

Contents

- Basic Tab..... 3
 - Business / Individual Details..... 3
 - TIN / VAT / Permit / Merchant Shipping License Information 3
 - Business Registration Details..... 4
- Address Tab..... 4
 - Details of Premises 4
 - Premises Ownership Details 5
- Company Tab..... 6
 - Auditor's Details..... 6
 - Bank Account Details of the company 6
 - Tax Details 7
 - Previous Offences..... 7
- Owner Tab 8
 - Personal Details..... 8
 - Bank Account Details 8
 - Previous Offences (Under the provisions of Customs Ordinance) 9
 - Other Company Details (If the Applicant owns another company/companies) 9
- File Attachment..... 9
- Wharf Tab 10
 - Personal Details..... 10
 - Previous Company Details..... 10
 - CHA Pass details 11

CHA Examination Details.....	11
Bank Account Details	11
Previous Offences.....	11
Other Company Details (If the Applicant owns another company).....	12
File Attachment.....	12
Transporter tab.....	12
List of vehicles.....	12
List of drivers.....	13
Attachment Tab	13
Attachments.....	13
Declaration Tab	14
Details of the Person the SMS Alert should be sent to	14
Details of the Person the Email Alert should be sent to	15

Basic Tab

Business / Individual Details

Field Name	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Name of Business / Individual Name	Yes	Yes	Yes	Yes	Yes	Yes
Type of Business	Yes	Yes	Yes	Yes	"Non Business-Individual" option	Yes
If Other, Please Specify	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
Principal Activities	Yes	Yes	Yes	Yes	Yes	Yes
If Other, Please Specify	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable

TIN / VAT / Permit / Merchant Shipping License Information

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Tax Identification Number	Yes	Yes	Yes	Yes	NIC	If available/ or NIC (New or Old)
** VAT Number	Yes	Yes	No	See below comment	OLD NIC+2525 or NEW NIC	If available/ or NIC (New or Old)
VAT Expiration Date	If applicable	Yes	No	If VAT available	No	No
VAT Remarks	Optional	Optional	No	No	No	No
Renewal / Termination Date	For office use only	For office use only	For office use only	For office use only	For office use only	For office use only
Permit Number	No	No	No	No	Yes	No
Permit Expiration Date	No	No	No	No	Yes	No
Director Merchant Shipping License Number	No	No	No	Yes	No	No
Director Merchant Shipping License Expiration	No	No	No	Yes	No	No

**** VAT Number:** - When you submit a CusDec of any type (Import/Export/Transshipment) under your name, you should have a VAT certificate (Either temporary-"2525" or Permanent-"7000") issued by the Inland Revenue Department..

Business Registration Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Business Registration Number	Yes	*Yes (See below)	Yes	Yes	Not Applicable	If applicable
Date of Establishment	Yes	**Yes (See below)	Yes	Yes	Not Applicable	If applicable. Or else date of account opening
District	Yes	Yes	Yes	Yes	Not Applicable	Yes
Divisional Secretariat	Yes	Yes	Yes	Yes	Not Applicable	Yes
Grama Niladhari Division	Yes	Yes	Yes	Yes	Not Applicable	Yes
Grama Niladhari Division Number	Auto fill	Auto fill	Auto fill	Auto fill	Not Applicable	Yes

*Yes → If the importer does not have a registered business, please fill the field as "0000"

**Yes → If the importer does not have a registered business, please fill the Date of invoice/Account opening date

Address Tab

Details of Premises

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Company Name	Yes	*Yes (See below)	Yes	Yes	Not applicable	Yes
Address Line 2	Yes	**Yes (See below)	Yes	Yes	Not applicable	Yes
Address Line 3	If applicable	If applicable	If applicable	If applicable	Not applicable	If applicable
Address Line 4	If applicable	If applicable	If applicable	If applicable	Not applicable	If applicable
Tele Number	***Yes	***Yes	***Yes	***Yes	Not applicable	***Yes
Mobile Number	***Yes	***Yes	***Yes	***Yes	Not applicable	***Yes
Fax Number	If available	If available	If available	If available	Not applicable	If applicable
Email Address	Yes	Yes	Yes	Yes	Not applicable	Yes
Web Site	If available	If available	If available	If available	Not applicable	If available
CEB / LECO Account Number	***Yes	***Yes	***Yes	***Yes	Not applicable	Yes

***Yes** → If the importer does not have a registered business, please fill the field with the person's name

****Yes** → If the importer does not have a registered business, please fill the field with the person's address

*****Yes** → If the particular business does not have a separate electricity account, please fill the field with the details of main account (CEB/LECO account of main building)

******Yes** → If a fixed land line/mobile number is unavailable, please insert "+94" or use the same number for both fields. Number format should be "+94712345678".

Premises Ownership Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Deed/ Lease/ Sub Lease	One of the three should be selected	One of the three should be elected	One of the three should be selected	One of the three should be selected	Not applicable	One of the three should be selected
(If deed) Deed Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Land Registry Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Land Registry Office	Yes	Yes	Yes	Yes	Not applicable	Yes
(If lease) Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Date of expiry	Yes	Yes	Yes	Yes	Not applicable	Yes
(If sub lease)Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Date of expiry	Yes	Yes	Yes	Yes	Not applicable	Yes
Sub Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Sub Lease- date of expiry	Yes	Yes	Yes	Yes	Not applicable	Yes

If a company has more than one premise, please add other premises details such as warehouse, factory, showroom, sub office, etc. To do this, please use the "Add another address" button at the bottom of the page.

It is mandatory to submit either the deed, lease agreement or the sub lease agreement. Wherever, the premises are occupied with the permission of the absolute owner, the deed supported by a consent letter from the absolute owner and documentary proof to show the relationship between the premises owner and the business owners are to be uploaded. Alternative documents in proof of ownership or tenancy of the premises will be considered on a case by case basis.

Company Tab

Auditor's Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Auditor's Name	If Available	If Available	If Available	If Available	Not applicable	If Available
Address Line 2	If Available	If Available	If Available	If Available	Not applicable	If Available
Address Line 3	If Available	If Available	If Available	If Available	Not applicable	If Available
Address Line 4	If Available	If Available	If Available	If Available	Not applicable	If Available
Tele Number	If Available	If Available	If Available	If Available	Not applicable	If Available
Mobile Number	If Available	If Available	If Available	If Available	Not applicable	If Available
Fax Number	If Available	If Available	If Available	If Available	Not applicable	If Available
Web Site	If Available	If Available	If Available	If Available	Not applicable	If Available
Email Address	If Available	If Available	If Available	If Available	Not applicable	If Available

Bank Account Details of the company

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Bank	Yes	Yes	Yes	Yes	Not applicable	Yes
Branch	Yes	Yes	Yes	Yes	Not applicable	Yes
Account number	Yes	Yes	Yes	Yes	Not applicable	Yes
Account type	Yes	Yes	Yes	Yes	Not applicable	Yes
Accounts holder's name	Yes	Yes	Yes	Yes	Not applicable	Yes
Date of Opening	Yes	Yes	Yes	Yes	Not applicable	Yes

If the company maintains more than one bank account, the details can be added clicking "Add" button of the application.

Tax Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Income Tax payer (Yes/No) selection	Yes	Yes	Yes	Yes	Not applicable	Yes
Last Paid Financial Year	Optional	Optional	Optional	Optional	Not applicable	Optional
Tax Amount for Last Financial Year (LKR)	Optional	Optional	Optional	Optional	Not applicable	Optional

Previous Offences

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Previous offences (Yes/No) selection	Yes	Yes	Yes	Yes	Not applicable	Yes
(If Yes) Case Number	Yes	Yes	Yes	Yes	Not applicable	Yes
(If Yes) Case Year	Yes	Yes	Yes	Yes	Not applicable	Yes
(If Yes) Offense Committed	Yes	Yes	Yes	Yes	Not applicable	Yes
(If Yes) Amount Paid as Penalty (LKR)	Yes	Yes	Yes	Yes	Not applicable	Yes

This filed is **mandatory** only if your company has been penalized under the provisions of the Customs Ordinance.

Owner Tab

Personal Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Selection of the category of the owner (e.g. Director or Partner)	Yes	Yes	Yes	Yes	Yes	Yes
Full Name	Yes	Yes	Yes	Yes	Yes	Yes
*Old NIC / New NIC	Yes	Yes	Yes	Yes	Yes	Yes
**Passport	If available	If available	If available	If available	If available	If available
***Voters List Register Number & Year	Yes	Yes	Yes	Yes	Yes	Yes
Address Line 1	Yes	Yes	Yes	Yes	Yes	Yes
Address Line 2	Yes	Yes	Yes	Yes	Yes	Yes
Address Line 3	If available	If available	If available	If available	If available	If available
Address Line 4	If available	If available	If available	If available	If available	If available
Is Mobile number registered under your name (Selection)	Yes	Yes	Yes	Yes	Yes	Yes
Mobile Number	Yes	Yes	Yes	Yes	Yes	Yes
Tele Number (Fixed land line or other mobile number)	Yes	Yes	Yes	Yes	Yes	Yes
Email Address	If available	If available	If available	If available	If available	If available

*Old NIC / New NIC → Answering one of the above is mandatory for locals. If available please provide both numbers. For foreigners or New NIC holders (Starting with 20...) Please fill Old NIC with “00000000V”

**Passport → Mandatory for foreigners.

***Voters List Register Number & Year → Mandatory for locals

Bank Account Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Bank	Optional	Optional	Optional	Optional	Not applicable	Optional
Branch	Optional	Optional	Optional	Optional	Not applicable	Optional
Account number	Optional	Optional	Optional	Optional	Not applicable	Optional
Account type	Optional	Optional	Optional	Optional	Not applicable	Optional
Accounts holder's name	Optional	Optional	Optional	Optional	Not applicable	Optional
Date of Opening	Optional	Optional	Optional	Optional	Not applicable	Optional

Previous Offences (Under the provisions of Customs Ordinance)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Case Number	Yes	Yes	Yes	Yes	Not applicable	Yes
Case Year	Yes	Yes	Yes	Yes	Not applicable	Yes
Offense Committed	Yes	Yes	Yes	Yes	Not applicable	Yes
Amount Paid as Penalty (LKR)	Yes	Yes	Yes	Yes	Not applicable	Yes

This filed is **mandatory** only if your company has been penalized under the provisions of the Customs Ordinance.

Other Company Details (If the Applicant owns another company/companies)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
(If Yes) Company Name	Optional	Optional	Optional	Optional	Not applicable	Optional
(If Yes) Address	Optional	Optional	Optional	Optional	Not applicable	Optional
(If Yes) TIN Number	Optional	Optional	Optional	Optional	Not applicable	Optional

File Attachment

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
*GS Form 01	Yes	Yes	Yes	Yes	No	Yes
**Mobile Number Ownership Confirmation From Service Provider	Yes	Yes	Yes	Yes	No	Yes
Passport Size Photo	Yes	Yes	Yes	Yes	Yes	Yes
Specimen Signature	Yes	Yes	Yes	Yes	Yes	Yes
***NIC-Both Sides Colour Images	Yes	Yes	Yes	Yes	Yes	Yes
****Passport Colour Image	Optional	Optional	Optional	Optional	Optional	Optional
Permit Copy	No	No	No	No	Yes	No

*GS Form 01 → Applicable for locals directors (Residency confirmation certificate issued by Grama Niladhari or http://www.customs.gov.lk/public/registration/GS_FORM_01.pdf)

****Mobile Number Ownership Confirmation from Service Provider** → Whenever the SIM registration is in another person's name, a document declaring the relationship has to be uploaded along with a confirmation letter or the previous month's bill.

*****NIC - Both Sides Colour Images** → Only for locals

******Passport Colour Image** → For foreigners

Wharf Tab

Personal Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Name	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
*Old NIC / New NIC	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Passport	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable
Voters List Register Number & Year	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Address Line 1	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Address Line 2	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Address Line 3	Not applicable	Not applicable	As applicable	Not applicable	Not applicable	Not applicable
Address Line 4	Not applicable	Not applicable	As applicable	Not applicable	Not applicable	Not applicable
Is Mobile number registered under your name (Selection)	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Mobile Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Tele Number (Fixed land line or other mobile number)	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Email Address	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable

***Old NIC / New NIC** → the number of either of the two NICs is mandatory. If you provide the new NIC number starting with "20...", please fill old NIC field with "00000000V"

Previous Company Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Company Name	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable
Address	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable
TIN Number	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable

CHA Pass details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Current CHA pass number	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Current CHA pass expiry date	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Previous CHA Pass	Not applicable	Not applicable	If available	Not applicable	Not applicable	Not applicable

CHA Examination Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
CHA Examination Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
CHA Examination Date	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Results of CHA examination	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable

T-Pass holders – They need not fill this field

Bank Account Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Bank	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Branch	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Account number	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Account type	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Accounts holder's name	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Open date	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable

Previous Offences

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Case Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Case Year	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
(Offense Committed	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
(Amount Paid as Penalty (LKR)	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable

This field is **mandatory** only if the wharf clerk has been penalized under the provisions of the Customs Ordinance.

Other Company Details (If the Applicant owns another company)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
(If Yes) Company Name	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
(If Yes) Address	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
(If Yes) TIN Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable

Wherever the directors/partners/proprietors of the company or the wharf clerks have been either a director, partner or a proprietor of any other customs house agency or any other business entity registered with customs, a written declaration disclosing all related information should be made individually and uploaded as an attachment under the field "Other company details."

File Attachment

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
GS Form 01	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Passport Size Photo	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Other Company details - self declaration of wharf clerk	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
NIC - Both Sides Colour Images	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Colour Image of the passport	Not applicable	Not applicable	Optional	Not applicable	Not applicable	Not applicable
Mobile Number Ownership Confirmation From Service Provider	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Current CHA pass and Cancellation of previous CHA passes	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Certificate of Competence	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Specimen signature	Not applicable	Not applicable	Yes	Not applicable	Not applicable	Not applicable
Police report	Not applicable	Not applicable	Temporary not applicable	Not applicable	Not applicable	Not applicable

*GS Form 01 → Residency confirmation certificate issued by Grama Niladhari or http://www.customs.gov.lk/public/registration/GS_FORM_01.pdf

**Mobile Number Ownership Confirmation from Service Provider → Whenever the SIM is registered to the name of a third party, a document declaring the relationship has to be uploaded along with the confirmation letter or the previous month's bill

Transporter tab

List of vehicles

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Vehicle number	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes
Vehicle color	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes
Vehicle type	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes

List of drivers

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Driver NIC	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes
Driver Name	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes
Driver address	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Yes

Attachment Tab

Attachments

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
GS Form 02	Yes	No	Yes	Yes	No	Yes
Business Registration Certificate	Yes	No	Yes	Yes	No	If available
TIN Certificate	Yes	No	Yes	Yes	Not applied for first vehicle	If available
VAT Certificate	Yes	Yes	No	If Applicable	Not applied for first vehicle	No
Form 1 or Form 40 -ROC	Yes	No	Yes	Yes	No	If Applicable
Form 45,46 -ROC	If Applicable	No	No	If Applicable	No	If Applicable
CHA renewal payment receipt	No	No	Yes	No	No	No
Remarks	No	No	No	No	No	No
**Deed	As applicable	No	As applicable	As applicable	No	No
**Consent letter from the absolute owner	As applicable	No	As applicable	As applicable	No	No
**Lease or Sub Lease Agreement	As applicable	No	As applicable	As applicable	No	No
**Copy of Initial Lease Agreement, in case a sublease is submitted	As applicable	No	As applicable	As applicable	No	No
Form 13 - ROC	If available	No	If available	If available	No	No
Form 20 or Form 48 - ROC	If Applicable	No	If Applicable	If Applicable	No	No
Form 03 - ROC	If Applicable	No	If Applicable	If Applicable	No	No
***CEB or LECO Electricity Bill for Company premises	Yes	Yes	Yes	Yes	No	Yes
***Front Elevation of the premises using Google Street View	Yes	No	Yes	Yes	No	Yes
***Location of the premises using the Google map	Yes	No	Yes	Yes	No	Yes
Mobile Number Ownership Confirmation From Service Provider (With regard to the SMS alert number)	Yes	No	Yes	Yes	No	Yes

List of Staff members with EPF numbers	Optional	No	Yes	No	No	No
List of electronic devices with serial numbers used in the office	No	No	Yes	No	No	No
Sketch of office setup plan	No	No	Optional	No	No	No
Cash Guarantee Receipt	No	No	Yes	No	No	No
Shipping Agents License	No	No	No	Yes	No	No
Bank Certification	Yes	Yes	Yes	Yes	Yes (LC copy for vehicle imports)	Yes
CEB or LECO Electricity Bill (Personal)	No	Yes	No	No	No	No
Invoice for Export/Import	No	Yes	No	No	No	No
Vehicle Registration Certificates	No	No	No	No	No	Yes
Customs approval for Customs House Agency along with list of wharf clerks	No	No	Yes	No	No	No
Marriage Certificate or Birth Certificate or Parent company proof or Affidavit	If applicable	No	If applicable	If applicable	No	No
Bill of Lading	No	Yes	No	No	No	No

✚ GS Form 2 -http://www.customs.gov.lk/public/registration/GS_FORM_02.pdf

✚ **Form 1/ Form 40/Form 13/ Form 20/ Form 3** → only for companies that are registered at the Registrar of Companies (ROC)

✚ ****Deed / Lease or Sub Lease Agreement or / Copy of Initial Lease Agreement if a sublease is submitted** → One of the above is mandatory

✚ *****CEB or LECO Electricity Bill of Company** → If you do not have separated CEB/LECO account, please provide the details of main CEB/LECO

✚ *****Front Elevation of the premises using Google Street View** → If you are located in a flat, please provide the elevation of the main building

✚ *****Location of the premises using the Google map** → If you are located in a flat, please provide the route map of the main building

✚ When premises owner and business owners (Directors) are different, consent of the premises owner should be submitted along with documentary evidence to show the relationship between the parties (e.g. Birth certificate, Marriage certificate, Form 1 or Form 20 of the parent company...)

Declaration Tab

Details of the Person the SMS Alert should be sent to

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Mobile Number	Yes	Yes	Yes	Yes	Yes	Yes
Name of the User	Yes	Yes	Yes	Yes	Yes	Yes
Designation of the User	Yes	Yes	Yes	Yes	Yes	Yes
Service Provider	Yes	Yes	Yes	Yes	Yes	Yes

Details of the Person the Email Alert should be sent to

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder	Transporter
Name of the User	Yes	Yes	Yes	Yes	Yes	Yes
Designation of the User	Yes	Yes	Yes	Yes	Yes	Yes
Email	Yes	Yes	Yes	Yes	Yes	Yes

Perusing the following statements is **mandatory** in order to proceed with the registration:

1. I / We do hereby declare that the particulars furnished in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held back. I/We also understand that any information furnished in this application, if proved incorrect or false, will render the registration maintained with the Department of Sri Lanka Customs invalid.
2. I/We do hereby undertake to inform the Risk Management Unit of Sri Lanka Customs, at the earliest possible, through email sent to rmu@customs.gov.lk, whenever I/we come to know of any unauthorized attempt of imports or exports under my/our business name.
3. I/We do hereby undertake to inform the Risk Management Unit of Sri Lanka Customs of and update the information provided in the application, whenever a change in any of the details below takes place;
 - The mobile phone number or the name of authorized person nominated for receipt of SMS Alert.
 - The Email ID or the name of authorized person nominated for receipt of Email Alert.
 - The address of the company.
 - Names of the Director(s)/ Partners (s)/ Proprietor.
 - Residential addresses and telephone numbers of the Director(s)/ Partners (s)/ Proprietor.
 - Any other detail contained in the application or supportive documents.

Please note that submitting forged documents will be dealt with in terms of provisions of the Customs.

Contact details

Risk Management Unit on 011-2143434 Ext 7855 / 7862 during office hours or email to “ereg@customs.gov.lk”