

Documents Mandatory to Renew Customs House Agent (Declarant)

1. Request Letter (Signed by the Proprietor/Partner/Director)
2. Duly filled following CHA Application forms
 - a. CUS/CHA (01) – One form
 - b. CUS/CHA (02) – Two forms
3. Originals with Photocopies of following Documents
 - a. Business Registration Certificate
 - b. TIN
 - c. VAT
 - d. Cash Deposit receipt of Rs. 50000/= issued by Sri Lanka Customs
4. Letter of Certificate issued by the Bank (Bank should issue a letter certifying a current account is in operation in the name of Customs House Agent)
5. Proof of Address (Electricity Bill/ Water Bill/ Telephone Bill) (within two months)
6. Following documents of CHA Applicant's along with Originals & photocopies
 - a. NIC
 - b. Last year CHA pass
 - c. Certificate of Competence (CHA Certificate issued by Sri Lanka Customs)
 - d. CIU Report
 - e. Police Report (within two years)
 - f. Grama Niladhari Certificate (within six month)

**APPLICATION FOR RENEWAL / NEW REGISTRATION OF
CUSTOMS HOUSE AGENCY FOR YEAR 201.....**

(1) Name of the Company :

(2) Nature of the Company :

(3) Type of the Company :

(4) Company Address :

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(5) Business Registration Number & Year :

(6) VAT Identification Number :

(7) SLPA Clearing Agent License Number & Date :

(8) Cash Guarantee :

Receipt Number & Date :

(9) Number of CHA Identity cards Surrendered for Cancellation (10) Number of CHA to be renewed

(11) The details of the persons for whom I/We need to obtain CHA passes are as per declaration attached hereto

(12) The following copy documents are attached hereto (with originals for perusal & return) in respect of each person

a. Number of Certificates of Competence

b. Number of Police Report

c. Number of Grama Niladhari Certificate

d. Number of National Identity Cards

e. Number of CIU Report

(13) I/We do hereby declare that the particulars entered by herein above are true and correct in a very respect. And undertake to surrender the respective CHA identity card in the event any of the persons for whom the CHA identity passes had been issued at my/our request happen to leave my/our employment or leave the company

Date :

.....
Signature of Proprietor / Partner / Director
And the Company Seal

FOR OFFICE USE ONLY

Charges	Rs.	Shroff
New Registration Fees		Please recover the following charges. (1) Rs. (2) Rs. (3) Rs.
Renewal Fee for the year		
Fee for Certificate Holders		
Documentation Fees		
TOTAL		
Inspection Fees		OIC/DSC/ASC (CHA Unit)
Other		Shroff

**Declaration made by the Proprietor / Partner / Chairman / Managing Director
of Customs House Agency for obtaining CHA pass from Sri Lanka Customs
in terms of Section 115 of the Customs Ordinance (Chapter 235)
(To be completed in block letters)**

- (1) Company Name :
- (2) Company Address :
- (3) TIN Number : (4) First Registered : Year Month
with Customs
- (4) Contact Telephone : Office Fax Mobile
Number
- (5) CHA Registration : Valid up to :
Number (for office use only)

Details of CHA Pass Holders					
S/No	Full Name	Designation	NIC No.	Residential Address	Office use only

Details of T Pass Holders					
The Director General of Customs I do hereby declare that the details furnished herein above are true and correct and do hereby request to issue a CHA passes to the above named personal/s. I do hereby undertake to return/surrender the CHA card in the event of any of the persons entered above ceases to hold employment in the company or my employment Signature, Designation, Date Company Seal		DDC/SC (CHA) This is to certify that the documents furnished along with this application were checked and found that the particulars indicated therein are true and correct. I further certify that the applicable fees have been recovered OIC (DSC/ASC) (CHA Unit)		The Manager (Lanka Security Printing) Please issue CHA passes for the above declared personal/s under the serial numbers indicated against the name/s after the recovery of your charges Deputy Director of Customs (CHA) For Director General of Customs	

**Declaration made by the Proprietor / Partner / Chairman / Managing Director
of Customs House Agency for obtaining CHA pass from Sri Lanka Customs
in terms of Section 115 of the Customs Ordinance (Chapter 235)
(To be completed in block letters)**

- (1) Company Name :
- (2) Company Address :
- (3) TIN Number : (4) First Registered : Year Month
with Customs
- (4) Contact Telephone : Office Fax Mobile
Number
- (5) CHA Registration : Valid up to :
Number (for office use only)

Details of CHA Pass Holders					
S/No	Full Name	Designation	NIC No.	Residential Address	Office use only

Details of T Pass Holders					
The Director General of Customs I do hereby declare that the details furnished herein above are true and correct and do hereby request to issue a CHA passes to the above named personal/s. I do hereby undertake to return/surrender the CHA card in the event of any of the persons entered above ceases to hold employment in the company or my employment Signature, Designation, Date Company Seal		DDC/SC (CHA) This is to certify that the documents furnished along with this application were checked and found that the particulars indicated therein are true and correct. I further certify that the applicable fees have been recovered OIC (DSC/ASC) (CHA Unit)		The Manager (Lanka Security Printing) Please issue CHA passes for the above declared personal/s under the serial numbers indicated against the name/s after the recovery of your charges Deputy Director of Customs (CHA) For Director General of Customs	

My No. :

CHA Unit
Sri Lanka Customs

Director of Customs (Central Intelligence)

Request for Previous Offence Details of CHA Applicants

The below mentioned person has applied CHA pass for year 201.....
Please let me know the details of previous offences of this applicant if any.

Applicant's Details

Full Name :
(In Block Letters)

NIC No. :

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CHA No. (If any) :

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Address :
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Employer's Details

Name :
(In Block Letters)

Address :
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TIN No. :

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OIC (CHA Unit)
Specialized Services

Date:

My No.:

Date :

OIC (CHA Unit)

- There are no records in previous offenders' database for the above applicant.
- Following records available in able in previous offenders' database for the above applicant.

Case No.	Suspect Type	Suspect's Role	Penalty
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