

User Manual for TRANSPORTERS

Sri Lanka Customs Registration Website:

Introduction

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

Document Version Control

Version	Date	Description	Author
1.0	05.12.2019	User Manual for Registration Website: Cargo Clearing Agents	RMU

Intended Audience

Importers 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

Contents

1. Basic Tab	3
1.1 Basic Tab – Business/Individual Details.....	3
1.2 Basic Tab – TIN/VAT/Permit Merchant Shipping License Information	4
1.3 Basic Tab – Business Registration Details.....	5
2. Address Tab.....	6
2.1 Address Tab - Details of the Premises	6
2.2 Adding Premises Ownership details	7
2.3 Adding Multiple Premises	7
3. Company Tab	9
3.1 Company Tab – Auditor Details	9
3.2 Company Tab – Bank Account Details	10
3.3 Company Tab – Tax Details	11
3.4 Company Tab – Previous Offenses	11
4. Owner Tab	12
4.1 Owner Tab – Personal Details	12
4.2 Owner Tab – Bank Account Details	12
4.3 Owner Tab – Previous Offenses.....	13
4.4 Owner Tab – Other Company Details	13
4.5 Owner Tab – File Attachments	14
5. Attachment Tab Field Descriptions	16
6. Declaration Tab Field Descriptions	18
6.1 Declaration Tab - Declaration Statements	19

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"> • Avoid multiple spaces between words. • Avoid any spaces at the end of the name. • Avoid any special characters other than parentheses (round brackets). <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 “Other” and enter the details in the next input field.</p>
Principal Activity	<p>Select Transporter</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

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
Transporter	Tax Identification Number	09 or 12 digits only
	VAT Number	<ol style="list-style-type: none"> 1. If the company is already registered with Customs, please use the existing VAT number. 2. If the company is a sole proprietorship, please follow these guidelines, <ol style="list-style-type: none"> i. If this is the first sole proprietorship being registered with Customs, use the format (VAT NUMBER-1) e.g.1234567892525-1/1234567897000-1 ii. If this is the second sole proprietorship being registered with Customs, use the format (VAT NUMBER-2) e.g.1234567892525-2/1234567897000-2
	VAT Expiration Date	<ol style="list-style-type: none"> 1. Not applicable to permanent VAT holders (VAT numbers ending in “7000”). 2. If a temporary VAT certificate contains an expiration date, please enter that date.
	VAT Details	<ol style="list-style-type: none"> 1. Not applicable to permanent VAT holders (VAT numbers ending in “7000”). 2. If a temporary VAT certificate contains invoice or BL/HBL details, please enter these details.
	Renewal /Termination Date	Official use only

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.



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	District value should be selected prior selecting the Divisional Secretariat
Grama Niladhari Division	District value & Divisional Secretariat values should be selected prior 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 on 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 the 'Address Tab' within the 'Electronic Registration of Traders & Logistics Operators' system. The top navigation bar includes 'Basic', 'Address' (selected), 'Company', 'Owner', 'Wharf', 'Attachment', and 'Declaration'. A 'Register Application' button is in the top right. Below the navigation bar, there are tabs for 'Premises 1', 'Premises 2', 'Premises 3', and 'Premises 4'. The 'Details of Premises' form is displayed, featuring input fields for 'Company name', 'Address line 2', 'Address line 3', 'Address line 4', 'Tele number', 'Mobile number', 'Fax number', 'Email address', 'Web site', and '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 st 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 right is an orange 'Register Application' button. Below the title bar is a navigation menu with tabs: Basic, Address, Company, Owner, Wharf, Attachment, and Declaration. The 'Address' tab is active, and within it, 'Premises 2' is selected among four options (Premises 1, Premises 2, Premises 3, Premises 4). The main form area is titled 'Details of Premises' and contains the following fields:

- Company name:** A text input field with placeholder text 'ENTER COMPANY NAME'.
- Address line 3:** A text input field with placeholder text 'ENTER ADDRESS LINE 3'.
- Address line 2:** A text input field with placeholder text 'ENTER ADDRESS LINE 2'.
- Address line 4:** A text input field with placeholder text 'ENTER ADDRESS LINE 4'.
- Tele number:** A text input field with placeholder text 'ENTER TELEPHONE NUMI'.
- Mobile number:** A text input field with placeholder text 'ENTER MOBILE NUMBER'.
- Fax number:** A text input field with placeholder text 'ENTER FAX NUMBER'.
- Email address:** A text input field with placeholder text 'ENTER E-MAIL ADDRESS'.
- Web site:** A text input field with placeholder text 'ENTER WEB SITE'.
- Account type:** Radio buttons for 'CEB number' and 'LECO Account'.
- Account number:** A text input field with placeholder text 'ENTER CEB/LECO ACCOUNT NUMBER'.

A green '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 the 'Auditor details' form within the 'Company Tab' of the 'Electronic Registration of Traders & Logistics Operators' system. The form is titled 'Auditor details' and includes a 'Save' button at the bottom right. The form fields are as follows:

Field Name	Input Field
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
Telephone 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

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 st line of the address.
Address Line 2	Split the auditor's address into Address Line 2, Address Line 3, Address Line 4
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.

Bank	Branch	A/C number	A/C type	A/C holder's name	Open date	Add		
9999 - Other Bank	Select a br	A/C NUMBER	CUR	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

Save

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 Bank 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 “ Other ” 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.

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 enter the details of the 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 are 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 includes fields for Name of (Chairman, Director, Partner, Proprietor), ENTER FULL NAME, Old NIC, ENTER OLD NIC NUMBER, New NIC, ENTER NEW NIC NUMBER, Passport, ENTER PASSPORT NUMBE, Voter list register number & year, ENTER REGISTER NUMBEI, ENTER REGISTER YEAR, 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, No, Mobile number, ENTER MOBILE NUMBER, Tele number, ENTER TELEPHONE NUMI, Email address, ENTER E-MAIL ADDRESS, and a Save button.

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 includes a table with columns: Bank, Branch, A/C number, A/C type, A/C holder's name, Open date, and Add. The table has one row with values: 9999 - Other Bank, Select a b, A/C NUMBER, CUF, A/C HOLDER'S, A/C OPEN DATE, and an Add button. Below the table, there are columns for Bank code, Bank name, Branch code, Branch name, A/C number, A/C type, A/C holder's name, Open date, and Delete. A Save button is at the bottom right.

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 Bank 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 “ Other ” 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.

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
COMPANY NAME	ADDRESS	TIN NUMBER	ADD

Company name	Address	TIN number	Delete

Save

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.

File attachment

GS Form 01 :	Choose File No file chosen	Upload	View
Mobile Number Ownership Confirmation From Service Provider :	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

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. Transporter Tab

5.1 Vehicle Details

Provide the details of the vehicles involved in transporting goods imported/exported/bonded belongs to the organization.

BasicAddressCompanyOwnerTransporterAttachmentDeclaration

Vehicle List

Vehicle number	Vehicle color	Vehicle type	Add
<input type="text" value="VEHICLE NUMBER"/>	<input type="text" value="VEHICLE COLOR"/>	<input type="text" value="VEHICLE TYPE"/>	<input type="button" value="ADD"/>
Vehicle number	Vehicle color	Vehicle type	Delete

5.2 Driver Details

Provide the details of the drivers who involved in transportation.

Drivers List

Driver NIC	Driver name	Driver address	Add
<input type="text" value="DRIVER NIC"/>	<input type="text" value="DRIVER NAME"/>	<input type="text" value="DRIVER ADDRESS"/>	<input type="button" value="ADD"/>
Driver NIC	Driver name	Driver address	Delete

6. Attachment Tab Field Descriptions

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

Basic	Address	Company	Owner	Transporter	Attachment	Declaration
-------	---------	---------	-------	-------------	------------	-------------

File attachment

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"/>
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"/>
Vehicle Registration Certificates :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>
GS Form 02 :	<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"/>
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"/>
List of Staff members with EPF numbers :	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Upload"/>	<input type="button" value="View"/>

Figure 17: 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
Location map - Google map route up to the premises from the nearest city	Screen shot of the map not exceeding 1 MB in size
Vehicle Registration Certificates	Registration Certificates of the vehicles involved in transportation of goods imported/exported/bonded whose details have been entered earlier

Table 11: 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, 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 185: Declaration Tab - Input Fields

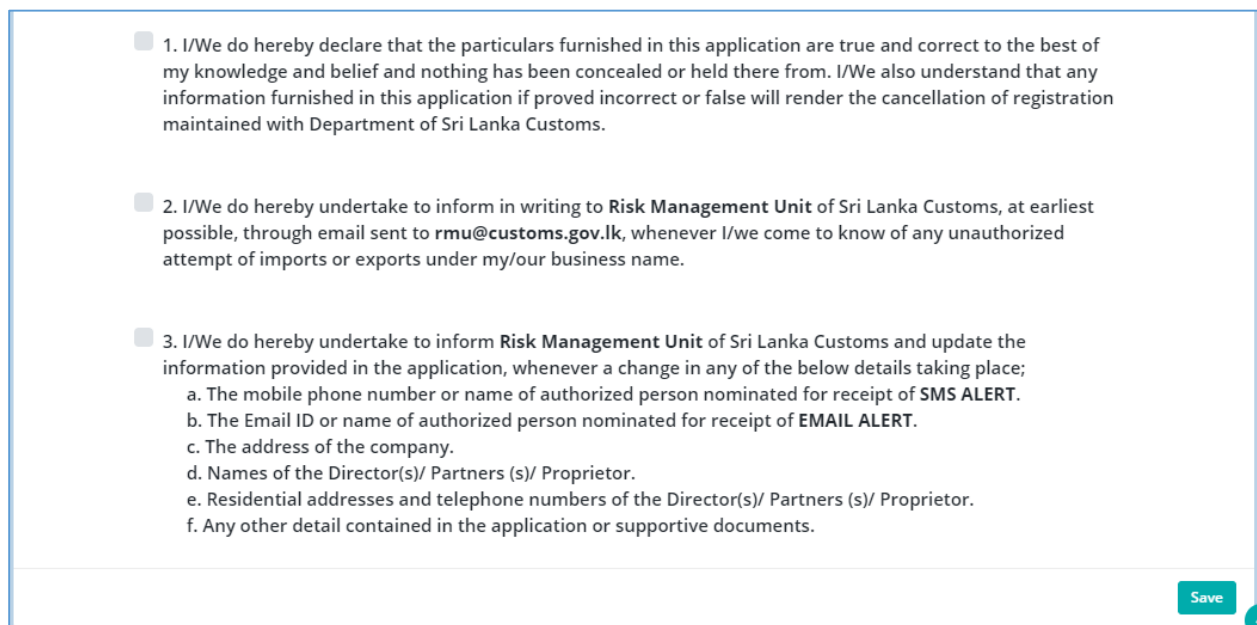
Field Name	Conditions and Comments
SMS Alert	
Mobile number	Mobile Number which the SMS should be sent to
Name of the user	Name
Designation of the user	Designation
Service provider	Name of the service provider.
E-Mail Alert	
Name of the user	Name
Designation of the User	Designation
E-mail	Enter the official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

Table 12: 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.**”



The screenshot shows a form titled "Declaration Statements" with three numbered items, each preceded by a grey square tick box. The text of the items is as follows:

- 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.

In the bottom right corner of the form, there is a green button labeled "Save".

Figure 196: Declaration Statements

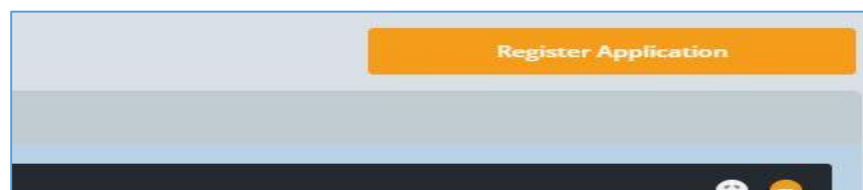


Figure 207: Register Application Button

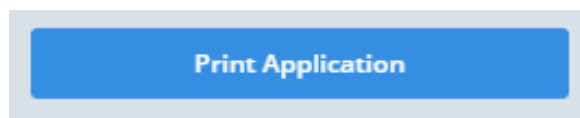


Figure 21: Print Application Button