

# User Manual for Sri Lanka Customs Website for Registration of Traders and Logistic Operators: Sign Up Process

## Introduction

Sri Lanka Customs has launched a program to register/re-register all traders and logistics operators who engage with operations of Sri Lanka Customs. Hence, all Importers, Exporters, Customs House Agencies and any other related organizations such as Shipping Agents, Freight Forwarders, BOI Ventures, Transport Agents, Courier Service Providers and Unaccompanied Passenger Baggage (UPB) Warehouse Operators are hereby informed to register with customs via Sri Lanka Customs Registration portal. This document provides a detailed guideline to all the users to sign up to the registration website.

## Document Version Control

Version	Date	Description	Author
1.0	05.12.2019	User Manual for Sri Lanka Customs Website For Registration of Traders and Logistic Operators: Sign Up Process	RMU

## Intended Audience

Traders and Logistic Operators who register with Sri Lanka customs using the Sri Lanka Customs Registration Website.

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# 1. Access to the Registration Website

URL for the registration Web Site: <http://www.customs.gov.lk/registrations/login>

Following home page will be displayed for all the users once the link is followed.

## Company Registration Portal

Please use the latest version of the "Google Chrome" web browser to access this application - [Click here to download it](#)

The image shows two side-by-side forms on a dark background. The left form is titled 'Sign In to business registration portal (To login existing account)' and contains fields for 'Email' and 'Password', followed by a blue 'Sign In' button. Below it is a 'Reset account password' section with an 'Email' field and a blue 'Reset Password' button. The right form is titled 'Sign up to business registration portal (To obtain new account)' and contains fields for 'Company name', 'TIN number', 'Email', 'Password', and 'Confirm password', followed by a blue 'Register' button.

Figure 01 : Registration Website - Home Page

# 2. Getting Started - New Companies/ New Users

Any company or user accessing the website for the first time, should Sign-Up with the system by filling out highlighted form below.

The image shows the Sri Lanka Customs website header with the logo and navigation menu. Below the header, the 'Company Registration Portal' section is visible. The 'Sign up to business registration portal (To obtain new account)' form is highlighted with a red border. This form includes fields for 'Company name', 'TIN number', 'Email', 'Password', and 'Confirm password', with a blue 'Register' button at the bottom.

Figure 02: Sign Up Form

Field Name	Conditions & Comments
Company/Individual Name	Enter the company/individual name
TIN Number	Tax payer Identification Number (Nine or Twelve digit)
E-Mail	Each account should have an unique e-mail address
Password	No restrictions
Confirm Password	Re-enter the password

**Table 01: Sign Up Form Input Fields**

User should fill out all the details in Table 1 and click on the “**Register**” button. Once the “**Register**” button is clicked an automatic mail will be sent to the mail address provided in the above form. The e-mail will contain a verification code which should have to be entered in the page that will be loaded once the “**Register**” button is clicked.

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SRI LANKA CUSTOMS  
இலங்கை சுங்கம்

HOME PERSONAL BUSINESS ABOUT US GALLERY CONTACT US

You are at → / Personal / Trader Login

### Company Registration Portal - Verification of email

Sign in to business registration portal (To login existing account)

Company: TRD Silva Traders

Tin: 123123123

Email: trdtraders@gmail.com

Verification code: Verification code

Sign In

**Figure 03: Verification of Email**

### 3. Sign-In Process for Registered Users

All the users who have already signed up with the system can directly Sign-In to the system using the credentials provided in the Sign-Up process.

Fill up the following Sign-In form to login to the system.

The screenshot shows the Sri Lanka Customs website header with the logo and text in Sinhala and Tamil. Below the header is a navigation menu with options: HOME, PERSONAL, BUSINESS, ABOUT US, GALLERY, and CONTACT US. A search bar is also present. The main content area is titled 'Company Registration Portal' and is divided into two sections: 'Sign in to business registration portal (To login existing account)' and 'Sign up to business registration portal (To obtain new account)'. The sign-in section is highlighted with a red border and contains fields for Email and Password, along with a blue 'Sign In' button. The sign-up section contains fields for Company name, TIN number, Email, and Password.

**Figure 04: Sign In Form**

Upon successful Sign-In users will be directed to the “Basic” Tab of the registration website. Please select the principal activity accordingly. **Company can choose multiple selections if it engages in multiple activities.\***

**\* Permit and One time importer/Exporter can select one activity only.**

Electronic Registration of Traders & Logistics Operators

Register Application

Basic Address Company Owner Wharf Attachment Declaration

Business/Individual details

Name of business/Individual name ENTER COMPANY NAME

Type of business Sole Proprietorship

If other, please specify

Principal Activities

Importer  Exporter  Cargo Clearing Agent  Courier Service  Vessel Agent  UPB Clearing  Freight Forwarder/NVOCC  BOI  Permit  One time Importer/Exporter

Transporter  Other

If other, please specify

Save

*Figure 05: Basic Tab*

## 4. Certification from Grama Niladhari and Divisional Secretary

To complete the registration process traders and logistics operators are informed to upload scan copies of the duly filled ‘GS Form-01’ and ‘GS Form-02’ to the relevant tabs as described in user guides.

- **‘GS Form-01’** – This form is for each and every proprietor, partner, director, individual and wharf representative to verify their residing addresses. The form has to be filled and signed by the Grama Niladhari and counter signed by the Divisional Secretary of the area where the respective individual is registered for voters list.

Download the **GS Form-01** from the link given below.

[http://www.customs.gov.lk/public/registration/GS\\_FORM\\_01.pdf](http://www.customs.gov.lk/public/registration/GS_FORM_01.pdf)

- **‘GS Form-02’** – This form is for each and every organization/entity to verify their existing addresses.

Download the **GS Form-02** from the link given below.

[http://www.customs.gov.lk/public/registration/GS\\_FORM\\_02.pdf](http://www.customs.gov.lk/public/registration/GS_FORM_02.pdf)