

**FORM FOR THE REGISTRATION OF FREIGHT FORWARDERS
IN TERM OF SECTION 114 OF THE CUSTOMS ORDINANCE**

01.Name of Business/Applicant :

Type of Business: Sole Proprietorship
 Partnership
 Private Ltd Liability
 Other (please specify.....)

02.Tax Identification

Number (TIN):

VAT No.:
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03. Are you registered to carry out business as a Freight

Forwarder ? **Yes** **No**

If yes, Registration

Number:

Date of Establishment: / /
 (DD / MM / YYYY)

04. Address:

Head Office:

Telephone No :
 Fax :
 E-mail :
 Website :

Other Offices:

Telephone No :
 Fax :
 E-mail :
 Website :

05.Principal Activities:

Vessel Agent
 Freight Forwarder

06.Are you a Member of Freight Forwarders' Association ? **Yes** **No**

Membership reference No.

07. Do you issue Delivery Orders to the consignees to be submitted to Customs Department?

Yes **No**

08 .Name & Address of :

Parent Company : (If any)

FINANCIAL INFORMATION

09. Details of Bankers *(Attach Bank statement of last six months)*

	1	2	3
Name			
Branch			
Account No			
Date Account Opened			
Type of Account			

10. Name & Address of Auditor :

11. Last year Business Turnover *(Attach Balance Sheet, Profit & Lost Account etc)*

Assets of Company Current Assets Value :

 Fixed Assets Value :

12. If Tax Payer, Tax file Number

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Amount paid in the last three quarters

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13. DECLARATION

I/We hereby declare that the particulars and the statement made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from. Also I/we understand that any information furnished in the application if proved incorrect or false will render me/us the cancellation of registration with the department of Sri Lanka Customs.

Signature of the Applicant(s):

Name :

Date :

Designation :

14. BANK CERTIFICATION

Bank Ref No.:

We certify that Mr./Mrs./M/S
(Name and Address of the applicants)

are maintaining a savings bank Account/Current Account No.:

with us since

.....
 (Signature of certifier)

Date :

Name :

Designation :

(Official Stamp)

FOR OFFICIAL USE ONLY

Date Received :

Ref No:

Vetted

Owners

Officers Checked :

Addresses

Grama Niladari Certificate

ID/Passport/TIN

Tax Payments

Bank Accounts & Certification

Business Registration Certificate

Registration Accepted/Not accepted :

Date :

Signature :

Designation :

Name :

Code Allocated :

Instructions :

- Completed application can be submitted for registration at Customs ADP Division, 3rd Floor, Times Building.
- Obtain the Code Number, on registration, which is required for submission of manifests.

INSTRUCTIONS FOR THE REGISTRATION OF FREIGHT FORWARDERS

Step 1 : Download the “**Form for the registration of Freight Forwarders**” from the website <http://www.customs.gov.lk>.

Originals of the following Documents along with the photocopies and the duly filled application have to be submitted to the ICT Division (ADP) for registration.

- **Business Registration (BR)**
- **Form 1 issued by the Registrar Of Companies.**
- **ID/ Passport of the directors.**
- **VAT certificate.**
- **Certificate issued by the Grama Niladari certifying the business address as per the VAT certificate.**

Following documents may be submitted separately

- **Bank Statements (6 months)**
- **Balance sheet, profit and loss account etc.**

Please submit the documents in the above given order and obtain a FF number

Step 2 : Download the “**Application to obtain Access to Sri Lankan Customs Web Based Manifest System**” from the website, fill the form with your FF number and hand over to Mr. Nishantha to obtain username and password.