

# Registration Limited liability Companies

Following original documents with photocopies should be submitted for the registration of a Private Ltd or Public Ltd company.

- 1) Duly filled Application form (Can be downloaded from [http://www.customs.gov.lk/downloads/vat/Reg\\_Imp\\_Exp.pdf](http://www.customs.gov.lk/downloads/vat/Reg_Imp_Exp.pdf))
- 2) VAT certificate (Obtained from Inland Revenue Department)
- 3) TIN certificate (Obtained from Inland revenue Department)
- 4) National Identity Card / Passport of two directors (who have signed the application) & photocopies of the NIC/Passport of all directors
- 5) Form 01 or Form 48&40 (obtained from Registrar of Companies)
- 6) Certificate of Incorporation
- 7) Commercial Invoice and Bill of Lading
- 8) SMS application
- 8) Form 44, 45 & 46 for overseas companies (obtained from Registrar of companies)
- 9) Form 13 (If there is a Change of address - obtained from Registrar of companies)
- 10) Form 20 (If there is a change of directors - obtained from Registrar of companies)
- 11) Form 3 (If there is a change of company name - obtained from Registrar of companies)
- 12) EDB certificate for Exporters (issued by the export development board)
- 13) BOI registration letter for BOI companies
- 14) Billing proof (Water bill / Electricity bill / Telecommunication bill)

# Registration of Sole-Proprietor or Partnership companies

Following original documents with photocopies should be submitted for the registration

1. Original NIC (Passport or Driving License) of two directors/partners or applicants & photocopies of the NIC/Passport of all partners.
2. Business Registration Certificate.
3. Originals of TIN and VAT certificate
4. Deed or lease agreement of the business premises (in the case of the deed under the name of a separate person other than the names of the owner or partner/s the consent of the owner of the deed to be submitted in the form of an affidavit)
5. Billing proof (Water bill / Electricity bill / Telecommunication bill)
6. Banks statement of recent month
7. Commercial invoice and Bill of Lading (B/L) (required only for the registrations as an Importer)
8. SMS application
9. EDB certificate - issued by export development board (required only for the registrations as an Exporter)

# Documents required for address change of a company

Following original documents with photocopies should be submitted

## ➤ **For limited liability companies (Private Ltd & Public Ltd)**

- ✚ Request letter (should be addressed to Director General of Customs)
- ✚ VAT certificate
- ✚ TIN certificate
- ✚ Form 13 (issued by Registrar of Companies)
- ✚ Address Confirmation letter by respective 'Grama Niladhari'

## ➤ **For Sole-Proprietor & Partnership Companies**

- ✚ Request letter (should be addressed to Director General of Customs )
- ✚ VAT certificate
- ✚ TIN certificate
- ✚ Business Registration Certificate (BRC)
- ✚ Address Confirmation by respective 'Grama Niladhari'
- ✚ Deed or lease agreement of the business premises (in the case of the deed under the name of a separate person other than to the names of the owner or partner/s the consent of the owner of the deed to be submitted in the form of an affidavit)

## **Documents Required for Change of Company name**

Following original documents with photocopies should be submitted

- ✚ Request letter address to the Director General of Customs
- ✚ Business Registration Certificate/Form 03
- ✚ TIN
- ✚ VAT

## **Documents required for change of VAT number (change of last four digits)**

Following original documents with photocopies should be submitted

- ✚ Request letter address to the Director general Of customs
- ✚ VAT certificate

## **Documents required for updating of temporary VAT**

Following original documents with photocopies should be submitted

- ✚ VAT certificate
- ✚ Invoices
- ✚ Bill of lading

## **Documents required to updating Customs House Agents validity period of temporary VAT**

Following original documents with photocopies should be submitted

- ✚ VAT certificate
- ✚ Valid CH Pass or Renewal application, approved by OIC(CHA)

## **Documents required for vehicles imported by individual for personnel use other than Permit holders**

Following original documents with photocopies should be submitted

- ✚ Duly filled Application (Can be downloaded from [http://www.customs.gov.lk/downloads/vat/Reg\\_Imp\\_Exp.pdf](http://www.customs.gov.lk/downloads/vat/Reg_Imp_Exp.pdf))
- ✚ NIC/Passport
- ✚ Invoice
- ✚ Bill of Lading

## **Documents required for vehicle importation by Permit holders**

Following original documents with photocopies should be submitted

- ✚ Duly filled Application (can be downloaded from [http://www.customs.gov.lk/downloads/vat/vatform\\_new\\_2.pdf](http://www.customs.gov.lk/downloads/vat/vatform_new_2.pdf))
- ✚ NIC/Passport
- ✚ Official Identity Card
- ✚ Invoice
- ✚ Bill of Lading
- ✚ Permit