

**Look out for the licence call** in the newspapers telling you when to apply and the deadline for submission of applications (or contact the CIB). Application forms may be collected at the CIB Office or downloaded at [www.ciboj.org](http://www.ciboj.org).

**Here's what you'll need to apply:**

- 1) Completed Application Form
- 2) Completed Trade Mark User Licence application form
- 3) Application Processing Fee of \$5,000.
- 4) TRN Number
- 5) Copies of your business' incorporation documents
- 6) References from 2 business associates
- 7) A Banker' Reference
- 8) A valid Agricultural Produce Licence
- 9) 3 year Business Concept
- 10) Farm/production capacity of at least 6,000 boxes of cherry coffee per crop year (evidenced by records/reports of last 3 years prior to application)

**Submit your completed application form and required documents before the application deadline, or else you'll have to pay a late application processing fee of \$10,000.00.**

**If your application is in order**, you will be notified that processing of the application will begin. **If not**, you will be notified of the requirements to be satisfied in order for the application to be processed.

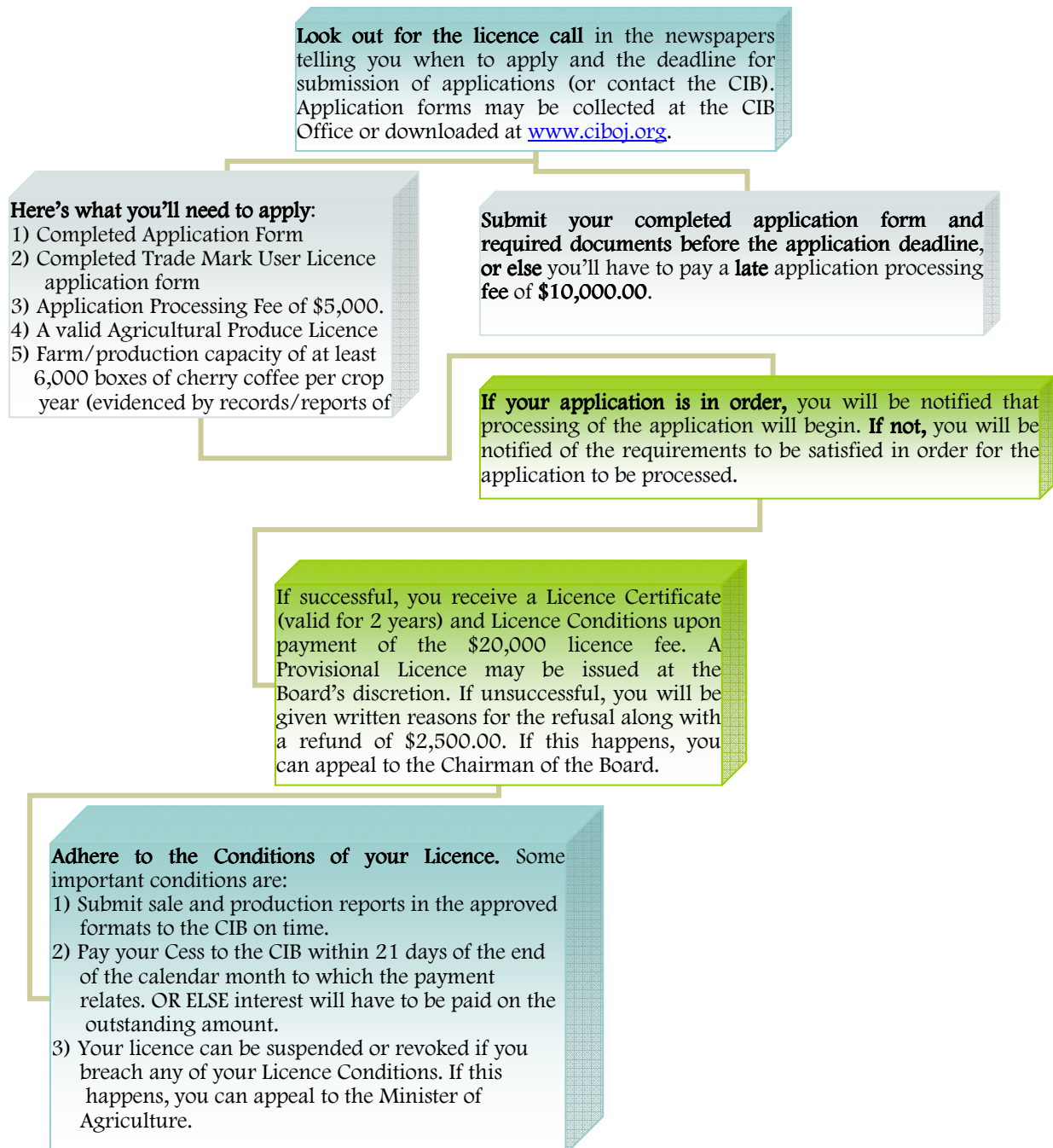
**Adhere to the Conditions of your Licence.**  
Some important conditions are:

- 1) Submit sale and production reports in the approved formats to the CIB on time.
- 2) Pay your Cess to the CIB within 21 days of the end of the calendar month to which the payment relates. **OR ELSE** interest will have to be paid on the outstanding amount.
- 3) Your licence can be suspended or revoked if you breach any of your Licence Conditions. If this happens, you can appeal to the Minister of Agriculture.

**If successful**, you receive a Licence Certificate (valid for 2 years) and Licence Conditions upon payment of the \$45,000 licence fee. A Provisional Licence may be issued at the Board's discretion. **If unsuccessful**, you will be given written reasons for the refusal along with a refund of \$2,500.00. If this happens, you can appeal to the Chairman of the Board.

**Q: I am an existing Coffee Dealer and would like to renew my Dealer's Licence. What do I do?**

**A: Follow the Flow Chart below for instructions on the application procedure and your obligations once you have been approved as a Dealer. Also note that you will be required to apply for renewal of your Trade Mark User Licence and to execute a Trade Mark User Agreement (see that process further on for more details).**



**Q: I want to apply for a Special Coffee Dealer's Licence. How is that done?**

**A:** Follow the Flow Chart below for instructions on the application procedure and your obligations once you have been approved as a Dealer. **Also note that you will be required to apply for a Trade Mark User Licence and to execute a Trade Mark User Agreement** (see that process further on for more details).

