



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

No.11, Duke Street,
Colombo 01.
23rd December, 2022

E-Mail : mktregexport11@gmail.com/ cdaauctions@gmail.com

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

REGISTRATION FOR THE YEAR 2023

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

1. All parties should forward their applications **along with covering letters except for renewals.**
2. DC/Copra/Coir Fiber /Fresh Coconut Exporters who are using store facilities of other exporters approved by this Authority, are required to submit letters of consent in that regard. (Information annexed).
3. Auctioneer/Brokers, Coconut Estate owners and Copra/Coconut Dealers & Buyers who failed to register themselves for the year 2023 will not be entitled to participate at the CDA auctions, effective from 28/02/2023.

Sgd. Director – Marketing Development & Research



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

INSPECTION OF – DC, COPRA , COIR FIBRE, FRESH COCONUT AND KING COCONUT STORES

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

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

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TO ALL EXPORTERS OF DESICCATED COCONUT

D.C. EXPORTERS' - STORE REQUIREMENTS

1. BUILDING & LOCATION

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

(2) STORAGE

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

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

(3) **SANITATION**

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

(4) **MAINTENANCE**

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

(5) **TRANSPORT OF DC**

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

(6) **GENERAL**

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

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

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

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

Director – Marketing Development & Research

REQUIREMENTS TO BE MAINTAINED BY EXPORTERS OF FRESH COCONUTS

Following are the minimum requirements that should be maintained by Exporters of Fresh Coconuts in connection with their exports;

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

ගෙඩි පොල් අපනයනයේදී අදාළ ආයතනය විසින් පවත්වාගත යුතු අවම අවශ්‍යතාවයන් පහත පරිදි වේ

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

(A) STORE REQUIREMENTS TO BE MAINTAINED BY EXPORTERS OF KING COCONUT

1. The place where king coconuts are kept for exportation must be a concrete, cement or suitable laid with a smooth surface, covered, having a minimum space of 1,500 sq.ft
2. The side walls of the store should at least 4-6 feet's high.
3. The walls must be plastered with suitable non-hazardous water proof material and white-washed.
4. The store should be structurally sound, well ventilated, and well lit.
5. The store should be located in clean and healthy surroundings and easily accessible to heavy motor vehicles.
6. All ventilation gaps should be covered with vermin proof wire-mesh.
7. Exporters should maintain an office with a computer having internet connectivity and seating arrangements in the area where king coconuts are kept for exports.
8. Rat baits, glue boards, insect killers and other necessary pest control precautions should be in place as appropriate.
9. Stacking should always be on wooden platforms (not on bare floor).
10. Packed king coconuts should be stacked at least one (01) meter away from the wall.
11. Exporters should not store any merchandise other than packed kind coconuts in the store. Proper segregation of finished product in the shipping store is mandatory.
12. A proper calibrated weighing equipment & minimum 15 ½ inches circumference measuring rings must available for measuring & weighing purposes of king coconuts.
13. Sanitary facilities for employees must be properly maintained.
14. If possible, place CCTV cameras in shipper stores for the security purposes.

Also, please note that with effect from 01/01/2023, king coconut exports/shipments should be kept ready according to the following guidelines for inspection by the inspectors of the Coconut Development Authority for approval for shipments;

(B) INSPECTION OF PACKED KING COCONUTS FOR EXPORT

1. King coconuts for export must be free from insects and less than 30% mite attacks.
2. Should be free from physical, microbial contaminations & extraneous matter.
3. Damaged nuts while handling should not be allowed for export.
4. The shape of the nut should also be considered and de-formed ones are rejected.
5. Split, cracked king coconuts should not be allowed to export.
6. Color of the King coconuts should be yellow -orange and any discolored or colour variant ones are not allowed to export.

7. Appropriate food graded packing (Cling Film) with each king coconut covered with a net wrap should be arranged. (Net wrap is not mandatory)
8. Each carton of king coconut should have an identification number issued by CDA.
9. In case of using chemicals, it should be food graded, and CDA must be informed the same with the food grade certification prior to the process.
10. All nuts should be packed in corrugated boxes with 6 nuts in a box.
11. Each exporter to highlight his / her own brand clearly visible in the packages (Name, Address, E-mail ID , Nutrition Table of the exporter must be clearly stated on the packages)
12. The reefer container must be available during the inspection by the CDA Officer. (It is mandatory).

(C) PROCEDURE - KING COCONUT EXPORTS FROM SRI LANKA TO U.A.E.
W.E.F 1ST JANUARY 2023

1. Store requirements to be maintained by exporters of king coconut
2. Maintenance of a minimum price for a commercial invoice. Current proposed price being US\$ 0.80 per nut C& F (minimum price per nut would be reviewed every three (03) months and would be amended (if necessary), Association of Exporters of King Coconut will inform the CDA from time to time about the required price changes in UAE Market.
3. Each exporter to highlight his / her own brand clearly visible in the packages (Name, Address, E-mail ID , Nutrition Table of the exporter must be clearly stated on the packages)
4. CDA sticker must be on each box. It is compulsory
5. Mixed containers be not allowed. (Exporting other commodities along with King Coconut shipments. Eg. Red Papaya, Tapioca, Green Papaya, Green Mango etc.,)
6. King coconut exports / shipments should be kept ready according to the guidelines for inspection by the Inspectors of the CDA.
7. CDA will have direct involvement in monitoring all shipments of king coconut and packaging of the product for prior to export.
8. Payment method for king coconut exports has to be DP terms. It is mandatory.
9. 100% payment prior to clearing the shipment at the destination.
10. Consignee and notified party should be the same in each shipment.
11. The minimum circumference of a king coconut for export must be minimum 15.5 inches. It is mandatory.
12. Exportation using Leno bags or as bunches will not be allowed. This is to be informed to Sri Lanka Customs. Any violation will result an export ban on the relevant exporter.
13. Exporter must submit the remittance confirmation sent by the importer to the CDA within 30 days of shipping the cargo.
14. If the foreign currency is not received regarding the shipments within the stipulated time frame, the Department of Export & Import Control and Department of Inland Revenue is to be informed by the CDA. Any violation will result an export ban on the relevant exporter.
15. Registration of importers in Dubai is to be carried out by the Consul General Office in Dubai & Northern Emirates. Exporters in Sri Lanka should inform the Consul General Office in Dubai & Northern Emirates about the details of their respective importers for such registrations.

