

## **Registration procedure for DTI (Direct Trader Input) facilities**

(Holding a **valid CHA** pass is mandatory for the registration)

**Exclusively on MONDAYS and WEDNESDAYS**

### **Step 1. Preparations for MOU (Memorandum of Understanding)**

Please submit a request letter to Director of Customs (ICT) through *ICT Audit Unit* . Following details are compulsory (Sample Request letter given below).

- Declerent name and VAT No used in Cusdec processing
- CHA No
- Number of Cusdec's submitted for a month
- Customs offices required for Cusdec submission (CBLR1, CBBO1... etc on priority basis)

### **Step 2. Drafting of MOU**

You may submit the Originals and Photocopies of the following documents to the *ICT Audit Unit* along with the letter mentioned above and obtain the draft MOU.

- CHA Pass
- NIC of the Director ( at least 1)
- Business Registration
- Form 1,41,48 or relevant form.
- VAT/TIN certificate of the Declerent

Email us: **dti@customs.gov.lk**

### **Step 3. Signing of MOU**

The MOU will be signed between Director of Customs (ICT) and representative of the relevant institution. If the signatory is not a Director of the institution he has to produce an authorizing letter from the Board of Directors. (Please arrange a date for signing by calling 0112445148, once the MOU is ready. Make sure the Declerent VAT/TIN is correct in the MOU)

### **Step 4. Payments for VPN ( Virtual Private Network) Device**

Relevant charges can be paid to the Shroff Branch after signing of the MOU. (Please obtain a PIV voucher from the *ICT Division Audit unit* to make the payment.)

### **Step 5. Delivery of VPN**

The VPN token will be issued upon production of the *payment receipt* to the Director of Customs (ICT).

### **Step 6. Issuing of User Name and Password**

Please produce the *payment receipt* to the *ICT Division Audit unit* and obtain your **DTI number**. Please fill the “**Application to Obtain Access to Sri Lanka Customs ASYCUDA++ System – DTI Users**” which is annexed below, and submit it.

**(Important:** The user himself is required to be present at the ICT with the duly filled application along with the NIC/DL to obtain the password.)

### **Step 7. Software and Installation**

Please Consult ASCC Mr. Nishantha, Mr. Ajith or Mr. Harshana for guidance and advice regarding software and installation at the time of obtaining the DTI number. **(Please bring a CD and a Flash Drive).**

**Step 8.** Register for Asycuda Training by sending an e mail with the names of the users to the above e mail address with the caption “ DTI Training”:

**Application to Obtain Access to Sri Lanka Customs ASYCUDA++ System – DTI Users**

DTI \_ \_ \_ \_

**Important :** Please read instructions in **Registration Procedure for DTI facilities** . This form is for the Step 6 of the guidelines. If you have not produced the *payment receipt* to the *ADP Audit unit* yet (as per Step 6), do it **NOW**, enabling them to start processing your password

1. Name of the Entity.....
2. Declarant VAT No \_\_\_\_\_ - \_\_\_\_\_
3. Name of the Employee/User.....
4. NIC Number .....5.CHA Pass Number .....4.6. Designation .....
- (Please photocopy the NIC/CHA overleaf) 5.7. E mail/s : .....
- 8.Contact Numbers ..... (Office).....(Personal)
9. Access required Offices on priority basis (ASYCUDA Offices)
- 1) ..... 2) ..... 3) ..... 4) ..... 5) ..... 6) ..... 7) .....

DDC (ICT)SC (ICT),

I certify that the above details are correct. Please authorize the above employee, whose signature appears below, a suitable level of access to the ASYCUDA system.

.....  
Signature of the Employee / User

.....  
CEO/MD/Chairperson\*

MOU signed on :  
VPN purchased on :  
Receipt No. :

ASC (ICT), ( For office use )  
Please authorize the above person a suitable level of access  
.....  
DDC (ICT) / SC (ICT)

DDC (ICT)/ SC (ICT),

( For office use )

System access authorized to the above person for the user group \ BRK , .....  
at .....Offices .....  
ASC (ICT)

DDC (ICT)/ SC (ICT),

( For office use )

I obtained the authority to access the ASYCUDA++ system for the user name/s.....

Further, I agree to the following conditions.

1. I undertake to secure the confidentiality of my password.
2. I undertake the total responsibility for the use of my user name/s
3. I undertake to inform you in advance of any of my, registration as to make this user name/s non operative.

Date .....

.....  
Signature of the Employee/User

DDC (ICT)/ SC (ICT),

I undertake to inform you in advance of any of above employee's transfers, termination of service as to make this user name/s non operative.

Date : .....

.....  
CEO/MD/Chairperson\*

• Entity's Official Stamp should be placed.

## DTI registration sequence

“know *Where you are*”

### Step 1. Preparations for MOU

Request letter submitted .....

### Step 2.

#### Submitted originals & copies (separately)

- CHA Pass.....
- NIC of the Director ( at least 1).....
- Business Registration / Incorporation Certificate.....
- Form 1, 20,40 or relevant form.....
- VAT/TIN certificate .....

Draft of MOU received.....

### Step 3. Signing of MOU

Authorization letter produced .....

MOU signed.....

### Step 4. Payments for VPN

Payments for VPN made to Shroff .....

Payment receipt collected.....

Receipt No.....

### Step 5. Delivery of VPN

VPN instrument collected from ADGC, DC .....

### Step 6. Issuing of User Name and Password

Payment receipt produced to the Audit unit .....

DTI number received .....

“Application to Obtain Access to Sri Lanka Customs ASYCUDA++  
System – DTI Users” filled and handed over to Audit Unit .....

### Step 7. Software and Installation

Copied CD .....

Step 8. Registered for Asycuda Trainingg by emailing the names of the  
users to [dti@customs.gov.lk](mailto:dti@customs.gov.lk) .....

*Wellcome to DTI !!!*

*Sample Letter of Request*

M/S. ....  
.....  
.....

Director of Customs,  
ICT Division,  
Sri Lanka Customs.

Application for the Direct Trader Input Facility

VAT No. of the Declarer	
CHA Pass No.	
Average No. of Cusdecs per Month	
Customs Offices for the Facility required (Ex. CBLR1) Mention as per priority	

Following Original Documents are submitted along with the Photocopies

- CHA Pass
- NIC of the Director ( at least 1)
- Business Registration / Incorporation Certificate
- Form 1, 20,40 or relevant form
- VAT/TIN certificate


.....  
Director/ Partner/ Proprietor