

### **Registration of importers and exporters**

Importers and Exporters are required fill the TIN Registration form, attach the other required documents and provide soft copies of the photos of the Directors to their Customs House Agent.

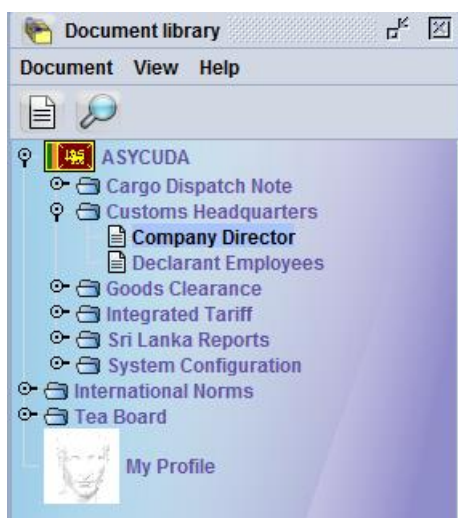
The TIN Registration form & other required documents are available at the [customs.gov.lk---downloads](http://customs.gov.lk---downloads)—VAT Registration.

The Customs House Agent should upload the details and photos to the ASYCUDA System.

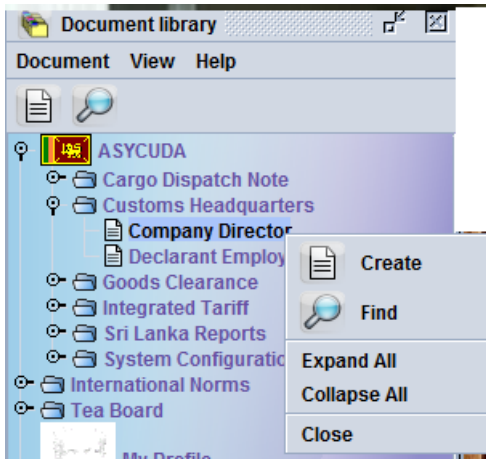
Next the Customs House Agent should come to Customs TIN Registration Unit to activate the company profile.

How to upload the director details are given below.

Log in to the AsyCuda system. Click on Customs Headquarters and then on Company Director.



Click on Create.



Fill in the relevant company details.

A screenshot of a web application window titled "Company Director - Create [TEST]". The window has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar are icons for visibility, confirmation, document, close, search, and help. The main content area features a header with the UN logo and "ASYCUDA". Below the header is a section titled "Company Identification". The form contains the following fields:

- Company Code: 1121312
- Company Name: TEST
- Address: TEST, TEST, TEST, TEST
- Telephone: 01201213
- Fax: 1131030
- Web Site: @customs

At the bottom of the window, there are two tabs: "Company information" and "Directors".

Please be careful to provide accurate company details.

Next click on the Director tab appearing on the bottom of the page & fill in the details. Next click on the Image viewer.

The screenshot shows a web application window titled "Company Director - Create [TEST]". The window has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for eye, checkmark, document, red X, magnifying glass, and question mark. The main content area contains a form with the following fields:


Name	Designation
WMT MAHAULAPATHA	DIRECTOR

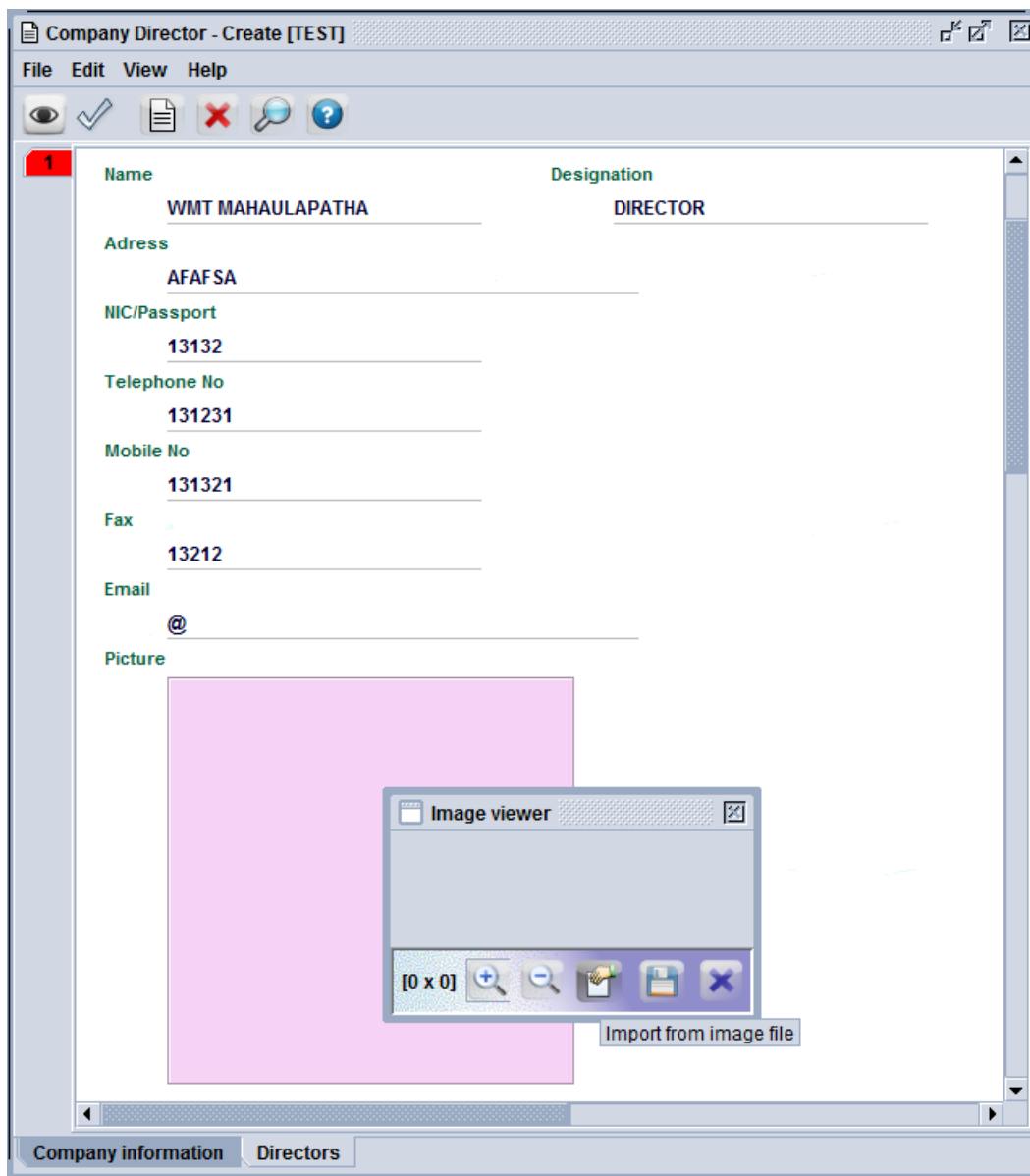
Below the table are the following fields:

- Address: AFAFSA
- NIC/Passport: 13132
- Telephone No: 131231
- Mobile No: 131321
- Fax: 13212
- Email: @
- Picture: A large pink rectangular area with an "Image viewer" tooltip and a "Help" button overlaid on it.

At the bottom of the window, there is a navigation bar with two tabs: "Company information" and "Directors".

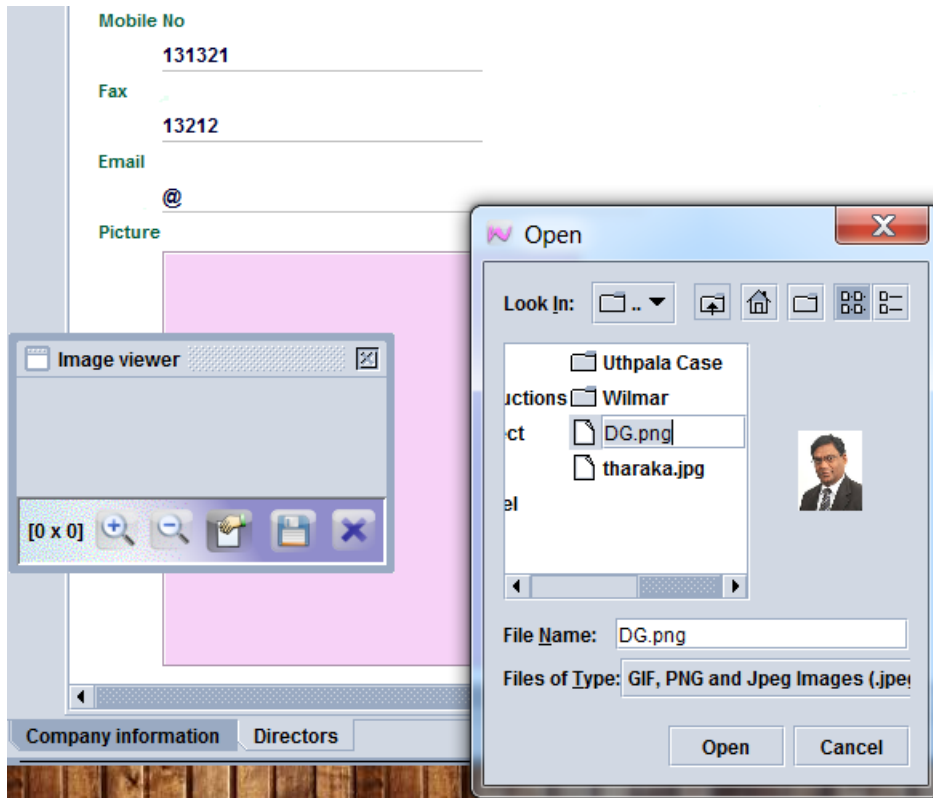
Please note that more than one director details can be uploaded in to the system per company.

Click on “Import from image file” 





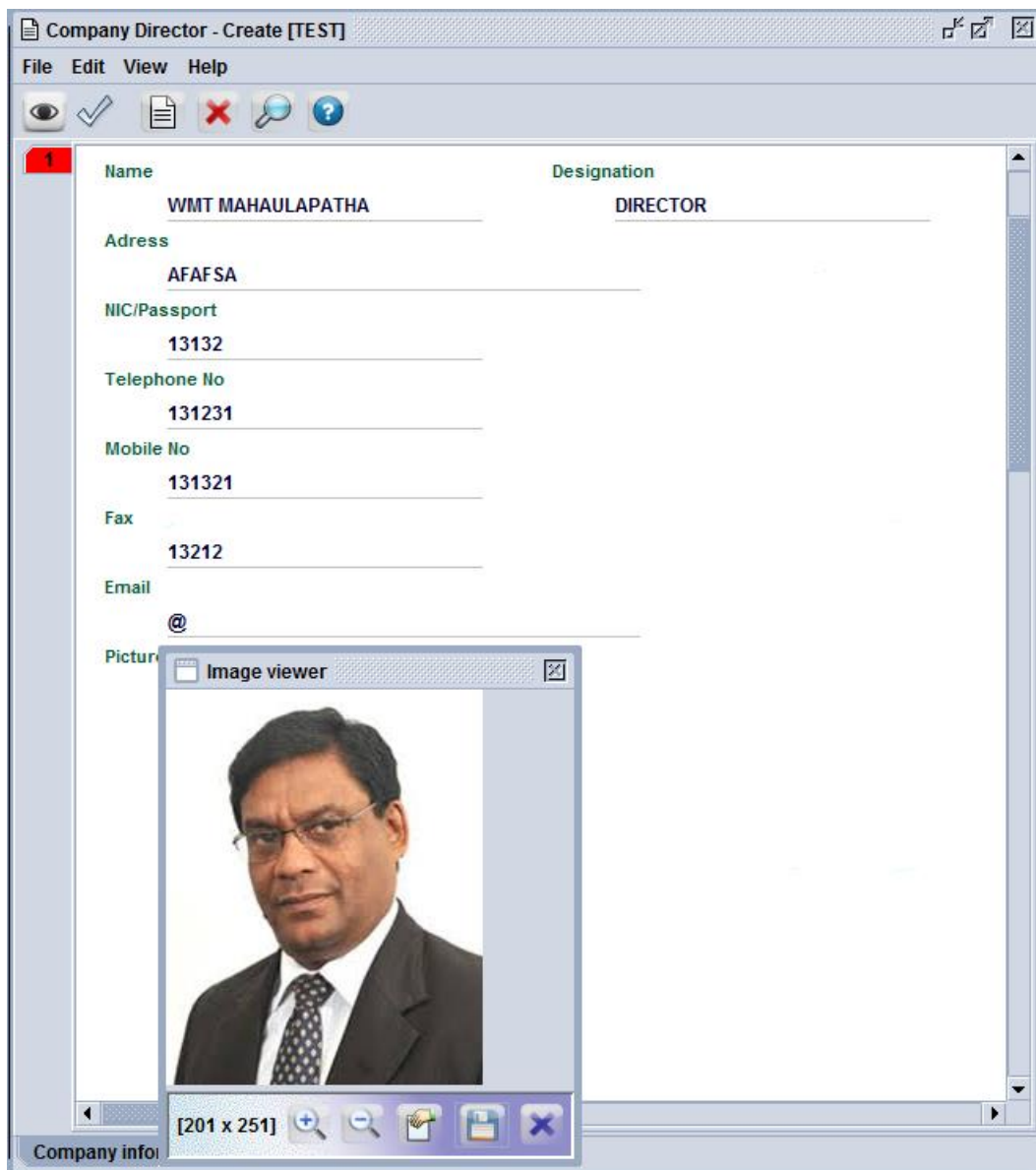
Due to space limitations of the Customs server end please ensure that the file size does not exceed 40 KB.

Indicate the location of the file . Click on Open. Import the file. Next click on the save icon .



You can resize the image using   icons.

Finally click on the eye mark  appearing on the top of the page and next on the validate button  appearing on the top of the page.



You should indicate details of all the directors.

Thank You.