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.

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’s 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).

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.ciboi.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) A valid Agricultural Produce Licence
5) Farm/production capacity of at least 6,000 boxes of cherry coffee per crop year (evidenced by records/reports of

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.

If successful, you receive a Licence Certificate (valid for 2 years) and Licence Conditions upon payment of the $20,000 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.

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.
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).

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.

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 (except for students).
4) TRN Number
5) Copies of your business’ incorporation documents (except for students).
6) References from 2 business associates (except for students).
7) A Banker’ Reference (except for students).
8) A valid Agricultural Produce Licence
9) Explanation regarding purpose of application (with documentary evidence where necessary)

Apply before the application deadline, or else you’ll have to pay a late application processing fee of $10,000.00 (except for students).

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.

If successful, you receive a Licence Certificate and Licence Conditions upon payment of the $45,000 licence fee (students are exempt from the payment of this fee). A Provisional Licence may be issued at the Board’s discretion. If unsuccessful, you will be given written reasons for the refusal. If this happens, you can appeal to the Minister of Agriculture.

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.(except for students).
3) Your licence can be revoked if you breach any of your Licence Conditions. If this happens, you can appeal to the Minister of Agriculture.