

**Q: What is a Coffee Works?**

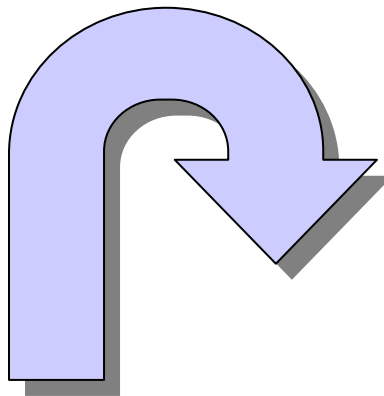
**A:** It is defined by **Section 1** of the Regulations as “*any plant, machinery, appliances, mills or apparatus, whether similar to the foregoing or not, and any premises used for the curing, drying, pulping, washing, cleaning, processing or preparation for sale of any coffee berries or for the manufacture of any coffee product.*”

**Q: Who is a Coffee Works Operator?**

**A:** This term is defined by **Section 2** of the Regulations as “*the owner, operator, occupier or manager of a coffee works*”.

**Q: I want to apply for a Coffee Works Licence for the first time. 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 Licensed Works.



**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) Application Processing Fee of \$10,000.
- 3) TRN Number
- 4) Copies of your business' incorporation documents
- 4) References from 2 business associates
- 5) A Banker' Reference
- 6) A valid NEPA Licence/Permit
- 7) A detailed description of the proposed process
- 8) 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)
- 9) A valid licence under the Factories Act

**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 \$20,000.00.**

**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 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 \$190,000 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 \$5,000.00. If this happens, you can appeal to the Chairman of the Board.

**Q: I am an existing Licensed Coffee Works and would like to renew my Works 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 Licensed Works**

