



OUR TOBACCO OUR ECONOMY

TOBACCO GROWERS ASSOCIATION LICENSE APPLICATION FORM

Official Use Only

Application No. _____

Date of Submission _____

Applications are to be hand-delivered to the TC Head Office

Section 1: Type of license required

A. New application

B. Renewal

Section 2: Applicant Details and Establishment

Applicant should make sure name of applicant tallies with the name appearing on the Certificate of registration

A. Name of Applicant _____

B. Business Address of Applicant

C. Physical Address of office _____

D. Location of Association premise (s) _____

E. Phone No. _____

F. Email _____

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

Section 3: Governance Structure

Applicant must enclose the following:

- A. The Association's Constitution (**Only for new applicants OR unless specifically requested by the Commission**).
- B. Minutes of the most recent Annual General Meeting held by the Association.
- C. Evidence of communication through print media.

Section 4: Profile of Directors and Executive members

New applicant should attach a copy of National ID for each Director or Executive member while Renewals should only attach ID for new Director or Executive member.

| <u>Name</u> | <u>Position</u> | <u>Registration Number</u> |
|-------------|-----------------|----------------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |
| 9. _____ | _____ | _____ |
| 10. _____ | _____ | _____ |

Section 5: Financial Standing and Management

Applicant must enclose the following documents:

- A. Proof of capacity for prudent financial management and dissemination i.e. annual audited accounts endorsed at an Annual General Meeting
- B. Applicant's tax compliance evidence details (**Only for new applicants**)

Section 6: Fees

- A. Section 105 (c) and (e) of the Tobacco Industry Act, 2019 stipulate that “all licenses granted by the Act shall be issued subject to payment of a prescribed fee and any other terms and conditions as the Commission may prescribe; and published in the Gazette provided that the publication shall ensure respect for confidential information and business secrets”.
- B. The Government Notice No. 23, Tobacco Industry Stakeholders Licensing and fees(Amendment) Regulations, 2021 prescribes an annual license fee of USD 1,000 for a Tobacco Growers Association.

Section 7: Conditions of application

- A. The Commission may reject any application where it considers that any of the requirements to obtain a license are not met, where any false declaration is made, where an applicant is conflicted, or if the application is not satisfactory or is abandoned.
- B. The Commission may undertake such additional checks or seek any additional information before granting a license, including additional checks with enforcement authorities within Malawi.
- C. The Commission may share details about operators and relevant persons with enforcement authorities in Malawi, and on request with other Government Departments and their agencies.
- D. This form with the appropriate proof of identity documents, documents to demonstrate financial standing, evidence of tax compliance, and all specified attachments, together constitute the application.
- E. The application is valid only within the specified application period prescribed by the Commission.

Section 8: Declarations and Signatures

- A. I hereby declare that all of the information in this application is true and accurate and all statements or information provided about any person made in this application are made with their agreement.
- B. I agree to abide by the conditions of this application and with any terms and conditions on my license.

I confirm that the following are enclosed *(Please tick)*

- Copies of business registration certificates **(Only for new applicants)**.
- Proof of capacity for prudent financial management and dissemination i.e. annual audited accounts endorsed at an Annual General Meeting.
- Copies of National IDs for each Director and Executive member of the Association **(Only for new applicants OR if new Director or member added)**.
- Tax compliance evidence details **(Only for new applicants)**.
- Association's Constitution **(Only for new applicants OR if amended)**.
- Minutes of the most recent Annual General Meeting.
- Evidence of communication through print media

Signed _____

Name _____

Date _____

Position _____

Conditions for licensing

The grant of this license is upon an applicant satisfying all requirements and having paid an annual license fee. The grant is subject to the following conditions:

- a. The growers' association shall fully represent its members in production and marketing of tobacco.
- b. Shall conduct Annual General Meetings.
- c. Shall be subjected to specific penalties with respect to specific violations in line with the provisions of the Act and other regulations.
- d. Shall in line with Section 103 of the Act, furnish to the Commission, any info required and requested by the Commission at any time.