

Guide to Submit Proxy

Exporter

1. Download the Draft **Exporter's Proxy** from the Sri Lanka Customs website at <http://www.customs.gov.lk> published under the "Downloads" and obtain necessary approvals within your company
2. If the company is a Limited Liability Company or a Public Company, pass a Board Resolution appointing one Director or required number of Directors as per Articles of Association of the company to sign the Proxy.
3. Hand over the Proxy and the Board Resolution – if applicable – to the Customs House Agent to be submitted to the Exports Directorate of Sri Lanka Customs for registration.

Customs House Agent

4. Download the Draft **Acceptance of Proxy** from the Sri Lanka Customs website at <http://www.customs.gov.lk> published under the "Downloads" and obtain necessary approvals within your company
5. If the company is a Limited Liability Company or a Public Company, pass a Board Resolution appointing one Director or required number of Directors as per Articles of Association of the company to sign the Acceptance of Proxy.
6. Submit the **Proxy, Acceptance of Proxy and the Board Resolutions** – if applicable – to the Exports Directorate for registration.