated Coconut Miller/Processor for the year 2011

Persons who desire to obtain registration as PDGC millers/processors with this Authority for year 2011 in terms of Coconut Development Regulation No. 01 of 1972 made under the Coconut Development Act. No. 46 of 1971 are required to forward the attached Application form duly filled to reach this office on or before 15st January 2011 with a remittance of Rs. 1000/- +3%NBT +12% VAT(subject to revision)being Registration fees.

Care should be taken to ensure the application form is accurately filled, and correctly signed by the Applicant, or a person authorised by him, on the Company's stamp. It Should be submitted to the Area Inspector who will check and certify to the accuracy of its contents prior to forwarding to this office on or before the due date.

Please note that late Applications will be entertained only on the payment of a surcharge of 10% of the annual Registration Fee, for every month's delay. Further those who have obtained registration will be entitled for a 30% discount at the time of analysis of samples.

Yours faithfully,

Director
Processing Development Division
Coconut Development Authority

Please Note:

1. All cheques, money orders accompanying applications for registration should be drawn in favour of “The Chairman, Coconut Development Authority”

COCONUT DEVELOPMENT AUTHORITY
Processing Development Division,
(Established under the coconut Development Act No.46 of 1971)

CDA Mill Reg.No
 :.....

Application form for Registration as a Partially Defatted Granulated Coconut
 Miller/Processor under the Coconut Development Regulation
 No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2011

1.Full Name of Applicant (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3.Certificate of Business Registration/Registered Business names Ordinance Please attach a copy of the certificate.	No.....
4. Whether Business is carried on as ➤ Limited Liability Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society Give Names Of: (a) Directors (b)Partners (c) Sole Proprietor	As..... Directors/ Partners Nationality & How obtained

(See Note 2 below)	
<p>5.</p> <p>I.</p> <ul style="list-style-type: none"> ➤ Is the Applicant, owner of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner <p>Period during which the applicant has engaged in producing PDDC in this mail</p>	<p>.....</p> <p>From.....To.....</p> <p>.....</p> <p>.....</p>

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>7. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p>8. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by CDA ➤ Fuel used for heating it ➤ Quantity of fuel used for a period of 10 hours ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: 	<p>.....</p> <p>.....</p>												
<p>9. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p>10. Particulars of other equipments used</p>	<p>.....</p> <p>.....</p> <p>.....</p>												
<p>11. Dimensions of the dry section:</p> <p>Length : Breadth Height (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>													
<p>12. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p> <table border="1"> <thead> <tr> <th>Type</th> <th>No. of</th> <th>Capacity for</th> <th>Method</th> <th>Type</th> <th>Quantity of fuel</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Type	No. of	Capacity for	Method	Type	Quantity of fuel						
Type	No. of	Capacity for	Method	Type	Quantity of fuel								

Single/Double	Trays	10hr.period	of heating	of fuel	required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces

Total No. of desiccators installed.....

Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

Make the capacity of the Boilers if any

No. of Furnaces

Total No. of Driers installed.....

Total No. of Driers in use

13.	<ul style="list-style-type: none"> ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section. 	LengthBreadth.....
-----	---	--

14. Information regarding packing equipment

(1) Sifter

Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)
1.			
2.			
3.			

(2) Whether Alnico Type magnetic plates are installed at the outlet (3) Method adopted to control the flow of PDDC Whether heat sealer and its vacuum pump in operation No of bags stitching machines How they are operated (Manual/Automated) Whether vibrator packer is used for packing	
15.How PDDC is Packed(in bags/packets)	
16. Storage capacity for DC packages (Give Dimensions of area)

17. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)								
18. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <tr> <td><u>No. of Hand Dip.</u></td> <td><u>No. of Hand Drier</u></td> </tr> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>								
Wet section.....								
Dry section.....								
Packing Section.....								

19. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)
20. No of Employees	Males Female

<ul style="list-style-type: none"> ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks, Drivers etc., ➤ Labourers (Others) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>										
<p>21. Date of last medical examination of employees</p>											
<p>22. Whether quality control facilities are available & Being used regularly?</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">.....</td> </tr> </table>	Yes	No	
Yes	No										
.....											
.....											
.....											
.....											
<p>23. If a system for Waste Water Treatment is being used in your Factory</p> <ul style="list-style-type: none"> A. Is your factory has obtained Environmental Protection License B. Protection License No C. Date of Issued D. Period of validity E. Present status of the project works 											

Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

Date

.....
Signature of Applicant

I hereby certify that the particulars stated in item 1 to 23 above have been checked by me and found to be true and correct.

Date:.....

Name of

Inspector:.....

Signature:.....

Note: This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.1000/ =+3%NBT +12% VAT (subject to revision)by cheque postal order or money order payable to the chairman, Coconut Development Authority

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54,Nawala Road,
Colombo 05.

For office Use Only

Registration Fee.....

Receipt No.....

Signature of Cashier.....

Date.....

Date.....

Coconut Development Authority

Processing Development Division
No. 54, Nawala Road,
Narahenpita

5th January, 2012

Circular No. – CDA/PD/2012- 01 Exporters

To all Exporters of Desiccated Coconut

.....
.....
.....

Dear Sir,

All DC exporters are kindly requested to note that with effect from 16th January, 2012 the charges for the issue of quality certificates have been revised as follows :

1. Salmonella free certificate - Rs.500.00
2. Physical Quality certificate - Rs.500.00

2% NBT and 12% VAT will be calculated.

Person who registered as Simplified Value Added Tax are released from VAT. (copy of S.VAT registration certificate should be submitted)

Yours faithfully,

Acting Director – Processing Development

COCONUT DEVELOPMENT AUTHORITY

Registered Post

Director
Processing Development Division,
54,Nawala Road,
Colombo 05.
13th February,2012

CIRCULAR TO ALL COCONUT & COCONUT BASED MANUFACTURERS
/PROCESSORS

.....
.....
.....
.....

Dear Sir/ Madam,

**REGISTRATION AS A COCONUT AND COCONUT BASED MANUFACTURERS /
PROCESSORS FOR THE YEAR 2012**

Under the terms of Coconut Development Regulations No.01 of 1972 made in extra-ordinary Gazette Notification No. 15009/1 of the Coconut Development Act. No. 46 of 1971 should be required to fulfill the registration of Coconut and Coconut based processors/manufacturers with Authority and attached application form should be duly filled, signed by the owner or a person authorized by him, with the Company's Stamp. and reach to the above address on or before 31st March 2012 with relevant Registration Fees.(List of registration fee is attached hereto.)

The manufacturer's those who are not intending to register with the Coconut Development Authority that will be a cause for legal proceeding.

Yours faithfully,

Acting Director - Processing Development
Coconut Development Authority.

Please Note:

- (a) Further whether obtained registration will be entitled for a 30% discount at the time of analysis of samples and other benefits for financial and technical support.

(b) All cheques should be drawn in favour of “The Chairman, Coconut Development Authority” or could be credited to Account No.228042 in favour of **Coconut Development Authority** to Bank of Ceylon, Nugegoda Branch and relevant bank receipt should be attached with the application form.

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

Circular No: CDA/PD/DC/2011 - Registration 6

CDA Mill Reg.No :.....

Application form for Registration as a Desiccated Coconut Miller/Processor

under the Coconut Development Regulation

No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2012

Checked by
subject Clerk

1.Name of Application /Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	
4. Whether Business is carried on as ➤ Limited Liabiity Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society ➤ Give Names Of: (a) Directors (b) Partners (c) Sole Proprietor (See Note 2 below)	As:..... Directors/ Nationality & Partners How obtained	
5. ➤ Is the Applicant, owner	

<p>of the mill, Lessee of Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 	<p>From;.....</p> <p>To:.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2011 or receipt for the year 2012 would suffice)</p> <p>II. Period during which the applicant has carried on business in this mill</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>	
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed & distance to wet section: 	<p>.....</p> <p>.....</p>	

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<p>12.1 State the different grades manufactured. (Yes or No)</p> <p>12.2 Whether manufacturing Organic DC</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p> <p>I. Fine</p> <p>Medium</p> <p>Other Grades</p> <p>II. Name of the Organization/Authorized Body for awarded Organic DC Certification</p> <p>.....</p> <p>III. Certification No/Reference No.</p> <p>IV. Validity Period</p>
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13. Dimensions of the dry section:
Length :BreadthHeight (Lowest).....
Type of flooring (Please state
The nature of flooring)
Whether walls are paved with wall - tiles (Please give
details).....
.....

14. Information regarding Desiccators, Driers and their Furnaces used for the
manufacture of desiccated coconut:
Desiccators

Type Single/Doubl e	No. of Trays	Capacity for 10hr.period	Method of heating	Type of fuel	Quantity of fuel required for 10hr. period
1.					
2.					
3.					
4.					

5.					
----	--	--	--	--	--

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

No. of Furnaces
 Total No. of Driers installed.....
 Total No. of Driers in use

Boilers if any

Type	Capacity	Type of fuel used	Quantity of fuel required for 10hr. period

15. Methods of conveying DC to the sifter from desiccators or driers.

16.
 ➤ No. of cooling tables
 ➤ Measurements LengthBreadth.....
 ➤ Type of metal sheets used (G.I./Aluminum/ Stainless steel)
 ➤ Whether they are covered by canopies:
 ➤ Whether there is a complete ceiling for the

roof of the entire dry section.																			
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18. Information regarding packing equipment																			
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28. Number of Hand Dip/Hand Driers provided at the entrances.	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	
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	Dry section.....	
	Packing Section.....	

29. Whether plastic covers are provided for all tube lights inside the mill	
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30. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)	
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31. ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine	
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32. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	Males	Female	
	
	
	
	
	
	
	
	

33. Date of last medical examination of employees	
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34. Whether suitable rest rooms are available for mill workers	
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35. Whether high pressure power washers had been provided (Give details about the make and type please)	
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36. If any system certificate obtained? Year/Certificate No./Institute) Whether quality control facilities are available? Being used regularly?	Yes	No	
	
	
	

	
37. Is your DC factory insured?if so please give details: <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman’s compensation ➤ Period of cover ➤ Certificate Nos 	
38. Major improvements/renovations carried out during the previous year (2013)	
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42. If your DC factory has been established Waste water Treatment Facility (a) Is it working (b) Is your DC factory obtained Environmental Protection License? (c) E.P.L. No. (d) Date of issued (e) Period of validity (f) Present status of the project works.	
43. Identify bottle neck to expand the production capacity	(i) No. of Hatching pens and pairing units (ii) or any other	

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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2012 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2012 are carried out by me/us satisfactorily on or before 2012.03.31
- (b) During and throughout the year 2012 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) All DC products are to be manufactured and packed, maintained under the quality certifications of SLSI.
- (d) If at any stage during the year 2012 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....

Signature of Applicant

For Office Use Only

I hereby certify that the particulars stated in item 1 to 43 above have been checked by me and found to be true and correct.

Date:.....

Name of

Inspector:.....

Signature:.....

Director/ Processing Development,
 Processing Development Division,
 Coconut Development Authority,
 54,Nawala Road,
 Colombo 05.

Note:

This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.5000/=+2% NBT +12% VAT by cheque payable to the chairman, Coconut Development Authority

- The registration should be completed only after fulfill all the repairing activities on the DC Mill within the 1st quarter of the year.

Coconut Development Authority
Processing Development Division

Circular No. CDA/PD/DC-charges 6

No.54, Nawala Road.
Colombo 05
15th october ,2012

Circular to all coconut manufactures & Exporters

.....
.....
.....

Dear Sir/madam

Testing Charges

The testing charges for the Analysis of quality reports have been revised with effect from 3rd September 2012. The new testing charges have been attached for your information please.

Yours faithfully,

Acting Director- Processing Development
Coconut Development Authority

COCONUT DEVELOPMENT AUTHORITY

Registered Post

Director,
Processing Development Division,
54, Nawala Road,
Colombo 05.
20th December, 2012

CIRCULAR TO ALL COCONUT & COCONUT BASED MANUFACTURERS

.....
.....
.....
.....

Dear Sir/ Madam,

**REGISTRATION AS A COCONUT AND COCONUT BASED MANUFACTURERS /
PROCESSORS FOR THE YEAR 2013**

Under the terms of Coconut Development Regulations No.01 of 1972 made in extra-ordinary Gazette Notification No. 15009/1 of the Coconut Development Act. No. 46 of 1971 should be required to fulfill the registration of Coconut and Coconut based processors/manufacturers with Authority and attached application form should be duly filled, signed by the owner or a person authorized by him, with the Company's Stamp. and reach to the above address on or before 31st January 2013 with relevant Registration Fees.(List of registration fee is attached hereto.)

The manufacturer's those who are not intending to register with the Coconut Development Authority that will be a cause for legal proceeding.

Yours faithfully,

Acting Director - Processing Development
Coconut Development Authority.

Please Note:

- (a) Further whether obtained registration will be entitled for a 20% discount at the time of analysis of samples and other benefits for financial and technical support.

(b) All cheques should be drawn in favour of “The Chairman, Coconut Development Authority” or could be credited to Account No.228042 in favour of **Coconut Development Authority** to Bank of Ceylon, Nugegoda Branch and relevant bank receipt should be attached with the application form.

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

Circular No: CDA/PD/DC/2012 - Registration -6

CDA Mill Reg.No :

Application form for Registration as a Desiccated Coconut
Manufacturer under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2013

Checked by
subject Clerk

1.Name of Application /Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	
4. Whether Business is carried on as ➤ Limited Liabiity Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society ➤ Give Names Of: (a) Directors (b) Partners (c) Sole Proprietor (See Note 2 below)	As:..... Nationality & Directors/Partners How obtained	
5. ➤ Is the Applicant, owner		

<p>of the mill, Lessee of Mortgage?</p> <ul style="list-style-type: none"> ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner 		
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Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

<p>6.</p> <p>I. Local Authority's Licence (Licence for the year 2012 or receipt for the year 2013 would suffice)</p> <p>II. Period during which the applicant has carried on business in this mill</p>	<p>Licence No.....</p> <p>Year</p> <p>(Name and Address of locally Authority).....</p> <p>.....</p> <p>.....</p>	
<p>7.</p> <ul style="list-style-type: none"> ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate: ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>8. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed & distance to wet section: 	<p>.....</p> <p>.....</p>	

<p>9. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>10. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>11. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<p>12.1 State the different grades manufactured. (Yes or No)</p> <p>12.2 Whether manufacturing Organic DC</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p> <p>I. Fine</p> <p>Medium</p> <p>Other Grades</p> <p>II. Name of the Organization/Authorized Body for awarded Organic DC Certification</p> <p>III. Certification No/Reference No.</p> <p>IV. Validity Period</p>	
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<p>13. Dimensions of the dry section: Length :BreadthHeight (Lowest)..... Type of flooring (Please state The nature of flooring) Whether walls are paved with wall - tiles (Please give details).....</p>	
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<p>14. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p>					
<p><u>Desiccators</u></p>					
<p>Type Single/Doubl e</p>	<p>No. of Trays</p>	<p>Capacity for 10hr.period</p>	<p>Method of heating</p>	<p>Type of fuel</p>	<p>Quantity of fuel required for 10hr. period</p>
<p>1.</p>					
<p>2.</p>					
<p>3.</p>					
<p>4.</p>					

5.					
----	--	--	--	--	--

No. of Furnaces
 Total No. of desiccators installed.....
 Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

No. of Furnaces
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Boilers if any

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37. Is your DC factory insured?if so please give details: <ul style="list-style-type: none"> ➤ Fire policy ➤ Workman’s compensation ➤ Period of cover ➤ Certificate Nos 	
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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

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- (c) All DC products are to be manufactured and packed, maintained under the quality certifications of SLSI.
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Date

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For Office Use Only

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Name of

Inspector:.....

Signature:.....

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- The registration should be completed only after fulfill all the repairing activities on the DC Mill within the 1st quarter of the year.

COCONUT DEVELOPMENT AUTHORITY

Registered Post

Director,
Processing Development
Division,
54,Nawala Road,
Colombo 05.
29th November,2013

Circular No: CDA/PD/DC/2013 - Registration 4

CIRCULAR TO ALL COCONUT & COCONUT BASED MANUFACTURERS

Dear Sir/ Madam,

**REGISTRATION AS A COCONUT AND COCONUT BASED MANUFACTURERS /
PROCESSORS FOR THE YEAR 2014**

According to section 01 of Coconut Development Regulations under the Extra-ordinary Gazette Notification No. 15009/1 of the Coconut Development Act. No. 46 of 1971 ,All coconut and Coconut based Producers and Manufacturers are required to register with the Coconut Development Authority without fail. Application forms for the year 2014 are attached and should be duly filled, signed by the owner or a person authorized by him, with the Company Stamp and should reach to the above address on or before 31st December 2013 with relevant Registration Fees.

Please note that late Application will be entertained only on the payment of a surcharge of 10% the Annual Registration Fee, for every month's delay.

Yours faithfully,

Director - Processing Development
Coconut Development Authority.

Please Note:

All cheques should be drawn in favour of "The Chairman, Coconut Development Authority" or could be credited to Account No.228042 in favour of **Coconut Development Authority** to Bank of Ceylon, Nugegoda Branch and relevant bank receipt should be attached with the application form.

COCONUT DEVELOPMENT AUTHORITY

Processing Development Division,

(Established under the coconut Development Act No.46 of 1971)

Circular No: CDA/PD/DC/2013 - Registration 4

CDA Mill Reg.No
:.....

Application form for Registration as a Desiccated Coconut
Manufacturer under the Coconut Development Regulation
No.1 of 1971 made under the coconut Development Act No.46 of 1971

YEAR - 2014

Checked by
subject Clerk

1.Name of Application /Organization (See Note 1 below)	
2. Business Name (With the name of the mill) ➤ Adress ➤ Telephone Number ➤ Fax Number ➤ Contact Person	
3. State whether registered under the Business Name ordinance, if so give Business Registration Certificate No.	
4. Whether Business is carried on as ➤ Limited Liabiity Co. ➤ Partnership Co. ➤ Sole Proprietor ➤ Co-operative Society ➤ Give Names Of: (a) Directors (b) Partners (c) Sole Proprietor (See Note 2 below)	As:..... Directors/ Nationality & Partners How obtained	
5. ➤ Is the Applicant, owner	

of the mill, Lessee of Mortgage? ➤ If the mill is leased or mortgaged state effective period ➤ If Lessee of Mortgage, give full name and address of Mill Owner	From;..... To:.....				
6. Type of certificate obtained & Year		Certificate No.	Validity period	Certified Body	
	GMP	
	HACCP	
	ISO 22000	

Note. 1. In the case of Limited Liability Co.Partnership and other Units required to be registered under the Business names Ordinance, the registered name as given in the B.R.C. should be indicated in Cage 1. Please note that cheque will be issued only to the **Business Name**.

Note. 2. Names of Directors/Partners declared in Cage 4 should be the same as those in the B.R.C.

7. I. Local Authority's Licence (Licence for the year 2013 or receipt for the year 2014 would suffice) II. Period during which the applicant has carried on business in this mill	Licence No..... Year (Name and Address of locally Authority).....	
8. ➤ Distance from the Mill to Colombo ➤ Exact location of the Mill ➤ District & Electorate:	

<ul style="list-style-type: none"> ➤ Extent of the premises in which the Mill is situated 	<p>.....</p> <p>.....</p>	
<p>9. Yard used for storing nuts:</p> <ul style="list-style-type: none"> ➤ Length and breadth/width ➤ Whether nut shed has been Constructed & distance to wet section: 	<p>.....</p> <p>.....</p>	
<p>10. Wet section</p> <ul style="list-style-type: none"> ➤ Length and breadth/width of the floor ➤ No. of hatcheting pens: ➤ No. of washing tank, their dimensions and type of metal sheets used. ➤ Whether walls are paved with wall tiles (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>11. Particulars of methods of sterilization</p> <ul style="list-style-type: none"> ➤ Capacity of the sterilizer tank ➤ Has it been made according to the plan approved by C.D.A. ➤ Fuel used for heating it: ➤ Quantity of fuel used for a period of 10 hours: ➤ Type of conveyer ➤ Whether thermostat is installed to regulate the operation of the conveyer: ➤ Particulars of methods of sterilization adopted for fancy grades: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

<p>12. Disintegrating Section</p> <ul style="list-style-type: none"> ➤ No. of disintegrators and their types ➤ No. of fancy cutters ➤ Type of flooring (Please state the nature of flooring) ➤ Whether walls are paved with wall tiles or apply with washable paints (Please give details) 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>						
<p>13.1 State the different grades manufactured. (Yes or No)</p> <p>13.2 Whether manufacturing Organic DC</p>	<p>Fine</p> <p>Medium</p> <p>Super fine</p> <p>Coarse</p> <p>Fancies</p> <p>Other Grades</p> <p>I. Fine</p> <p> Medium</p> <p> Other Grades</p> <p>II. Name of the Organization/Authorized Body for awarded Organic DC Certification</p> <p>.....</p> <p>.....</p> <p>III. Certification No/Reference No.</p> <p>.....</p> <p>IV. Validity Period</p> <p>.....</p>						
<p>14. Dimensions of the dry section:</p> <p>Length :BreadthHeight (Lowest).....</p> <p>Type of flooring (Please state The nature of flooring)</p> <p>Whether walls are paved with wall - tiles (Please give details).....</p> <p>.....</p>							
<p>15. Information regarding Desiccators, Driers and their Furnaces used for the manufacture of desiccated coconut:</p> <p><u>Desiccators</u></p> <table border="1" data-bbox="220 1957 1307 2024"> <tr> <td>Type</td> <td>No. of</td> <td>Capacity for</td> <td>Method</td> <td>Type</td> <td>Quantity of fuel</td> </tr> </table>	Type	No. of	Capacity for	Method	Type	Quantity of fuel	
Type	No. of	Capacity for	Method	Type	Quantity of fuel		

Single/Double	Trays	10hr.period	of heating	of fuel	required for 10hr. period
1.					
2.					
3.					
4.					
5.					

No. of Furnaces

Total No. of desiccators installed.....

Total No. of desiccators in use

Driers

Type	Capacity for 10hr.period	Method of heating	Type of fuel used	Quantity of fuel required for 10hr. period
1.				
2.				
3.				
4.				
5.				

No. of Furnaces

Total No. of Driers installed.....

Total No. of Driers in use

Boilers if any

Type	Capacity	Type of fuel used	Quantity of fuel required for 10hr. period

16. Methods of conveying DC to the sifter from desiccators or driers.																	
17. ➤ No. of cooling tables ➤ Measurements ➤ Type of metal sheets used (G.I./Aluminum/ Stainless steel) ➤ Whether they are covered by canopies: ➤ Whether there is a complete ceiling for the roof of the entire dry section. LengthBreadth.....																	
18. ➤ Dimensions of packing room ➤ Whether there is a complete ceiling for the roof of the entire packing section.	LengthBreadth.....																	
19. Information regarding packing equipment (1) (a) Sifter <table border="1" data-bbox="209 1012 1305 1323"> <thead> <tr> <th data-bbox="209 1012 443 1120">Type of single / Double</th> <th data-bbox="443 1012 710 1120">Structure Wooden /Metal</th> <th data-bbox="710 1012 821 1120">Mesh Nos.</th> <th data-bbox="821 1012 1305 1120">Quality of Mesh (G.I. Stainless Steel, Brass)</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1120 443 1187">1.</td> <td data-bbox="443 1120 710 1187"></td> <td data-bbox="710 1120 821 1187"></td> <td data-bbox="821 1120 1305 1187"></td> </tr> <tr> <td data-bbox="209 1187 443 1254">2.</td> <td data-bbox="443 1187 710 1254"></td> <td data-bbox="710 1187 821 1254"></td> <td data-bbox="821 1187 1305 1254"></td> </tr> <tr> <td data-bbox="209 1254 443 1323">3.</td> <td data-bbox="443 1254 710 1323"></td> <td data-bbox="710 1254 821 1323"></td> <td data-bbox="821 1254 1305 1323"></td> </tr> </tbody> </table>			Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)	1.				2.				3.			
Type of single / Double	Structure Wooden /Metal	Mesh Nos.	Quality of Mesh (G.I. Stainless Steel, Brass)															
1.																		
2.																		
3.																		
(b) Whether Alnico Type magnetic plates are installed at the outlet (C) Method adopted to control the flow of DC (2) Whether heat sealer and its vacuum pump in operation: (3) (i) No. of bag stitching machine (ii) How they are operated (hand/Electrical) (4) Whether vibrator packer is used for packing DC 20. Packing systems of DC ➤ As bags (in Kg) ➤ As packets or others ➤ Expected capacity for year 2014 ➤ Equivalent nuts quantity expected (Mn.)																	

for year 2014	
21. Storage capacity for DC packages (Give Dimensions of area)	
22. No. of wooden platforms supplied for storing DC package.	

<p>23.</p> <ul style="list-style-type: none"> ➤ No of wells located in the mill premises.(tube/normal) ➤ No. of wells in use at present and their identification no. and type of chlorinators fitted: ➤ No. of storage tanks in use and their capacities: ➤ Has there been a water shortage during the previous year: ➤ If so state steps taken: 	
<p>24.</p> <ul style="list-style-type: none"> ➤ Methods used for drying parings: ➤ (Parings yard/drier) ➤ If parings yard is used , its location and its distance from the mill ➤ Whether it is enclosed by a wall or some ➤ Other way ➤ Sludge Oil pits 	
<p>25. Particulars of any ancillary Industries.</p> <ol style="list-style-type: none"> 1. PDDC 2. Coconut Milk 3. Coconut Oil 4. Copra 5. Fibre 6. Coconut shell charcoal etc. 	<p>Address Capacity</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>26. If the following are located in the premises of the mill state their exact location and distance from the mill.</p> <ul style="list-style-type: none"> ➤ Husk retting pits ➤ Charcoal pits ➤ Copra oil pits ➤ Cattle sheds ➤ Work-shops 	

➤ Coconut oil/Fibre mills											
27. Whether mill premises is well protected to prevent entry of animals such as cattle, poultry,pigs etc, (Please give details)											
28. Lavatories and wash rooms ➤ For employees of wet and drying section ➤ For others ➤ Distance from the mill	<table border="0"> <tr> <td><u>Lavatories</u></td> <td><u>Washrooms</u></td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	<u>Lavatories</u>	<u>Washrooms</u>	
<u>Lavatories</u>	<u>Washrooms</u>											
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.....											
.....											
29. Number of Hand Dip/Hand Driers provided at the entrances.	<table border="0"> <tr> <td><u>No. of Hand Dip.</u></td> <td><u>No. of Hand Drier</u></td> </tr> <tr> <td>Wet section.....</td> <td>.....</td> </tr> <tr> <td>Dry section.....</td> <td>.....</td> </tr> <tr> <td>Packing Section.....</td> <td>.....</td> </tr> </table>	<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>	Wet section.....	Dry section.....	Packing Section.....			
<u>No. of Hand Dip.</u>	<u>No. of Hand Drier</u>											
Wet section.....											
Dry section.....											
Packing Section.....											

30. Whether plastic covers are provided for all tube lights inside the mill																					
31. ➤ How machinery is drive in the mill (main current/Engine/Generator) ➤ Whether stand-by generator has been installed:(State capacity)																					
32. ➤ If driven by an engine whether belt guards are provided for the belts connecting main shaft and machinery. ➤ H P of Engine																					
33. No of Employees ➤ Hatcheting ➤ Paring ➤ Washing and others in the wet section ➤ Disintegrating ➤ Desiccating ➤ Packing Section ➤ Supervisors ➤ Clerks,Drivers etc., ➤ Labourers (Others)	<table border="0"> <tr> <td>Males</td> <td>Female</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>	Males	Female	
Males	Female																					
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.....																					
34. Date of last medical examination of employees																					
35. Whether suitable rest rooms are available																					

for mill workers	
36. Whether high pressure power washers had been provided (Give details about the make and type please)	
37. If any system certificate obtained? Year/Certificate No./Institute) Whether quality control facilities are available? Being used regularly?	Yes No	
38. Is your DC factory insured?if so please give details: ➤ Fire policy ➤ Workman's compensation ➤ Period of cover ➤ Certificate Nos	
39. Major improvements/renovations carried out during the previous year (2013)	
40. New additional equipment installed during 2013 (e.g.new drier cutter etc.)	
41. Type of vacuum packer use	
42. Particulars regarding production of DC during previous year (2013) ➤ Average number of nuts used for a day for the production of DC ➤ Average production of DC per day (Kg.) ➤ Average no of hours worked per day. ➤ No of days the mill has been in production in the previous year. ➤ Quantity of DC produced in the previous year. From:.....To:.....	
43. If your DC factory has been established Waste water Treatment Facility (a) Is it working (b) Is your DC factory obtained Environmental Protection License?	

(c) E.P.L. No. (d) Date of issued (e) Period of validity (f) Present status of the project works.	
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44. Identify bottle neck to expand the production capacity	(i) No. of Hatching pens and pairing units (ii) or any other	
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Declaration by Applicant

“I/We hereby declare that the particulars furnished in this application are true and accurate and undertake to notify any change in the above particulars within seven days of such change.

I am/ We are aware that registration as a manufacturer of Desiccated Coconut for the year 2014 would be granted by the Coconut Development Authority on condition that:

- (a) All items of repairs and renovations recommended by the Coconut Development Authority for the above Desiccated Coconut Factory for 2014 are carried out by me/us satisfactorily on or before 2014.02.28
- (b) During and throughout the year 2014 when the above registration would be valid, the premises, the factory buildings and all machinery and equipment of the above DC factory would be maintained in a proper and satisfactory condition and state of repair, so as to ensure maintenance of high standard of quality of DC produced in the above factory.
- (c) All DC products are to be manufactured and packed, maintained under the quality certifications of SLSI.
- (d) If at any stage during the year 2014 the above factory is found to be operating in a state of disrepair or improper or maintenance in respect of any one or more of the machinery and equipment used in the factory, of any section of the premises or the building of the factory, the registration is liable to be suspended.”

Date

.....
Signature of Applicant

For Office Use Only

I hereby certify that the particulars stated in item 1 to 44 above have been checked by me and found to be true and correct.

Date:.....

Name of

Inspector:.....

Signature:.....

Director/ Processing Development,
Processing Development Division,
Coconut Development Authority,
54, Nawala Road,
Colombo 05.

Note:

This application form duly filled, signed by the Applicant and counter signed by the Authority's Area Inspector, must be forwarded to the following address, together with the registration fee of Rs.5000/=+2% NBT +12% VAT by cheque payable to the chairman, Coconut Development Authority on or before 31st December 2013. A surcharge 10% per month will be added to all late applicants.

- The registration should be completed on or before 28th February, 2014 as per the Circular No.CDA/PD/DC/2013-Reg.-3. Of 18th November, 2013.

Coconut Development Authority
Processing Development Division

14th August 2014

To : All Coconut Husk Chips, Coir Pith and Coir Pith based Manufacturers/Processors
Circular No : CDA/PD/02/2014

Washing of Coconut Husk Chips, Coir Pith and Coir Pith based products by using Chemicals (Calcium Nitrate)

It has been revealed that in the event of processing of coconut Husk Chips, Coir pith and other Coir based products, that the relevant raw materials are washed with chemical such as calcium nitrate. Also it is been informed that this process of chemical washing using calcium nitrate is being carried out inside factories as well as domestic level.

As a results of this informally release of the effluent , (with calcium nitrate) affects the environment adversely. This affects the sustainability of the industry. Hence, CDA advise to carry-out the following orders and procedures to overcome the above adverse effects that results in the manufacturing / processing of husks and husk based products.

The release of effluent from such chemical washing should be limited to a centralized processing system, which is authorized by Environment Protection License and the raw materials that are washed using Chemicals (calcium nitrate) should neither be purchased nor outsourced from external sources which do not comply with the said condition.

M.P.N.M.Wickramasinghe
Director General
Coconut Development Authority

CC Chairman - Central Environmental Authority
Chairman - Provincial Environmental Authority (North Western Province)

Coconut Development Authority
Processing Development Division

No 54, Nawala Road
Narahenpita.

Circular No- CDA/PD/03/2014

To: All DC Millers and Exporters

29th October, 2014

Dear Sir/Madam

Effective utilization of coconut water contained in seasoned coconuts

Coconut water, the natural aqueous endosperm of the (seasoned) coconut, discarded from Desiccated Coconut (DC) mills, could be used as a nutritious health beverage owing to its relatively low content of proteins, sugars, fat and high mineral, vitamin content (CRI Annual report 1999) It is evident from the International market data, approximated current demand is 100 million liters and predicted 350 million liters by 2020. It is a golden opportunity for DC industry of Sri Lanka to switch on to value addition of traditional products.

It is claimed that 1000 nuts contain on the average about 100 litres of coconut water if collected in bulk and processed, is economically feasible. Numerous attempts have been made to manufacture value added coconut water and trialed by entrepreneurs and being succeeded.

Authority recommends all stakeholders to utilize the whole coconut water effectively and commence with the processing of Coconut water. As an initiative, in the mean time, DC manufactures are informed to take measures to collect coconut water and deliver to places where coconut water processing is taken place.

Thanking you

Your faithfully

.....

M.P.N.M. Wickramasingha
Director General-Coconut Development Authority

Coconut Development Authority

No 54, Nawala Road,
Narahenpita.
Colombo 05

Circular No : CDA/PD/01/2015

To: All registered D/C Millers

Dear Sir/s,

Levy on Testing of D/C Productions

As you aware that the cost incurred with testing of the D/C productions of routine sample (i.e. 10%) was borne by CDA. This assistance was continuously delivered by CDA right beginning with introducing the regulations on the D/C industry. In early era the industry was considered as primitive stages especially considering the application of stringent hygienic condition on manufacturing of D/C.

Therefore the Authority and then Boards having been granted free of charge services for testing of respective routine samples of the productions to enhance the good name of the product D/C.

However the funds use for this services are now reached at high margins and further allocations could not met from the restricted budgetary provision provided to this Authority by the General Treasury .

Hence this Authority has decided to levy the testing fee Rs. 1500/= per production . This levy will be effective from production of 01. 03. 2015. The invoice on this levy will be delivered on monthly basis to each mill through electronically or post on or before 15 th of next month. The relevant payment should be made before 30 th of same month .

Director -Processing Development .

Note: This Circular subject to the confirmation of Board of Directors

Copy : All Sn Inspectors and area Inspectors

Coconut Development Authority
(Processing Development Division)

N0 54, Nawala Road,
Colombo 05.
10 . 02. 2015.

Circular No: CDA/ PD/02/2015

To all Registered Millers of D/C. /Manufactures of white oil/ Coconut Cream and milk

M/S.....

.....

.....

Dear Sir/s,

Manufacturing of D/C for Domestic Market

With considering the recent development in D/C industry, The Coconut development Authority has decided to streamline in manufacturing of D/C for domestic market.

The following guidelines of this Authority must be adhered by the millers who are willing to manufacture and sell of D/C for such market.

1. Miller should be first declare to the CDA, contract details and other production information by letter or email. (Please see Annexe I)
2. Throughout the production GMP and HACCP standards should be maintained.
3. Product quality and its specifications should be met with SLS 98:2013 (except particle size of D/C which is depend on buyer requirement).
4. The production should be packed in inner poly liner and outer 4 ply kraft paper sacks.(Compatible with SLS 699 and SLS 1067 respectively) .
5. The mandatory markings should be marked legibly on outer cover of each multiwall paper sack (Please see Annexe II)
6. All production should be labelled with CDA serial numbers in proper manner and produced for sampling along with daily production return.

7. Any D/C production shall not be utilized for a further process by the buyer or user, until 05 working days elapse for the date of production.
8. The buyer or user should maintained a stock book for their purchasing of D/C any usage of them in their production and submitted the daily return to CDA Inspector.
9. Dispose of D/C by buyer or user should be done at the presence of CDA inspector.
10. The serial number labels of such used bags should be handed over to CDA inspector.
11. The product of D/C should be used only for the intended purposes as mentioned in initial declaration.
12. Any miller, buyer or user(registered or unregistered with CDA) not conforming to the conditions stipulated by CDA would be withdrawn immediately from permission for engaging in such process of manufacturing/ selling of D/C to domestic market.
13. In any occasion a miller has an idea to use of their own D/C productions for further to value addition process, in such a instance, such D/C should be packed in separately and marked them as “For Internal Use Only” (Not for sale) .
14. The Mill Development Fund (MDF) contribution in favour of account of the D/C mill that concerning does not applied.
15. Any miller are willing to manufacture D/C under moderate control temperature levels (e. g. Less than 60⁰ c), such production should be marked as “ Manufactured under 60° c” on kraft paper sack.

Director (Processing-Development).

Declaration of contract details and product information of D/C for domestic market

a. Producer/ Miller

- i. Name of miller :
- ii. Mill No :
- iii. Contact person :
- iv. Contact Number :

b. Buyer / User

- i. Name and address of local buyer :
- ii. Address of their production unit :
- iii. Contact person :
- iv. Phone No/ Fax no/ Email :
- v. Contracted quantity of D/C :
- vi. Intended uses of D/C :
- vii. Production plan :(utilization of D/C)

Weekly/ Monthly

Annexe II

Mandatory Marking on package

Face on the package

1. “Ceylon Desiccated Coconut”
2. Not for export (for domestic market only) / or Not for sale (For internal uses only).
3. Mill No. :
4. Weight Net Kg : Gross Kg:
5. Name of buyer and their concise address :
6. Maximum temperature being applied (other than 100 ° c)

Back on the package

Handling instructions (if any)

Coconut Development Authority

Processing Development
Division
No. 11, Duke Street,
Colombo – 01
2016.03.15

Circular No: CDA/PD/01/2016

To All Registered Millers of D/C.

Dear Sir/s,

Retail Packing of Desiccated Coconut

The Coconut Development Authority has decided to grant permission on conducting retail packing of Desiccated Coconut upon the requests received from manufacturers and exporters. This circular is issued further to circulars CDA/DC/87/11 issued on 1987.09.14 and CDA/MD/GEN/3/82 issued on 1982.06.23.

Following requirements of the CDA must be adhered to by the manufacturers and exporters in addition to the regulations and guidelines imposed by CDA

1. Miller should first declare to CDA on contract details, and other production information by letter /email. Sample of the packing material, packing specifications given by the supplier should be submitted to CDA. (In case of any doubt with the packing specifications, CDA has the right to conduct testing of the packing material by an authorized laboratory and the cost of testing shall be borne by the requested party)
2. The liner in primary packaging shall be of food grade, 100% impermeable to water vapor or other material equivalent barrier property and the secondary packaging being 5ply corrugated cartons.
3. Packaging should be carried out at the point of manufacturer under the conditions stipulated by CDA and conforming to SLS 1067:1995
4. Product quality and its specifications including packaging should be met with SLS 98:2013.

5. Any claims arising from buyers on inferior quality of material inside would be the responsibility of the shipper and the miller.
6. The packing/ repacking shall be performed only at an authorized place.
7. Approval for retail packing shall be sought case by case. A prior approval is necessary and approval will not be granted for preformed packings under any circumstances.
8. Legal requirements prevailing in the destination country shall be informed to CDA.
9. All the requested parties shall be registered under CDA for the current year.

Chairman

Coconut Development Authority

