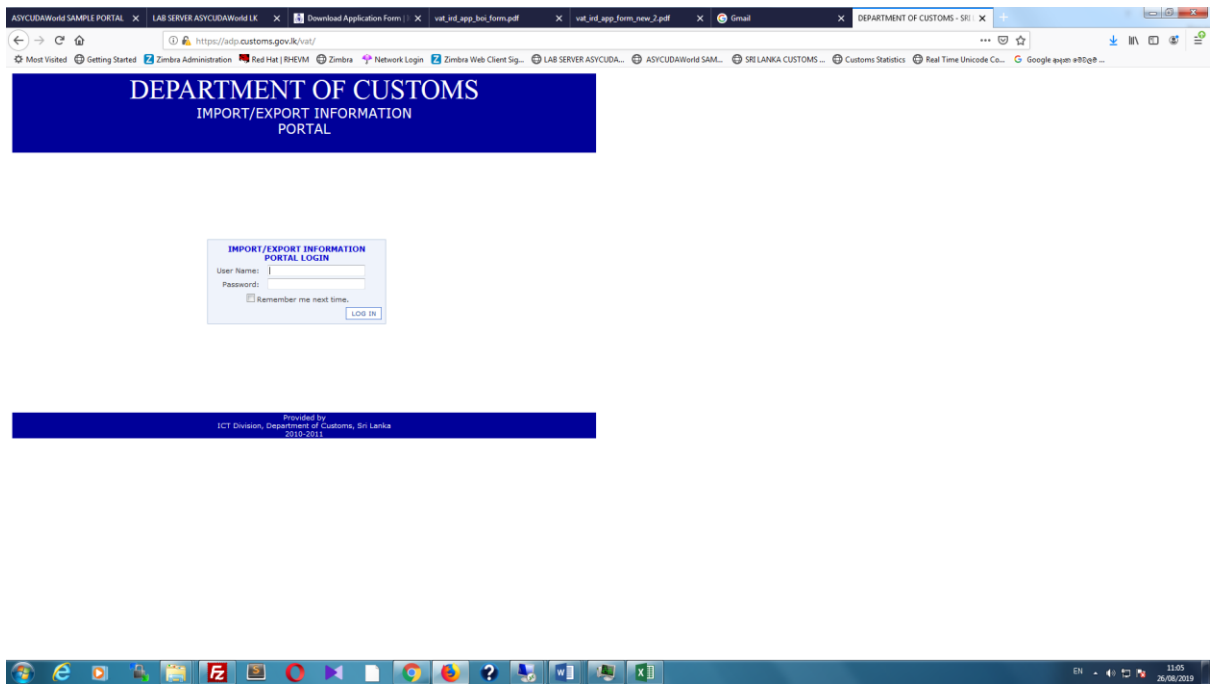


## How to get the free service of Import/Export Viewing Facility for the Importers

1. If you are a Non BOI Importer Download the application form published in the Customs website in the following link.  
[http://www.customs.gov.lk/public/files/downloads/webvat/vat\\_ird\\_app\\_form\\_new\\_2.pdf](http://www.customs.gov.lk/public/files/downloads/webvat/vat_ird_app_form_new_2.pdf)
2. If you are a BOI Exporter Download the application form published in the Customs website in the following link.  
[http://www.customs.gov.lk/public/files/downloads/webvat/vat\\_ird\\_app\\_boi\\_form.pdf](http://www.customs.gov.lk/public/files/downloads/webvat/vat_ird_app_boi_form.pdf)
3. If you are a Non BOI Importer the password should be obtained from the Exports Division in the Customs Headquarters at 1<sup>st</sup> Floor.
4. If you are a BOI Importer the password should be obtained from the BOI Head Office at the World Trade Center at Colombo 01.
5. To obtain the password you have to submit the filled application form with a request letter in a company letterhead indicating your details including the TIN number to the relevant office mentioned above.  
Along with that you have to submit a photocopy of your NIC and Company ID.
6. If you have forgotten the password for this Import/Export Viewing system you have to submit a request letter in a company letterhead mentioning the TIN number to delete your password to the ICT Division which is at 3<sup>rd</sup> Floor of the Customs Headquarters. Then you have repeat from step 1-5 to get a new password for the same.

## How to View the Import/Export Details of your Company

7. When you have obtained the password for the Import/Export Viewing system as above you have to go to the following link. The username is your TIN number. Ex 1145488057000. The Password will be what you have typed when obtaining at the relevant office.  
<https://adp.customs.gov.lk/vat/>



8. Then click th “**LOG IN**” button
9. Thereafter you should be able to view your past import export details in the portal.

The End.