

# User Manual for FREIGHT FORWARDER/NVOCC

## *Sri Lanka Customs Registration Website:*

### Introduction

Upon completing a successful sign up process, this user guide will provide a detailed guideline for the Freight Forwarders/NVOCCs to complete the registration process.

### Document Version Control

Version	Date	Description	Author
1.0	05.12.2019	User Manual for Registration Website: Freight Forwarders/NVOCCs	RMU

### Intended Audience

Freight Forwarders/NVOCCs who wish to register with Sri Lanka customs using the *Sri Lanka Customs Registration Website*.

### Important Notice

In the event of inability to proceed for an error indicated with the prompted message “Fill all Mandatory Fields” or highlighted in red, fill the respective fields with the following dummy data.

**Number Field** - 9999

**Text Field** - XXXX

**Date Field** - 31.12.2021

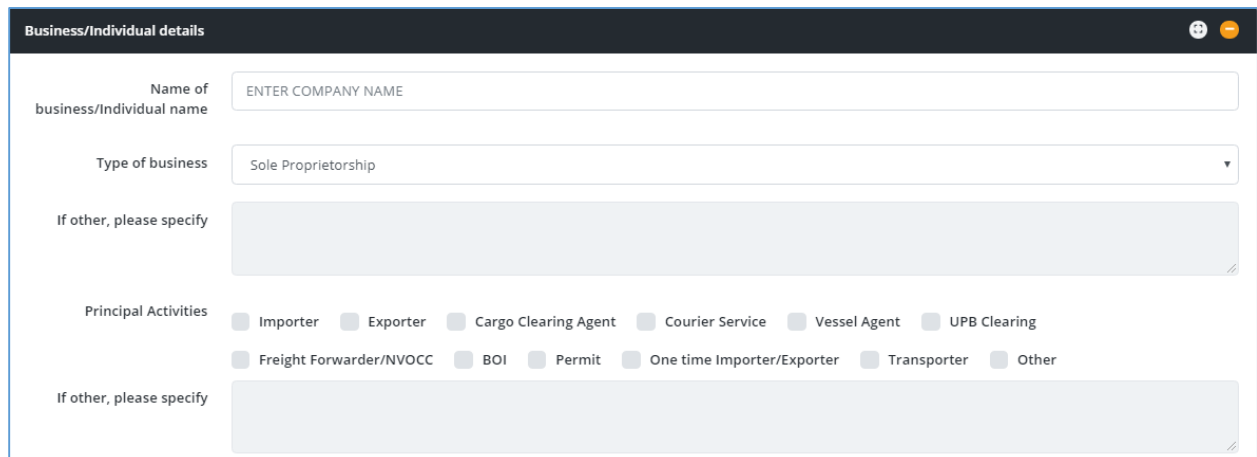
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# 1. Basic Tab

## 1.1 Basic Tab – Business/Individual Details

**Note:** This is the basic information pertaining to Businesses/ Individuals. Please fill in the cages as instructed in Table 1 below.



**Figure 1: Basic Tab - Business/Individual Details**

Field Name	Conditions & Comments
Name of the Business and Individual	<ul style="list-style-type: none"><li>• Avoid multiple spaces between words.</li><li>• Avoid any spaces at the end of the name.</li><li>• Avoid any special characters other than parentheses (round brackets).</li></ul> <p>Enter the legal name of the entity or the full name of the individual owner.</p>
Type of Business	<p>Choose one option which best describes your organization.</p> <p>In special cases select “<b>Other</b>” and enter the details in the next input field.</p>
Principal Activity	<p>Select <b>Freight Forwarder/NVOCC</b>.</p> <p>Note: Carefully select the relevant principal activity/activities. If the principal activities are incorrect, you may not be able to complete the re-registration process.</p>

**Table 1: Basic Tab - Business/Individual Details - Input Fields**

## 1.2 Basic Tab – TIN/VAT/Permit Merchant Shipping License Information

TIN / VAT / Permit / Merchant Shipping License Information

Tax Identification number

TAX IDENTIFICATION NUMBER

Vat number

123456789123

VAT Expiration date

SELECT DATE

VAT details

ENTER THE NUMBER

Renewal / Termination date

ENTER THE DATE

Permit number

ENTER THE NUMBER

Permit expiration date

ENTER THE DATE

Director merchant shipping license number

ENTER THE NUMBER

Director merchant shipping license expiration

ENTER THE DATE

Save

**Figure 2: Basic Tab - TIN/VAT/Permit/Merchant Shipping License Section**

Based on the fields selected in the “**Principal Activities**” section, the information required to be given in this section may vary. Please refer to the table below to identify the fields relevant to your organization.

Principal Activity	Applicable Fields	Conditions and Comments
<b>Freight Forwarder /NVOCC</b>	Tax Identification Number	09 or 12 digits only
	VAT Number	<ol style="list-style-type: none"> <li>If the company is already registered with Customs, please use the existing VAT number.</li> <li>If the company is a sole proprietorship, please follow these guidelines, <ol style="list-style-type: none"> <li>If this is the first sole proprietorship being registered with Customs, use the format (VAT NUMBER-1) e.g. <b>1234567892525-1/1234567897000-1</b></li> <li>If this is the second sole proprietorship being registered with Customs, use the format (VAT NUMBER-2) e.g. <b>1234567892525-2/1234567897000-2</b></li> </ol> </li> </ol>
	VAT Expiration Date	<ol style="list-style-type: none"> <li>Not applicable to permanent VAT holders (VAT numbers ending in “7000”).</li> <li>If a temporary VAT certificate contains an expiration date, please enter that date.</li> </ol>
	VAT Details	<ol style="list-style-type: none"> <li>Not applicable to permanent VAT holders (VAT numbers ending in “7000”).</li> <li>If a temporary VAT certificate contains invoice or BL/HBL details, please enter these details.</li> </ol>
	Renewal /Termination Date	<b>Official use only</b>
	Director merchant shipping license number	As appeared in the Director Merchant Shipping license
	Director merchant shipping license expiration	As appeared in the Director Merchant Shipping license

**Table 2: TIN/VAT/Permit Information - Applicable Fields based on Principal Activity**

### 1.3 Basic Tab – Business Registration Details

In this section users are supposed to provide the basic business registration details of their organization.

The screenshot shows a web form titled "Business Registration Details". It includes the following fields:

- Business Registration Number:** A text input field with the placeholder "ENTER BUSINESS REGISTRATION NUMBER".
- Date of Establishment:** A text input field with the placeholder "DATE OF ESTABLISHMENT".
- District:** A dropdown menu with the placeholder "Select your District".
- Divisional Secretariat:** A dropdown menu with the placeholder "Select a Divisional Secretariat".
- Grama Niladhari Division:** A dropdown menu with the placeholder "Select a Divisional Secretariat first".
- Grama Niladhari Division Number:** A text input field with the placeholder "6233".

A green "Save" button is located at the bottom right of the form.

**Figure 3: Basic Tab - Business Registration Details**

Field Name	Conditions & Comments
Business Registration Number	Enter the Business Registration Number
Date of Establishment	Select Date
District	Select District
Divisional Secretariat	<b>District</b> value should be selected prior to selecting the Divisional Secretariat
Grama Niladhari Division	<b>District</b> value & <b>Divisional Secretariat</b> value should be selected prior to selecting the Grama Niladhari Division
Grama Niladhari Division Number	This will be auto-picked by the system

**Table 3: Business Registration Details - Input Fields**

Once all the basic details are filled out, navigate to the next tab by clicking the “**Address Tab**”

## 2. Address Tab

Users should use the “**Address Tab**” to enter the premises related details of the organization. Premises may include all the sites which are under the ownership of the company.

### 2.1 Address Tab - Details of the Premises

The screenshot shows a web application interface for 'Electronic Registration of Traders & Logistics Operators'. The top navigation bar includes a 'Register Application' button. Below it, a tabbed interface shows 'Basic', 'Address' (selected), 'Company', 'Owner', 'Wharf', 'Attachment', and 'Declaration'. Under the 'Address' tab, there are sub-tabs for 'Premises 1', 'Premises 2', 'Premises 3', and 'Premises 4', with 'Premises 1' selected. The main content area is titled 'Details of Premises' and contains several input fields: 'Company name' (with placeholder 'ENTER COMPANY NAME'), 'Address line 3' (with placeholder 'ENTER ADDRESS LINE 3'), 'Address line 2' (with placeholder 'ENTER ADDRESS LINE 2'), 'Address line 4' (with placeholder 'ENTER ADDRESS LINE 4'), 'Tele number' (with placeholder 'ENTER TELEPHONE NUM'), 'Mobile number' (with placeholder 'ENTER MOBILE NUMBER'), 'Fax number' (with placeholder 'ENTER FAX NUMBER'), 'Email address' (with placeholder 'ENTER E-MAIL ADDRESS'), 'Web site' (with placeholder 'ENTER WEB SITE'), and a section for 'CEB number' and 'LECO Account' with a placeholder 'ENTER CEB/LECO ACCOUNT NUMBER'. A 'Save' button is located at the bottom right of the form.

**Figure 4: Address Tab - Details of the Premises**

Field Name	Conditions & Comments
Company Name	Name of your company as the 1 <sup>st</sup> line of the address
Address Line 2	Split your address into Address Line 2, Address Line 3, Address Line 4
Address Line 3	
Address Line 4	
Tele number	Official telephone number
Mobile number	Official mobile number
Fax number	Official fax number
Email address	Official e-mail address of the company
Website	Official website of the company. If the website is not available you may use the URL of social media web pages. i.e. (Facebook, LinkedIn)
CEO/LECO account number	Enter the account number and tick the appropriate box, CEB account or LECO account.

**Table 4: Address Tab - Details of the Premises Input Fields**

## 2.2 Adding Premises Ownership details

Premises ownership details

Deed

Deed number

ENTER DEED NUMBER

Land registry number

ENTER LAND REGISTR

Land registry office

ENTER LAND REGISTR

Lease

Lease agreement number

ENTER LEASE AGREEMENT NUMBER

Lease agreement expiry

ENTER LEASE AGREEMENT NUMBER

Sub lease

Lease agreement number

ENTER LEASE AGREEMENT NUMBER

Lease agreement expiry

ENTER LEASE AGREEMENT NUMBER

Sub lease agreement number

ENTER SUB LEASE AGREEMENT NUMBER

Sub lease agreement expiry

ENTER SUB LEASE AGREEMENT NUM

Save

Figure 5: Add premises ownership details

Field Name	Conditions & Comments
Deed	If the address of your company is registered to your own land, please select “Deed” and enter the deed number, Land Registry number and the location of Land Registrar’s office.
Lease	If the address of your company is registered to leased premises, please select “Lease” and enter the Lease Agreement Number, and its expiry date. Please make sure that the lease agreement is registered at the Land Registrar’s office.
Sub Lease	If the address of your company is registered to sub-leased premises, please select “Sub Lease” and enter the initial Lease Agreement Number and its expiry date. Then enter the sub lease Agreement Number and its expiry date. Please make sure that lease agreements are registered at the Land Registrar’s office.

Table 5: Address Tab - Add premises ownership details

## 2.3 Adding Multiple Premises

Lease agreement expiry

ENTER LEASE AGREEMENT NUMBER

Lease agreement expiry

ENTER LEASE AGREEMENT NUMBER

Sub lease agreement expiry

ENTER SUB LEASE AGREEMENT NUMBER

Save

Delete this address —

Add another address +

Figure 6: Add premises ownership details

If the business is located in several premises, users should enter the details of multiple premises one by one. Users may use the **“Add Another Address”** tab at the bottom of the page to add new premises. If you click this button by mistake, you can delete it by clicking **“Delete this Address”**. However, prior to deleting such address, please make sure that the rest of your data already entered are saved.

Furthermore, users can navigate between different premises by clicking on the **“Premises 1”**, **“Premises 2”**, and **“Premises 3”** buttons respectively.

The screenshot displays the 'Electronic Registration of Traders & Logistics Operators' web application. At the top, there is a navigation bar with tabs: 'Basic', 'Address', 'Company', 'Owner', 'Wharf', 'Attachment', and 'Declaration'. The 'Address' tab is currently selected. Below this, there are buttons for 'Premises 1', 'Premises 2' (which is highlighted), 'Premises 3', and 'Premises 4'. The main content area is titled 'Details of Premises' and contains several input fields for data entry. These include: 'Company name' (with placeholder 'ENTER COMPANY NAME'), 'Address line 2' (with placeholder 'ENTER ADDRESS LINE 2'), 'Address line 3' (with placeholder 'ENTER ADDRESS LINE 3'), 'Address line 4' (with placeholder 'ENTER ADDRESS LINE 4'), 'Tele number' (with placeholder 'ENTER TELEPHONE NUM'), 'Mobile number' (with placeholder 'ENTER MOBILE NUMBER'), 'Fax number' (with placeholder 'ENTER FAX NUMBER'), 'Email address' (with placeholder 'ENTER E-MAIL ADDRESS'), and 'Web site' (with placeholder 'ENTER WEB SITE'). There are also radio buttons for 'CEB number' and 'LECO Account', and a text field for 'ENTER CEB/LECO ACCOUNT NUMBER'. A 'Save' button is located at the bottom right of the form.

**Figure 7: Navigate between premises**

Once all the details related to premises are added, navigate to the next tab by clicking on the **“Company”** tab.

## 3. Company Tab

### 3.1 Company Tab – Auditor Details

The screenshot shows a web application titled "Electronic Registration of Traders & Logistics Operators". At the top right is an orange "Register Application" button. Below the title is a navigation bar with tabs: Basic, Address, Company (selected), Owner, Wharf, Attachment, and Declaration. The main content area is titled "Auditor details" and contains the following input fields:

- Auditor's name: ENTER AUDITOR'S NAME
- Address line 2: ENTER ADDRESS LINE 2
- Address line 3: ENTER ADDRESS LINE 3
- Address line 4: ENTER ADDRESS LINE 4
- Tele number: ENTER TELEPHONE NUMBET
- Mobile number: ENTER MOBILE NUMBER
- Fax number: ENTER FAX NUMBER
- Web site: ENTER WEB SITE
- Email address: ENTER E-MAIL ADDRESS

A green "Save" button is located at the bottom right of the form.

**Figure 8: Company Tab - Auditor's Details**

In the auditor's details section, users need to provide all the relevant details of the company's external auditors.

Field Name	Conditions & Comments
Company Name	Auditor's name as the 1 <sup>st</sup> line of the address. Split the auditor's address into Address Line 2, Address Line 3, Address Line 4
Address Line 2	
Address Line 3	
Address Line 4	
Tele number	Official telephone number of the auditor
Mobile number	Official mobile number of the auditor
Fax number	Official fax number of the auditor
Email address	Official e-mail address of the auditor
Website	Official website of the auditor

**Table 6: Company Tab - Auditor's Details Input Fields**

### 3.2 Company Tab – Bank Account Details

In this section, users need to provide details of all the Bank Accounts that are used by the organization for financial transactions. After supplying all details, click the **"Add"** button to add the record.

**Figure 9: Company Tab - Bank Account Details**

Field Name	Conditions & Comments
Bank	Select the relevant bank where the account is held
Branch	Select the relevant bank branch. Relevant <b>Bank</b> should be selected prior to selecting the branch.
A/C number	Enter the relevant account number
A/C type	Select the relevant account type. Select <b>"Other"</b> only if the relevant account type is not available.
A/C holder's name	Enter the account holder's name
Date of opening	Select the date on which the account is opened

**Table 7: Company - Bank Account Details - Input Fields**

### 3.3 Company Tab – Tax Details

Mention the amount of income tax paid by the company in the last financial year, if applicable.

**Figure 101: Company - Tax Details**

### 3.4 Company Tab – Previous Offenses

Provide the details about the previous Customs cases opened against your company, which have now been finalized.

Previous offenses

Has this company ever been penalized under the provisions of Customs Ordinance ?

☒ Yes
 ☐ No

Case number	Case year	Offense committed	Amount paid as penalty (LKR)	Add
CASE NUMBER	CASE YEAR	OFFENSE COMMITTED	PENALTY AMOUNT	ADD
Case number	Case year	Offense committed	Amount paid as penalty (LKR)	Delete

Save

**Figure 21: Company Tab - Previous Offenses**

Field Name	Conditions & Comments
If you have been penalized by Customs, please select “Yes”; otherwise Select “No” and leave the rest blank	
Case number	Please enter the Customs Case Number under which you or your company has been penalized. Please enter this detail in CAPITAL LETTERS only.
Case year	Year in which the case is opened
Offence committed	The reason why Customs have penalized you or your company
Amount paid as penalty	Please enter the amount of penalty imposed.
“ADD”	If there is more than one case against you, please use “Add” button.

**Table 8: Company - Bank Account Details - Input Fields**

## 4. Owner Tab

Users should use the “**Owner**” tab to add the details related to owners of the business.

### 4.1 Owner Tab – Personal Details

The screenshot shows the 'Owner Tab - Personal Details' form. At the top, there's a header 'Electronic Registration of Traders & Logistics Operators' and a 'Register Application' button. Below the header, there's a navigation bar with tabs: Basic, Address, Company, Owner (selected), Wharf, Attachment, and Declaration. Under the 'Owner' tab, there are sub-tabs for Owner 1, Owner 2, and Owner 3 (selected). The form is titled 'Personal details' and contains the following fields:

- Name of:** Radio buttons for Chairman (selected), Director, Partner, and Proprietor. A text field for 'ENTER FULL NAME'.
- Old NIC:** Text field for 'ENTER OLD NIC NUMBER'.
- New NIC:** Text field for 'ENTER NEW NIC NUMBER'.
- Passport:** Text field for 'ENTER PASSPORT NUMBE'.
- Voter list register number & year:** Text field for 'ENTER REGISTER NUMBEI' and 'ENTER REGISTER YEAR'.
- Address line 1:** Text field for 'ENTER ADDRESS LINE 1'.
- Address line 2:** Text field for 'ENTER ADDRESS LINE 2'.
- Address line 3:** Text field for 'ENTER ADDRESS LINE 3'.
- Address line 4:** Text field for 'ENTER ADDRESS LINE 4'.
- Is mobile registered to your NIC ?** Radio buttons for Yes (selected) and No.
- Mobile number:** Text field for 'ENTER MOBILE NUMBER'.
- Tele number:** Text field for 'ENTER TELEPHONE NUMI'.
- Email address:** Text field for 'ENTER E-MAIL ADDRESS'.

A 'Save' button is located at the bottom right of the form.

Figure 32: Owner Tab - Personal Details

### 4.2 Owner Tab – Bank Account Details

Users have to enter all the bank accounts that are used by the owners for financial transactions. After entering all the details click the “**Add**” button to add the record.

The screenshot shows the 'Bank account details' form. It has a table with columns: Bank, Branch, A/C number, A/C type, A/C holder's name, Open date, and Add. The 'Add' column contains an 'Add' button. Below the table, there are fields for Bank code, Bank name, Branch code, Branch name, A/C number, A/C type, A/C holder's name, Open date, and a 'Delete' button. A 'Save' button is located at the bottom right of the form.

Bank	Branch	A/C number	A/C type	A/C holder's name	Open date	Add
9999 - Other Bank	Select a b	A/C NUMBER	CUF	A/C HOLDER'S N	A/C OPEN DATE	Add

Bank code	Bank name	Branch code	Branch name	A/C number	A/C type	A/C holder's name	Open date	Delete

Figure 13: Owner Tab - Bank Account Details

Field Name	Conditions & Comments
Bank	Select the relevant bank
Branch	Select the relevant branch where the account is maintained. The relevant <b>Bank</b> should be selected prior to selecting the branch.
A/C number	Enter the relevant account number
A/C Type	Select the relevant account type. Select “ <b>Other</b> ” only if the relevant account type is not available.
A/C holder’s name	Enter the account holder’s name
Date of Opening	Select the date on which the account was opened

*Table 9: Owner - Bank Account Details Input Fields*

### 4.3 Owner Tab – Previous Offenses

This section is for the details about the previous Customs Cases which the specific owner is involved in.

*Figure 44: Owner - Previous Offences*

### 4.4 Owner Tab – Other Company Details

If the owner of the company is also an Owner/Partner/Director of any other company, enter all the relevant details of the other companies in this section. After filling in the details click the “Add” button to complete the records.

*Figure 15: Owner Other Company Details*

## 4.5 Owner Tab – File Attachments

A list of file attachments that should be uploaded to the system will be displayed here. Against each file name the user can click **“Choose File”** button to select the file to be uploaded and click **“Upload”** button to upload the relevant file.

The screenshot shows a web interface titled "File attachment". It contains a table with the following rows:

Attachment Name	Choose File	No file chosen	Upload	View
GS Form 01 :	Choose File	No file chosen	Upload	View
Passport Size Photo :	Choose File	No file chosen	Upload	View
Specimen Signature :	Choose File	No file chosen	Upload	View
NIC Front Side :	Choose File	No file chosen	Upload	View
NIC Back Side :	Choose File	No file chosen	Upload	View
Mobile Number Ownership Confirmation From Service Provider :	Choose File	No file chosen	Upload	View

At the bottom right, there are two buttons: "Delete this owner -" (red) and "Add another owner +" (teal).

**Figure 16: Owner-File Attachments**

File Attachment Name	Conditions & Comments
GS Form 01	Grama Niladhari Certification and counter signature of the Divisional Secretary for Proprietor/Partner (s)/Director/Wharf Representative (s)
Passport size photo	-
Specimen signature	Scanned copy of the signature.
NIC front side	-
NIC back side	-
Mobile number ownership confirmation from the service provider	A letter from the service provider i.e. (Dialog, Mobitel, Hutch, Airtel, etc.) confirming user details of the mobile numbers provided to SL Customs.

**Table 10: Owner- File Attachments - Input Fields**

## 5. Wharf Tab

### 5.1 Wharf Tab – Personal Details

In this section, users need to enter the details of the Customs House Agents who work in their organization.

The screenshot shows the 'Personal details' form within the 'Wharf' tab. The form includes the following fields and options:

- Full name:** ENTER THE NAME OF CHA PASS HOLDER
- Voters' list reg. number:** ENTER VOTERS
- Voters' list reg. year:** YEAR
- Old NIC:** ENTER OLD NIC NUMBER
- New NIC:** ENTER NEW NIC NUMBER
- Passport:** ENTER PASSPORT NUMBER
- Address line 1:** ENTER ADDRESS LINE 1
- Address line 2:** ENTER ADDRESS LINE 2
- Address line 3:** ENTER ADDRESS LINE 3
- Address line 4:** ENTER ADDRESS LINE 4
- Is mobile registered to your NIC?:** Yes (selected) / No
- Mobile number:** ENTER MOBILE NUMBER
- Tele number:** ENTER TELEPHONE NUMI
- Email address:** ENTER E-MAIL ADDRESS
- Save:** A green button at the bottom right.

**Figure 17: Customs House Agent - Personal Details**

Field Name	Conditions & Comments
Full Name	Full name of the Customs House Agent
Old NIC	Old NIC No. of the Customs House Agent
New NIC	New NIC No. of the Customs House Agent (If any)
Passport	Passport number
Voters' List Registration No. & Year	Enter the latest Voters List Registration number & year
Address line 1	Split the personal address accordingly to display as Address Line 1, Address Line 2, Address Line 3, Address Line 4
Address line 2	
Address line 3	
Address line 4	
Tele number	Official telephone number of the Customs House Agent
Mobile number	Official Mobile number of the Customs House Agent
Email address	Official e-mail address of the Customs House Agent

**Table 11: Customs House Agent Personal Details - Input Tab**

## 5.2 Wharf Tab – Previous Employment Details

In this section, please enter all the companies where a specific Customs House Agent worked previously. i.e. (Company Name, Address & the relevant TIN Number)

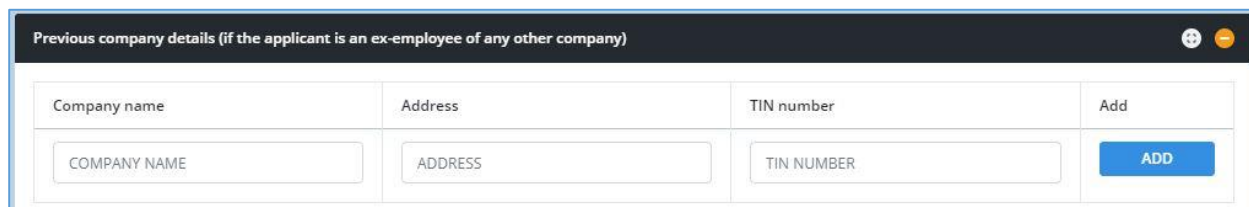


Figure 18: Customs House Agent - Previous Employment Details

Additionally, provide the immediate past three CHA pass numbers of each Customs House Agent (if any) in descending order.

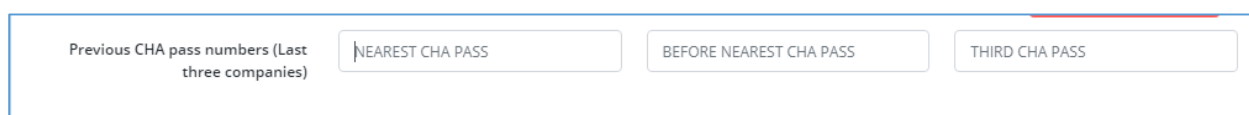


Figure 19: Customs House Agent - Last 3 CHA passes

## 5.3 Wharf Tab – CHA Examination Details

Enter the examination results of each Customs House Agent.

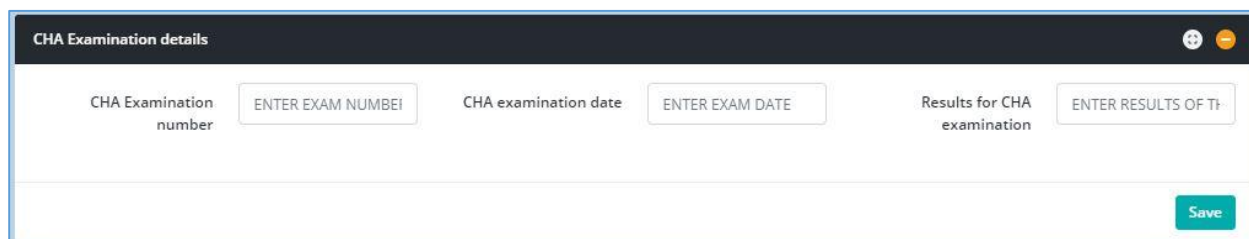


Figure 20: CHA Examination Results

## 5.4 Wharf Tab – Bank Account Details

In this section Users have to enter all the bank accounts that are used by each custom house agent for financial transactions. After entering all the details click the “Add” button to add the record.

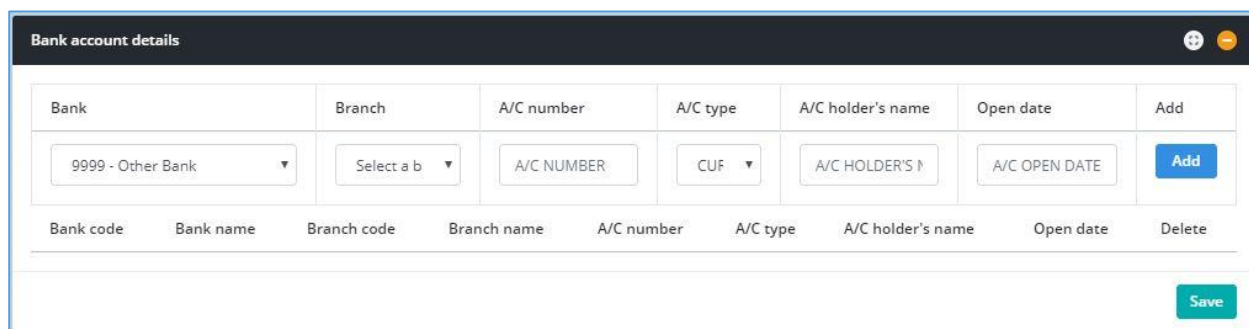


Figure 21: Customs House Agent - Bank Accounts

Field Name	Conditions & Comments
Bank	Select the relevant bank
Branch	Select the relevant branch where the account is maintained. The relevant <b>Bank</b> should be selected prior to selecting the branch.
A/C number	Enter the relevant account number
A/C Type	Select the relevant account type. Select “ <b>Other</b> ” only if the relevant account type is not available.
A/C holder’s name	Enter the account holder’s name
Date of Opening	Select the date on which the account was opened

*Table 12: Bank Account Input Fields*

## 5.5 Wharf Tab – Tax Details

In this section, users have to enter the amount of tax paid in the last financial year, if the customs house agent is a tax payer.

*Figure 22: Customs House Agent Tax Details*

## 5.6 Wharf Tab – Previous Offenses

This section is for the details about the previous Customs Cases which the specific owner is involved in.

After entering all the details click the “**Add**” button to add the record.

*Figure 53: Customs House Agent Previous Offenses*

## 5.7 Wharf Tab – Other Company Details

If the owner of the company is also an Owner/Partner/Director of any other company, enter all the relevant details of the other companies in this section. After filling in the details click the “Add” button to complete the records.

Other company details (if the applicant is an Owner of another company)

Are you a Chairman/Director/Partner/Proprietor of any other business registered with Sri Lanka Customs ? ☐ Yes ☒ No

Company name	Address	TIN number	Add
<input type="text" value="COMPANY NAME"/>	<input type="text" value="ADDRESS"/>	<input type="text" value="TIN NUMBER"/>	<input type="button" value="ADD"/>

Company name	Address	TIN number	Delete
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Figure 24: Other Company Details

## 5.8 Wharf Tab – File Attachments

A list of file attachments that should be uploaded to the system will be displayed here. Against each file name user can click on “Choose File” button to select the file to be uploaded and click on “Upload” button to upload the relevant file.

File attachment

File Name	Choose File	Upload	View
GS Form 01 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Passport Size Photo :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Specimen Signature :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
NIC Front Side :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
NIC Back Side :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Mobile Number Ownership Confirmation From Service Provider :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Certificate of Competence :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Cancellation of previous CHA passes :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>

Figure 25: Customs House Agent Tab-File Attachments

File Attachment Name	Conditions & Comments
GS Form 01	Grama Niladhari Certification and counter signature of the Divisional Secretary for Proprietor/Partner (s)/Director/Wharf Representative (s)
Passport size photo	-
Specimen signature	Scanned copy of the signature.
NIC front side	-
NIC back side	-
Mobile number ownership confirmation from the service provider	A letter from the service provider i.e. (Dialog, Mobitel, Hutch, Airtel, etc.) confirming user details of the mobile numbers provided to SL Customs.
Certificate of Competence	Certificate awarded to CHAs after successfully completing CHA examination.
Cancellation of previous CHA Passes	Most recently cancelled CHA pass

**Table 23: Wharf Tab-File Attachments-Input Fields**

## 6. Attachment Tab Field Descriptions

“Attachment Tab” will display a list of attachments that should be uploaded to the system.

File attachment			
GS Form 02 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Business Registration Certificate :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
TIN Certificate :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
VAT Certificate :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 1/ Form 40 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Deed :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Consent from the absolute owner :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Lease/ Sub Lease Agreement :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Copy of Initial Lease Agreement :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 13 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 20/ Form 48 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 03 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
CEB/LECO Electricity Bill (Company) :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Front Elevation of the premises using Google Street View :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Location Map- Google map route up to the premises from nearest city :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Shipping Agents License :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Bank Certification :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 44 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 45 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
Form 46 :	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>

**Figure 26: File Attachments**

File Attachment Name	Conditions & Comments
GS Form 02	Grama Niladhari and Divisional Secretariat Certification for Importer/ Exporter/ Shipping Agent/Freight Forwarder/ BOI Venture/ Transport Agent/ Courier Service / Unaccompanied Passenger Baggage (UPB) Warehouse Operator and Customs House Agency
Business Registration Certificate	-
TIN Certificate	-
VAT Certificate	-
Form 1/Form 40	Obtained from the Registrar of Companies for Limited/Public Liability Companies
Form 44	For companies incorporated outside Sri Lanka and having a principal place of business established in Sri Lanka (Obtained from the Registrar of Companies)
Form 45	For companies incorporated outside Sri Lanka and having a principal place of business established in Sri Lanka (Obtained from the Registrar of Companies)
Form 46	For companies incorporated outside Sri Lanka and having a principal place of business established in Sri Lanka (Obtained from the Registrar of Companies)
Deed	Registered with Land Registry
Consent from the absolute owner	In case the property is owned by a family member, an affidavit from the absolute owner has to be submitted giving his/her consent to use his/her premises.
Lease/ sub lease agreement	Registered with Land Registry
Copy of initial lease agreement	In case a Sub Lease agreement is submitted, a certified copy of the initial Lease Agreement has to be submitted
Form 13	For address changes, if any
Form 20/ Form 48	For Directors changes, if any
Form 03	For Business name changes. if any
List of staff members and their EPF numbers	
CEB/LECO electricity bill (Company)	Bill for the previous month
Front elevation of the premises by Google Street View	Screen shot of the street view not exceeding 1 MB in size
Shipping Agents License	-
Bank Certification	Certification from the Bank for the Bank Account use for the transactions

**Table 34: Attachment Tab-File Attachments-Input Fields**

## 7. Declaration Tab Field Descriptions

A contact person should be assigned by the company to coordinate the registration process with Sri Lankan Customs. Fill in the contact details of the contact person in the “**Declaration Tab**”

Electronic Registration of Traders & Logistics Operators Register Application

Basic Address Company Owner Wharf Attachment **Declaration**

**Declaration**

Details of the Person the SMS ALERT to be sent to ;

Mobile number  Name of the user

Designation of the User  Service provider

Details of the Person the EMAIL ALERT to be sent to ;

Name of the user  Designation of the User

Email

☐ 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 there from. I/We also understand that any information furnished in this application if proved incorrect or false will render the cancellation of registration maintained with Department of Sri Lanka Customs.

☐ 2. I/We do hereby undertake to inform in writing to Risk Management Unit of Sri Lanka Customs, at earliest possible, through email sent to [rmu@customs.gov.lk](mailto: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 Risk Management Unit of Sri Lanka Customs and update the information provided in the application, whenever a change in any of the below details taking place;

- The mobile phone number or name of authorized person nominated for receipt of SMS ALERT.
- The Email ID or 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.

Save

**Figure 276: Declaration Tab - Input Fields**

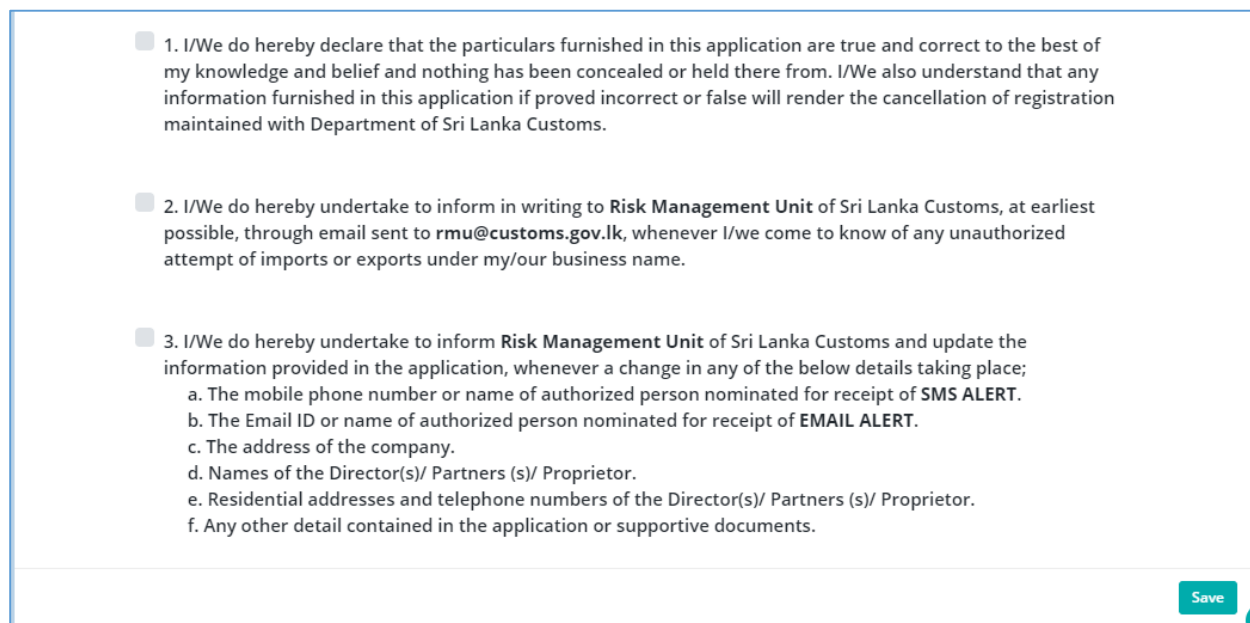
Field Name	Conditions and Comments
<b>SMS Alert</b>	
Mobile number	Mobile Number the SMS should be sent out to
Name of the user	Name
Designation of the User	Designation
Service provider	Name of the service provider.
<b>E-Mail Alert</b>	
Name of the user	Name
Designation of the User	Designation
E-mail	Enter the official mail address

**Table 45: Declaration Tab - Input Fields**

## 7.1 Declaration Tab - Declaration Statements

In order to complete the Re-registration process, click on the three tick boxes highlighted below and click the **Register Application** button on the top right of the window.

Press “**Print Application**” button and it will automatically download a pdf version of the application. It will trigger a notification e-mail which will be sent out to the mail address provided in the “**Declaration Tab.**”



☐ 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 there from. I/We also understand that any information furnished in this application if proved incorrect or false will render the cancellation of registration maintained with Department of Sri Lanka Customs.

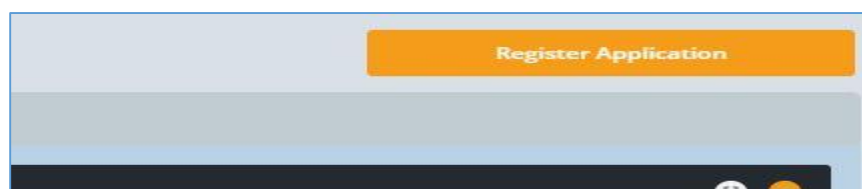
☐ 2. I/We do hereby undertake to inform in writing to **Risk Management Unit** of Sri Lanka Customs, at earliest possible, through email sent to **rmu@customs.gov.lk**, whenever I/we come to know of any unauthorized attempt of imports or exports under my/our business name.

☐ 3. I/We do hereby undertake to inform **Risk Management Unit** of Sri Lanka Customs and update the information provided in the application, whenever a change in any of the below details taking place;

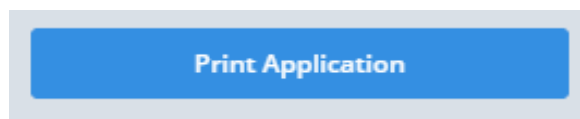
- a. The mobile phone number or name of authorized person nominated for receipt of **SMS ALERT**.
- b. The Email ID or name of authorized person nominated for receipt of **EMAIL ALERT**.
- c. The address of the company.
- d. Names of the Director(s)/ Partners (s)/ Proprietor.
- e. Residential addresses and telephone numbers of the Director(s)/ Partners (s)/ Proprietor.
- f. Any other detail contained in the application or supportive documents.

Save

**Figure 287: Declaration Statements**



**Figure 298: Register Application Button**



**Figure 30: Print Application Button**