

09. Details of Chairman / Directors / Partners / Proprietor / applicant etc. :					
Serial No	Full Name	Private address	NIC / Passport No	Telephone No Mobile No Facsimile No E-mail	Photograph (Taken within last six months - Stamp Size)
1					
2					
3					
4					
5					
6					

10. Certificate of Grama Niladari (Not applicable for Government Institutions & Public/Private Limited Liability Companies):

I certify that Rev. / Dr. /Mr. /Mrs. /Miss. /Ms.

.....
.....
.....

(Name and address of the Applicant/Business Entity)

Is known to me and resides/situated at the above address.

Signature:

Name :

Date :

(Official Stamp)

11. 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.

Name(s), Designation(s) and Signature(s) of the Applicant(s):

1).....

2).....

Date:

(Official Stamp)

FOR OFFICIAL USE ONLY

Date Received:

Vetted	Owners	<input type="checkbox"/>
	Previous Offenders Database	<input type="checkbox"/>
	Addresses	<input type="checkbox"/>
	Certificate of Grama Niladari	<input type="checkbox"/>
	ID / Passport / TIN/VAT	<input type="checkbox"/>

Registration Approved / Disapproved:

Date :

Signature :

Designation :

Name :

Instructions to Applicants

01. Name of Business Entity/Applicant: - Name of the Company as per Business Registration Certificate. (BRC)/Applicant's Name for personal imports/exports.
Type of Business Entity: - Indicate the type of Business Entity.
02. Taxpayer Identification Number (TIN): - Indicate your TIN number issued by the Inland Revenue Department (IRD).
Value Added Tax Registration (VAT) Number: - VAT Number with Extension 2525 or 7000 issued by IRD.
National Identity Card (NIC) Number: - for personal imports/exports.
03. Business Registration Number: - Number issued by the Registrar-General of Companies as per BRC.
Date of Establishment: - Issuing date of the BRC.
04. Address:- Head Office and other Office/Stores of the Business Entity or
Permanent and residential address of the applicant for personal imports/exports.
05. Principal activities: - The type of business you do with the Customs.
06. Regime :- Under which organization you do your CusDec processing
07. Name & Business Address of the Customs House Agent: - Details of your clearing/forwarding agent.
08. Has any Director/Partner/Proprietor/Applicant of the business been penalized under the provisions of the Customs Ordinance within the last five years:- If 'Yes', indicate any Customs Offence committed by you or your company.
09. Details of Directors/Partners/Proprietor/Applicant:- Photograph should be affixed .The particulars should be up loaded to the Customs Automated System (ASYCUDA) by your Customs House Agent.
10. Certificate of Grama Niladari (Not applicable for Government Institutions and Limited Liability Companies):- To be filled by the Grama Niladari certifying the name and address of the Applicant/Business Entity.

The following original documents and a copy of each document are required at the time of submitting the application for registration.

01. National Identity Card/Passport of two directors (who have signed the application) and photocopies of the NICs/Passports of all directors
02. VAT certificate (Obtained from Inland Revenue Department)
03. TIN certificate (Obtained from Inland Revenue Department)
04. Commercial invoice and Bill of Lading (B/L), Airway Bill (required only for the registrations as an Importer)
05. Certificate of Incorporation/Business Registration Certificate*
06. Form 01 or Form 48 & 40 (obtained from Registrar of Companies)*
07. Form 44, 45 & 46 for overseas companies (obtained from Registrar of Companies)*
08. Form 13 (If there is a Change of address - obtained from Registrar of Companies)*
09. Form 20 (If there is a change of directors - obtained from Registrar of Companies)*
10. Form 3 (If there is a change of company name - obtained from Registrar of Companies)*
11. EDB certificate for Exporters (issued by the Export Development Board)*
12. BOI registration letter for BOI companies*
13. Deed or Lease agreement of the business premises relevant to the address in the TIN certificate*
14. Billing Proof relevant to the address in the TIN Certificate (Water Bill/Electricity Bill/Sri Lanka Telecom Bill)*
15. SMS application (If necessary)*

*Not applicable for vehicles imported for personal use.