

Registration of Limited Liability Companies

Following original documents with photocopies should be submitted for the registration.

Company details and photos of all directors should be uploaded to Sri Lanka Customs ASYCUDA system through a Custom House Agent before submitting documents for processing.

- 1) Duly filled Application form
- 2) National Identity Card/Passport of two directors (who have signed the application) and photocopies of the NICs/Passports of all directors [If all directors are foreigners, at least one director must possess Permanent Residence(PR), Residential Visa (RV) or Business Visa (BV)]
- 3) VAT certificate (Obtained from Inland Revenue Department)
- 4) TIN certificate (Obtained from Inland Revenue Department)
- 5) Commercial invoice and Bill of Lading (BL)/Airway Bill (required only for the registrations as an Importer)
- 6) Certificate of Incorporation
- 7) Form 01 or Form 48 & 40 (obtained from Registrar of Companies)
- 8) Form 44, 45 & 46 for overseas companies (obtained from Registrar of Companies)
- 9) Form 13 (If there is a Change of address - obtained from Registrar of Companies)
- 10) Form 20 (If there is a change of directors - obtained from Registrar of Companies)
- 11) Form 3 (If there is a change of company name - obtained from Registrar of Companies)
- 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)

Registration of Sole-Proprietor or Partnership companies & Personal Imports

Following original documents with photocopies should be submitted for the registration.

Company/Personal details and the photos of all partners/individuals should be uploaded to Sri Lanka Customs ASYCUDA system through a Custom House Agent before submitting documents for processing.

- 1) Duly filled Application form
- 2) National Identity Card/Passport of two partners/applicants & photocopies of the NICs/Passports of all partners.
- 3) VAT certificate (Obtained from Inland Revenue Department)
- 4) TIN certificate (Obtained from Inland Revenue Department)
- 5) Commercial invoice and Bill of Lading (B/L), Airway Bill (required only for the registrations as an Importer)
- 6) Business Registration Certificate (Not applicable for personal imports)
- 7) Deed or Lease agreement of the business premises relevant to the address in the TIN certificate
- 8) Billing Proof relevant to the address in the TIN Certificate (Water Bill/Electricity Bill/Sri Lanka Telecom Bill)
- 9) SMS application (If necessary)

Documents required for address change of a company

Following original documents with photocopies should be submitted

For limited liability companies (Private Ltd & Public Ltd)

- ✓ Request letter (should be addressed to Director General of Customs)
- ✓ VAT certificate (Obtained from Inland Revenue Department)-(Only for Permanent VAT Holders)
- ✓ TIN certificate (Obtained from Inland Revenue Department)
- ✓ Form 13 (issued by Registrar of Companies)
- ✓ Deed or lease agreement of the business premises relevant to the address in the TIN certificate
- ✓ Billing Proof relevant to the address in the TIN Certificate (Water Bill/Electricity Bill/Sri Lanka Telecom Bill)

For Sole-Proprietor & Partnership Companies

- ✓ Request letter (should be addressed to Director General of Customs)
- ✓ VAT certificate (Obtained from Inland Revenue Department)-(Only for Permanent VAT Holders)
- ✓ TIN certificate (Obtained from Inland Revenue Department)
- ✓ Business Registration Certificate
- ✓ Address Confirmation by respective 'Grama Niladhari'
- ✓ Deed or lease agreement of the business premises relevant to the address in the TIN certificate
- ✓ Billing Proof relevant to the address in the TIN Certificate (Water Bill/Electricity Bill/Sri Lanka Telecom Bill)

Documents Required for Change of Company name

Following original documents with photocopies should be submitted

- ✓ Request letter addressed to the Director General of Customs
- ✓ Business Registration Certificate
- ✓ Form 03 (Only for Pvt Ltd & PLC)
- ✓ VAT certificate(Obtained from Inland Revenue Department)-(Only for Permanent VAT Holders)
- ✓ TIN certificate(Obtained from Inland Revenue Department)

Documents required for change of VAT number from Permanent to Temporary or Temporary to Permanent

Following original documents with photocopies should be submitted

- ✓ Request letter address to the Director General of Customs
- ✓ VAT certificate
- ✓ TIN Certificate

Documents required to update Customs House Agents validity period

Following original documents with photocopies should be submitted.

- ✓ VAT certificate
- ✓ Valid CHA Pass or renewal application approved by OIC (CHA)
- ✓ Acknowledgement of former period Vat Return submitted to IRD (Permanent VAT holders only)

Documents required for vehicles imported by individual for personal use other than Permit holders

Following original documents with photocopies should be submitted.

Application details should be uploaded to Sri Lanka Customs ASYCUDA system through a Custom House Agent before submitting documents for processing (Exempted for first vehicle import).

- ✓ Duly filled Application
- ✓ NIC/Passport
- ✓ Invoice
- ✓ Bill of Lading
- ✓ VAT Certificate (Exempted for first vehicle import)
- ✓ TIN Certificate (Exempted for first vehicle import)

Documents required for vehicle importation by Permit holders

Following original documents with photocopies should be submitted

- ✓ Duly filled Application
- ✓ NIC/Passport
- ✓ Letter of Credit
- ✓ Bill of Lading
- ✓ Permit

Documents required for change of Directors/Partners of companies (Pvt Ltd/Partnership/PLC) which has been already registered as importer or exporter with customs

Following original documents with photocopies should be submitted

- ✓ Duly filled Application
- ✓ NIC/Passports(originals & with photocopies) of new directors/partners
- ✓ Form 20 (Applicable only for Pvt Ltd & PLC)
- ✓ BRC (only for Soleproprietorship & Partnership)