

TOBACCO INDUSTRY AND MARKETING BOARD

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23rd MARCH 2016

TO: AGRIBANK
ALL GROWERS OF FLUE-CURED TOBACCO
ALL LICENCED BUYERS
ALL LICENCED AUCTION FLOORS
ALL LICENCED CONTRACTORS
ALL SUPPLIERS OF TOBACCO PACKAGING MATERIALS
BANKERS' ASSOCIATION OF ZIMBABWE
COMMERCIAL TOBACCO GRADERS
COMMERCIAL TRANSPORT OPERATORS ASSOCIATION
FARMERS DEVELOPMENT TRUST
MINISTRY OF AGRICULTURE, MECHANISATION & IRRIGATION DEV.
MINISTRY OF FINANCE AND ECONOMIC DEVELOPEMENT
RESERVE BANK OF ZIMBABWE
TOBACCO RESEARCH BOARD
ZIMBABWE ASSOCIATION OF TOBACCO GROWERS
ZIMBABWE ASSOCIATION OF TOBACCO MERCHANTS
ZIMBABWE COMMERCIAL FARMERS UNION
ZIMBABWE FARMERS UNION TOBACCO ASSOCIATION
ZIMBABWE NATIONAL FARMERS UNION
ZIMBABWE PROGRESSIVE TOBACCO FARMERS ASSOCIATION
ZIMBABWE TOBACCO ASSOCIATION
T I M B BOARD MEMBERS & STAFF

Dear Sir/Madam

PROCEDURES FOR THE SALE OF FLUE-CURED TOBACCO UNDER THE DUAL (CONTRACT AND AUCTION) SYSTEM IN 2016.

1.0 PREAMBLE

The dual system will be operating in 2016 for the eleventh successive season.

Auction sales are set to commence on **Wednesday 30th March 2016** with contract sales starting on **Thursday 31st March 2016**. The sales commence at 7:30 am and end at 1:00 pm. Bookings will be opened on **Wednesday 16th March 2016** and deliveries to selling points will start on **Wednesday 23rd March 2016**.

To ensure orderly marketing, growers producing for auction will sell their entire production through auction sales. As is usual, more than one contractor could have funded a contracted grower. Accordingly, an agreed arrangement of sharing the crop amongst contractors and loan recovery from contract growers will be operated. However, the overriding principle will be that contractors will be obliged to purchase tobacco

equivalent to the level of indebtedness of the grower. Thereafter transactions will be by mutual consent of the parties involved.

All transaction on sales floors will be denominated in United States dollars and accordingly, growers will be paid their sales proceeds in United States dollars, less statutory payments, selling commissions and stop order deductions.

All proceeds from the sale of tobacco will be paid through bank accounts. In this regard, farmers are required to open accounts with banks of their choice to facilitate the payments. The Reserve Bank of Zimbabwe (RBZ) has engaged banks to offer bank accounts to tobacco growers at favourable conditions which include waiving of charges for maintaining bank accounts. According to RBZ, banks will only require tobacco farmers to furnish them with their national identity and tobacco grower's number in order to open a bank account.

Payment of proceeds from the sale of tobacco through banking accounts have the following benefits:-

- Access to cash through the banks Automated Teller Machines (ATM);
- Creation of a track record for farmers which will assist in accessing loan-financing;
- Convenience of transacting through other payment platforms such as mobile banking and point of sale (POS);
- Guarantee security of the hard earned income, as over the past years farmers have fallen prey to thieves and unscrupulous dealers and traders; and
- Allow farmers to plan appropriately.

All growers registering for 2017 marketing season will be required to file their banking details with TIMB for ease of access by sales points.

The primary objective of the Tobacco Industry & Marketing Board is to promote tobacco production and to ensure orderly marketing of tobacco. Therefore, these rules are made for this purpose as well as to ensure that the tobacco offered for sale is in an acceptable marketing condition and that payments are effected (a) by the buyer for purchases and (b) to the grower for his/her tobacco, in a smooth manner.

2.0 CONTRACT FEATURES

On entering into a contract agreement for the production and marketing of tobacco, growers and contractors sign contracts with the following main features: -

- 2.1 The contractor will provide inputs and/or finance to a grower for the production of an agreed hectares of tobacco.
- 2.2 The contractor should purchase from a contracted grower only that tobacco produced under the contract.
- 2.3 Contract growers and contractors will deliver contract tobacco to specified receiving points approved by TIMB. Where applicable, the contractor may meet the additional costs associated with contract sales.
- 2.4 Pricing of tobacco will be based on an agreed grade-price matrix using the TIMB classification system which prices should cover production costs and include a profit margin for the contract grower. In the event that the agreed price is lower than the minimum price paid for the same tobacco at the auction floors, the grower shall be paid the higher average price prevailing at the auction floors at the time.

- 2.5 TIMB will provide arbitrators who will determine consistency of grades and the final position on any price offered or any defective bales disputes.
- 2.6 Contractors shall link their IT system to the TIMB's to ensure compliance with the booking procedures, stop order requirements, loan clearance and sales data transmission to TIMB.

NB: Contractors should adhere to all the conditions in the Memoranda of Understanding signed with TIMB.

3.0 CONTRACT SALES

3.1 Bookings and Deliveries

- (a) All tobacco to be sold shall be booked by the contractor on behalf of growers into the TIMB Booking and Delivery system prior to selling. Sales shall take place at venues approved by the TIMB.
- (b) Both contractors and growers shall have access to the TIMB booking system through an Intranet or Internet connection, by phone / fax or physically calling at the TIMB office. The onus to book all tobacco to be sold on any given day shall be on the contractor.
- (c) Contractors can only book growers based on an approved list of contract growers submitted to TIMB by contractors.
- (d) As provided for in the booking system, growers' bookings should have details of grower's number, bales, sales venue and date of sale.
- (e) Growers will deliver their tobacco to designated points as agreed with their contractor who may make transport arrangements to deliver the tobacco to the designated sales venue at which TIMB will be present to supervise the sale.
- (f) Contractors are obliged to receive, weigh, open and sample bales before sales in terms of the sales procedures laid out in the agreement between contractors and TIMB.
- (g) **Tobacco laid for sale without a valid TIMB registration or booking will attract a fine payable by the contractor. Any purchase or sale of contract tobacco outside the agreed framework will also attract a fine. No sales shall be allowed by TIMB if the contractor's IT system does not comply with the TIMB requirements as they relate to stop orders and bookings.**

3.2 Authorised Contractors

- ❖ The following contractors are authorized to conduct contract sales:

Flue-Cured Tobacco

- 1. Aqua Tobacco P/L**
Physical Address : 3 Cross Road, Belvedere, Harare
Postal Address : as above
Telephone : 0772 223 594
Email Address : ctaziva@atz.co.zw

- 2. Boostafrica Traders P/L**
Physical Address : 4 Northend Road, Highlands, Harare
Postal Address : Box BW 150 Borrowdale, Harare
Telephone : 0772401401/0772202597/0772202510
Email Address : machinik@boosttobacco.com

- 3. Chidziva Tobacco Processors (Pvt) Ltd**
Physical Address : 7 Craster Road, Southerton, Harare
Postal Address : Box 1597, Harare
Telephone : 668581-5
Email Address : kbutler@chidziva.co.zw

- 4. Curverid Tobacco P/L**
Physical Address : 91 Coventry Road, Workington, Harare
Postal Address : P O Box ST 5 Southerton, Harare
Telephone : 04-
620190/0712614527/0772130632/0771648930/1/2
Email address : kevin@curveridtobacco.net
: mike@curveridtobacco.net

- 5. Gold Leaf Services P/L**
Physical Address : Boka Tobacco Floors, 13km Peg Masvingo Road,
Harare
Postal Address : P O Box 2215, Harare
Telephone : 613277/613018
Email address : cnyakudya@boka.co.zw Mr Dobie – 0772 911 162
info@boka.co.zw

- 6. Intercontinental Leaf Tobacco Company**
Physical Address : 44 & 46 Lytton Road, Workington, Harare
Postal Address : P O Box 340, Harare
Telephone : 754355 /758909-11/751782/751809
Email address : sales@ilt.co.zw, greg@ilt.co.zw

- 7. Mashonaland Tobacco Company**
Physical Address : 4 Simon Mazorodze Road, Southerton, Harare
Postal Address : Box 1339, Harare
Telephone : 779241-8
Email address : klangley@aointl.com
mmagaya@aointl.com – 0772 241 543

- 8. Maxlucky Tobacco P/L**
Physical Address : 8 Bessemer Road, Graniteside, Harare
Postal Address : As above
Telephone : 777858/620934
Email Address : alan@gdghk.com

- 9. Midriver Enterprises**
 Physical Address : 62 Birmingham Road, Southerton, Harare
 Postal Address : 62 Birmingham Road, Southerton, Harare
 Telephone : 620533/194
 Email address : office@midriver.co.zw
- 10. Munakiri Leaf Tobacco P/L**
 Physical Address : 3/29 Cassino Avenue, Waterfalls, Harare
 Postal Address : 3/29 Cassino Avenue, Waterfalls, Harare
 Telephone : 0774 203 124
 Email address : munakirileaftobacco@gmail.com
- 11. Northern Tobacco**
 Physical Address : 4 – 12 Paisley Road, Southerton, Harare
 Postal Address : P O Box, 3192, Harare
 Telephone : 754738-42
 Email address : northerntobacco@zol.co.zw
- 12. Shasha Tobacco P/L**
 Physical Address : 376 Limpopo Way, Willowvale, Harare
 Postal Address : P O Box ST 748, Southerton, Harare
 Telephone : 2907251-2
 Email address : administrator@shashatobacco.co.zw
- 13. Tian Ze**
 Physical Address : 20 Auckland/Cnr Plymouth Road, Southerton, Harare
 Postal Address : P O Box ST 938, Southerton, Harare
 Telephone : 754360-8
 Email address : office@tianze.co.zw
- 14. Tribac P/L**
 Physical Address : 376 Limpopo Way, Willowvale, Harare
 Postal Address : P O Box 6622, Harare
 Telephone : 620126 / 669346-7
 Email address : kbutchart@tribaczw.co.zw
info@tribac.co.zw
- 15. Classic Leaf P/L**
 Physical Address : 28 S Mazorodze Road, Southerton, Harare
 Postal Address : P O Box GD 120, Greendale, Harare
 Telephone : 661179
 Email address : peggie@classicleaf.net
- 16. Zimbabwe Leaf Tobacco Company (ZLT)**
 Physical Address : 1 Foundry Road, AspindalePark, Harare
 Postal Address : Box 1597, Harare
 Telephone : 621821-9 / 621816-9
 Email address : bganyaa@zlt.co.zw

4.0 LICENCED AUCTION FLOORS

Growers who have not signed contracts with any contractor and have produced tobacco for the auction system shall only sell their tobacco at licenced auction floors, these being:-

4.1 Tobacco Sales Floor Limited (TSF)

Physical Address : Gleneagles Road, Willowvale, Harare
Postal Address : P.O. Box 66031, Kopje, Harare
Telephone : 621621 to 639
Fax : 621620
Cellphone (Switchboard): 0772 139026/7
Email address : sitholec@tsf.co.zw

4.2 Boka Tobacco Floor (BTF)

Physical Address : S. Mazorodze/ Stoneridge Roads, Waterfalls, Harare
Postal Address: : P.O Box 2215, Harare
Telephone : 613601, 613405, 613406, 613512
Fax : 613512
Email address : info@boka.co.zw, auction@boka.co.zw

4.3 Premier Tobacco Auction Floor (PTAF)

Physical Address : 334 Affirmative Way, Willowvale, Harare
Postal Address : 334 Affirmative Way, Willowvale, Harare
Telephone : 611240-4/0773367177/0774716027
Fax : N/A
Email address : infor@premiertobacco.co.zw

5.0 BOOKINGS AT AUCTION SALES

Growers are free to book and to deliver on a “first- come- first- served” basis to a floor of their choice. All auction floors are linked to the TIMB booking and registration system by computer. The practice of “*deliver today and sell tomorrow*” will apply at all auction floors. i.e. a booking date in the Booking and Delivery system means that sales will be held on the following day. The previous allowances for block allocations or space reservation will not be available this season.

5.1 Rules Governing Bookings

- (a) **The booking-in system will operate for the full season. Each of the licencees will be responsible for administering and controlling bookings made to their floor in accordance with the procedures set out by the TIMB. Bookings will be recorded by grower’s registration number.**
- (b) **A grower will not necessarily have to deliver first before making a subsequent booking. Growers will be allowed to re-book (whether or not he/she has delivered) into the next available day.**

6.0 THE ROLE OF THE TIMB

All tobacco sales in Zimbabwe are controlled by the TIMB to ensure the orderly exchange of tobacco between the grower and the buyer. If a grower or buyer /contractor have any queries regarding these sales procedures, the TIMB’s Sales Supervisors who attend all sales, can be approached for help. The TIMB shall arrange and co-ordinate a *sales programme which takes into account sales booked by all contractors/auction floors.*

The TIMB will ensure that growers are properly registered and that they submit statutory returns indicating the grower’s choice of selling system between contract and auction.

(a) The role of the TIMB Sales Supervisor / Arbitrator

The major function of the TIMB Sales Supervisor / Arbitrator is to control and regulate the sale and sales programme at all licenced auction and contractors' sales venues. The Sales Supervisor shall ensure that tobacco is sold in an orderly manner and shall settle any disputes, which may arise, at the sales venue. The TIMB Arbitrator/Supervisor will also ensure that the sale starts and ends in time and that only booked tobacco is sold.

(b) Duties of the TIMB Classifier

The Classifier shall classify all tobaccos offered for sale at auction sales. For contract sales he shall assist the Sales Supervisor with re-classification of tobacco in the event of any disputes and the confirmation of any defective tobacco identified by the buyer. TIMB Classifiers and Sales Supervisors will be identified by reflective clothing and will be present at all sales. In the initial stages of contract sales, the TIMB Classifier will assist buyers and growers with placing of appeals until such time that they are accustomed to this procedure. At contract sales, the TIMB Classifier/Sales Supervisor may also assist the contractor / buyer with classification in the event that this service is required.

7.0 SELLING PROCEDURES FOR DUAL SYSTEM

Growers shall take all reasonable care to present for sale undamaged tobacco that is uniformly graded, free from contamination and foreign matter or any other non-tobacco related materials.

7.1 Auction Sales

- (a) Procedures for presentation of tobacco sold by auction will continue as before. Only approved wrapping paper and hessian will be used in baling tobacco for presentation at the auction floors.
- (b) For most bales of normal size, a sample (12 hands or equivalent) will be taken in four (4) equal amounts from diagonally opposite corners and from the points equidistant between the centre line and unsampled corners. Smaller bales will have less samples drawn and split bales will also be sampled. Not more than a further 6 hands may be drawn from a bale after the sale.

7.2 Contract Sales

- (a) Bales delivered for sale shall be wrapped in paper and hessian approved by TIMB. Should a contractor wish to deviate from normal requirements such specifications must however be approved by the TIMB.
- (b) Sampling hands for bales under contract is the same as for auction (See 7 (1) b above). As with auction sales, the contractor shall also provide manpower to open and sample tobacco bales.
- (c) In order to achieve uniformity of classification at all contract sales, TIMB will classify tobacco at selected contract sales with effect from this marketing season. TIMB classification of tobacco at all contract sales will eventually be fully implemented at all contract sales.

- (d) The previous day's weighted auction average prices for different grades will determine the minimum prices for similar grades at the contract sales. All defective bales will be classified prior to pricing.
- (e) The grower or his recognised agent (representative) may follow immediately behind the buying team and if he is not happy with the price, he/she shall appeal by marking the ticket with the letter 'A' in front and stating the reason for the appeal. The grower or his recognised agent may approach a TIMB representative for assistance.
- (f) The TIMB Arbitrator will follow within three lines of sale and make a determination of any appeals. His/her decision shall be final.
- (g) Growers' defective bales that have for any reason (other than foreign matter) not been sold may be held and sold with the declared defect at times to be arranged by the contractor and TIMB.
- (h) **SPLIT BALES: - The price for a split bale shall be based on an average of the two sides of the split.** Split bale means 'a bale containing two grades of tobacco which are similar in regard to group, quality, colour and style' (see 10 (f)).
- (i) A sale shall be completed once arbitration has gone past and the top copy of the sale ticket has been removed from the bale by the Contractors' staff for recording and payment processing purposes.

8.0 PROCEDURE FOR APPEAL (Auctions & Contract)

8.1 Indicating Appeals on tickets

If an 'A' class or contract buyer wishes to appeal to TIMB for a defect on a bale, other than that which is sold declared for a defect, he shall tramline the back of the ticket and write the reason for the appeal. He shall also mark the front of the ticket with either the letter 'A' or in the case of mould, the letter 'M' and in the case of foreign matter the letter 'F'.

Only one reason for appeal may be noted, however, a second reason may be recorded for grower information e.g. where a bale is mixed and mouldy.

8.2 Appeals by growers at contract sales

If a grower is unhappy with any grade/price, he/she may appeal to the TIMB Arbitrator as indicated in 7.2 (d).

8.3 The arbitration process

Arbitration by a TIMB official will take place in complete isolation without interference from a Buyer, a Grower or his representative. And the Arbitrators decision shall be final. **Arbitrators shall operate from at least 3 lines behind the sale.**

The arbitrator shall consider appeals by buyers for the following defects: -

<u>Appeal</u>	<u>Rejection Symbol</u>
(a) Mixed hands (including split too far apart)	MR
(b) Mixed in hands	BMR
(c) Mouldy	LR
(d) Badly handled (Too wet or Too dry)	BGR
(e) Loose Leaf and Scrap baled with Tied Hands - withdrawn	WR
(f) Scrap with bare Stems in it - withdrawn	WR
(g) Stems in Butts - withdrawn	WR
(h) Plastic string used for bale sewing - withdrawn	WR
(i) Small or large Butts or reversed ties in Butts - withdrawn	WR
(j) Fines in Strip or Scrap - withdrawn	WR
(k) Foreign matter - withdrawn	WR
(l) Damaged, grease, fuel - withdrawn	DR
(m) Funked - withdrawn	KR
(n) Stemrot (undeclared)- withdrawn	SR
(o) Hot - withdrawn	OR
(p) Damaged soot	DR
(q) Undeclared split	NDR

The symbols above may appear in a grower's Sales Sheet against bales, which have been rejected. Other symbols, which may also appear in a grower's Sales Sheet against rejected bales, are 'NR' for No Sale, 'NGU' for destroy and 'RR' for rejected for other reasons like Oversize, Overweight and Underweight. When necessary, Arbitrators will state the reason for the rejection on the sales ticket to assist in the correct re-handling of the bale.

N.B. No appeal for Mixed can be made on declared "NG" bales. **No Grade** bales will be classified as such.

9.0 REHANDLING OF REJECTED BALES

Farmers will not be permitted to collect their rejected tobacco. Growers will make arrangements for such tobacco to be re-handled within their premises or engage licensed graders to carry out the re-handling.

10.0 SUBMISSION OF GROWERS STATUTORY RETURNS

As part of the discipline necessary for Zimbabwe to retain its competitive advantage of operating a world class marketing system, the following will apply: -

- (a) Growers have to be registered at TIMB where they will indicate whether they are contracted or not by **31 October** each year.
- (b) Growers will be required to provide the TIMB with preliminary and final statutory estimate returns of their production by the **15th March and 31st May** respectively each year. This is irrespective of whichever system of production and marketing they will have chosen. The information derived from this process is essential for central government planning purposes and accordingly growers are urged to be accurate in their submissions. An IT system will be operated which matches mass sold to declared hectareage in the system. All cases where mass sold deviate significantly from average will be investigated and corrective action taken.

11.0 DATA TRANSMISSION AND PROCESSING

(a) Sales Statistics

Both auction floors and contractors will be linked to the TIMB system to allow for booking of deliveries to take place; transmission and processing of sales data to enable TIMB to aggregate for use by stakeholder's information on volume sold. This is to be done within 24 hours.

(b) Stop Order

Auction floors and contractors shall observe the requirements of the Farmers Stop Order Act (Chapter 18:11) before paying the balance of the purchase price to the seller. To facilitate this process, all stop orders will be lodged with the Tobacco Industry & Marketing Board, after proper registration with the authorities at least 48 hours before sale.

12.0 CARE IN HANDLING

(a) Foreign Matter: -

It is important that no foreign matter is in any bale of tobacco. Only clean tobacco should be offered for sale. "Clean" means completely free of floor sweepings, grading tickets, pieces of string, plastic, grass, newspaper and any other foreign matter. Care should be taken to remove any hessian fluff from graded tobacco. The use of polythene and plastic products is definitely not recommended in tobacco handling. Bales found before sale to contain any foreign matter at all will be closed up and not sold. Bales found after sale to contain foreign matter will be rejected as WR (foreign matter). Should 10% of the consignment be found to contain foreign matter, the whole consignment will be rejected.

(b) Nested Tobacco: -

Sellers should ensure that no attempt is made to hide inferior tobacco in the centre of bales, or pieces of stem under tied leaf. The penalty for nesting is twenty dollars (US\$20) per bale or imprisonment for one year or both the fine and imprisonment. Please note that all nested tobacco will be forfeited to the Board and shall be re-handled and sold to the Board's account.

(c) Over-conditioning: -

When high humidity is experienced, growers should ensure tobacco is in good keeping condition and not overconditioned as this may lead to mould and Buyers appeal for 'wet' (overcondition).

(d) Loose Leaf:

With the Contractors consent, growers may present their tobacco for sale in a loose form, subject to the following provisions: -

- (i) The tobacco must be properly graded
- (ii) The leaves must be straight laid and unbroken

- (iii) The length variation within the bale must not exceed 75 mm for leaf under 400 mm and 125 mm for leaf over 400 mm.

(e) Grease from the Press

Great care should be taken to ensure that grease from the baling box screw does not come out into contact with tobacco. It is recommended that the screw is always greased under supervision.

Bales found on the Floors to be contaminated with grease will be rejected as "Damaged" (DR).

(f) Diesel

Tobacco for sale should not be transported together with diesel or any other fuel as this may contaminate the tobacco. Any tobacco that is contaminated with fuel will be withdrawn from sale.

13.0 BALING OF TOBACCO FOR SALE

(a) Types of Bales to be offered for Sale: -

Tobacco may be baled in any of the following forms: -

Tied Leaf, straight laid loose Leaf, clean graded Strips or clean graded Scrap. These forms should never be mixed.

(b) Presentation: -

Growers are reminded that graded tobacco leaves under 18 cm in length may be baled as loose leaf. Very short low stalk types may be difficult to straight lay. In this case, every effort should be made to present the tobacco as neatly as possible.

(c) Butt Sizes: -

Growers are reminded that oversize butts may be rejected on appeal. Butt size should be 25 – 28 mm.

(d) Bale Size: -

The maximum bale dimensions are **61 cm x 86 cm x 61 cm**. Growers who deliver bales whose dimensions are in excess of these are cautioned that such bales will be closed prior to sale and returned to the grower or his agent for re-handling.

(e) Bale Mass: -

- * The minimum bale mass is **20 kg net or 22 kg gross**
 - * The maximum bale mass is **120 kg net or 122 kg gross**
- Overweight bales will be rejected.

(f) Split bales

A grower may deliver to the auction floor/contractor, a bale which contains two bordering grades of tobacco, i.e. a split bale. The following conditions will apply to split bales: -

- (i) Only two grades may be put in a split bale, therefore splitting into three or more grades is not permissible.
- (ii) The grades must be bordering in regard to group, quality, colour and style. Bales containing differing tobacco will not be allowed to sell and will be closed up by classifiers prior to the sale.
- (iii) There will be no minimum weight for split bales.
- (iv) A sheet of baling paper should separate the grades in the bale - no other material may be used for separation purposes.
- (v) Split bales should be declared as such by attaching a bale ticket on the end of the bale adjacent to the bale number ticket and marked "Split"

The following procedures will apply to the sale of split bales: -

- (i) All split bales will be identified as such at all sales and declared "split" by the starter at auction sales.
- (ii) Split bales will be "sampled" prior to sale with samples being taken from both sections of the split.

Appeals for Mixed will be allowed on either section of a split bale and if this appeal is upheld, the bales must be returned to the grower, his agent or the commercial grader for re-handling.

(g) Hessian Wraps and Tobacco Paper Suppliers

Growers and auction floors are advised that auction sales of tobacco packaged in non-prescribed Hessian wraps or paper are not permitted.

Those contractors supplying their growers with their own brand of Hessian wraps must ensure that unauthorized growers do not use such Hessian. All cases of tobacco presented at auction sales in such Hessian wraps should be reported to the suppliers of such Hessian for their action.

Information pertaining to Hessian suppliers, their trademarks and product availability is available from TIMB offices.

14.0 PERMISSION TO ENTER AUCTION AND CONTRACT FLOORS

All key staff relevant for the marketing of tobacco should have identification tags, bibs and uniforms so that they are distinct, visible and easily identifiable.

Growers selling tobacco on the day are allowed to be accompanied by a maximum of three family members to witness their sale.

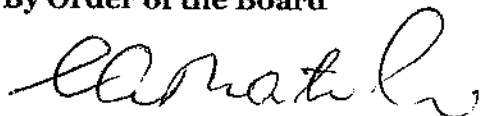
Any other visitors to the auction floors or selling points should first seek clearance from the sales floor before admission.

Auction floors have been given authority to deny entry onto the sales floor any persons who do not fulfil this requirement. These measures have been adopted in the spirit of maintaining order at all tobacco sales points.

TIMB will install suggestion boxes and establish toll free hotline telephone numbers that are fully manned. Farmers and stakeholders are encouraged to make use of these facilities to report any illegal activities at the selling points.

Thank you in advance for your co-operation.

By Order of the Board

A handwritten signature in black ink, appearing to read 'A. Matibiri', written in a cursive style.

DR ANDREW E MATIBIRI
CHIEF EXECUTIVE OFFICER

AEM/am