

## Guide to Submit Proxy

### Importer

1. Download the Draft **Importer's Proxy** and the **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
2. Print the Proxy and the Acceptance of Proxy on both side of one A4 size paper
3. 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.
4. Hand over the duly signed Proxy and the Board Resolution – if applicable – to the Customs House Agent to be submitted to the Post Clearance & Audit Directorate of Sri Lanka Customs for registration.

### Customs House Agent

5. Obtain necessary approvals within your company to sign the Acceptance of Proxy
6. 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.
7. Submit the duly signed **Proxy, Acceptance of Proxy** and **Board Resolution** – if applicable – to the Post Clearance & Audit Directorate for registration.