



Dear trustea member

At the outset, we would like to thank you for your continued interest in the trustea program.

Recognizing the fact that you may have plans to increase/modify your list of certified Small Tea Gardens (STGs), we would like to bring to your attention to the process of addition of STG Volume & new STGs into the trustea fold. In order to simplify it further, we have broken it down case-wise, for ease of reference.

Addition of STG Volume: without the need of conducting audit

upto 10% in volume per STG

A verified entity may increase procurement up to a maximum of 10% of the annual volume per specific certified STG, as indicated in the Verification Certificate, without any prior approval process.

Addition of STG Volume : Audit Needs to be conducted

Above 10% of certified volume per STG

A verified organization may increase the volume by more than 10% as against the certified volume. The certified volume is mentioned in the approved annexure provided along with the Verification Certificate (VC) by the external Certifying Body. However, in this case, the entity first needs to write to the secretariat with details of the proposed changes. Post that, after approval by the Secretariat, External Audit is to be carried out by Certifying Body (CB) and upon approval by CB, the additional volume will be added to the Verification Certificate.

Until the process as outlined above is followed, no new STG volume (beyond 10%) may be added to original approved quantity and the tea produced thereof will be considered non-verified from trustea perspective.

Addition of new STGs : Audit Needs to be conducted

You may have plans to include more STGs as your verified sources. For this addition, trustea program has to be implemented in the new STGs and NOC obtained from the implementation partner. Upon receipt of NOC, the entity needs to arrange for external Audit by the empanelled Certifying Body selected by the entity.

When secretariat receives the intimation of successful audit, the Verification Certificate (VC) will be modified and new STGs will be added to the existing certificate.

This process also applies in case there is an addition of new tea cultivation area to the approved area of any specific STG. Until the process as outlined above is followed completely and the VC is modified, the tea produced thereof will be considered as non-verified from trustea perspective.

Adherence to the process as outlined above, will enable continued compliance to the trustea guidelines and production of trustea verified tea.

If implemented in right earnest, this process can be completed within a short span of time, hence we urge you to take recourse to this process should you have the requirement to do so.

Please do get in touch with us, should you require further information or any clarifications.

We take this opportunity to wish you a very Happy New Year and look forward to further collaboration in the coming year.

Regards,

Interim Secretariat of trustea