

## **Requirements to Obtain User Account**

This document outlines the requirements needed by an individual or an organization when applying to obtain access to the Automated Customs Cargo Entry System for Sri Lanka (ACCESS).

1. Duly filled Application to obtain access to Automated Customs Cargo Entry System for Sri Lanka (ACCESS) (CUS/ICT/02). The Director General of Customs has recognized following persons to sign CUS/ICT/02.
  - 1.1. The Proprietor of any Proprietorship
  - 1.2. A Partner of any Partnership with the written consent of all the other Partners
  - 1.3. A Director of a Private or Public Company with the resolution of the Board of Directors and endorsed by the Company Secretary, or as provided in the Articles of Association
  - 1.4. An Officer of the Senior Management of any entity other than above
2. Duly filled Application to obtain User Account/VPN to access Automated Customs Cargo Entry System for Sri Lanka (ACCESS) (CUS/ICT/04). The persons applying to obtain Automated Customs Cargo Entry System for Sri Lanka (ACCESS) user account should be an employee or member of an entity recognized by the Director General of Customs.
3. Duly signed Automated Customs Cargo Entry System for Sri Lanka (ACCESS) Terms of Use (CUS/ICT/03).
4. Fulfill the requirements listed below

### **Requirements for e-CusDec User Account**

Individuals or Organisations wishing to get access to the Automated Customs Cargo Entry System for Sri Lanka (ACCESS) for e-CusDec user account must have a valid registration with Sri Lanka Customs as a Customs House Agent (CHA).

### **Requirements for e-Manifest User Account**

- Ship's Agents and Freight Forwarders must have a valid Merchant Shipping License issued by the Director General of Merchant Shipping
- Airlines must have a Foreign Airline Operator Certificate issued by the Civil Aviation Authority of Sri Lanka at the time of applying.

### **Disclaimer**

Sri Lanka Customs reserves the right to amend/replace the above requirements to obtain access to the Automated Customs Cargo Entry System for Sri Lanka (ACCESS) at their discretion.


For office use only

**Application to obtain access to Automated Customs Cargo Entry System for Sri Lanka (ACCESS)**

(To be filled by Proprietor/Partner/Director/Authorized Signatory)

\*\*\* Please read and understand CUS/ICT/01 document before filling this application.

Activities Required      NEW APPLICATION       RENEWAL       CHANGE OF DETAILS

Submission of      e-CUSDEC       e-Manifest       e-CDN

Other(s)  (Specify)

Director General of Customs

I, .....(Full name), holder of  
 NIC/Passport No: .....(attach copy on page 2) being the .....(Designation)  
 of..... (Entity name),  
 with TIN No:....., having its registered address at .....  
 ....., hereby  
 request you to grant access to Automated Customs Cargo Entry System for Sri Lanka (ACCESS) for  
 my/our entity to carry out the activities mentioned above.

I hereby nominate the following person to attend to all matters related to Automated Customs Cargo Entry System for Sri Lanka (ACCESS) in my absence.

**Nominee**

1. Full Name : .....
2. NIC Number/ PP Number : ..... 3. Designation: .....
- (Attach copy on page 2)
4. Specimen Signature : .....

**Contact Details for Future Communications**

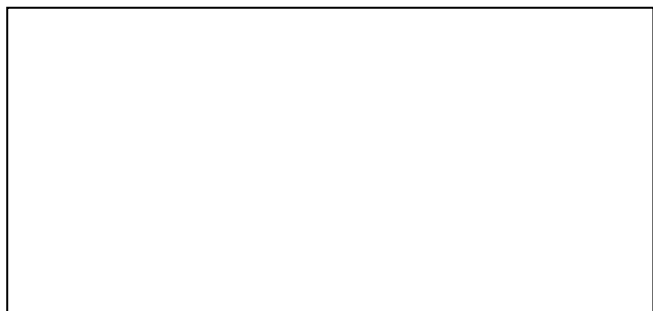
	<i>Proprietor/Director/ Partner/Authorized Signatory</i>	<i>Nominee</i>
<i>Mobile</i>	.....	.....
<i>Land Phone</i>	.....	.....
<i>Email</i>	.....	.....

I certify that the details given above are true and correct to the best of my knowledge and hereby undertake to inform the Information and Communication Division of Sri Lanka Customs of any changes immediately.

.....  
**Proprietor/Partner/Director/**

**Authorised Signatory**

.....  
**Date**



Company Seal

*Print/Attach NIC/PP Copies of Proprietor/Partner/Director/Authorised Signatory/Nominee*

*For office use only*

**Confirmation of Registration**

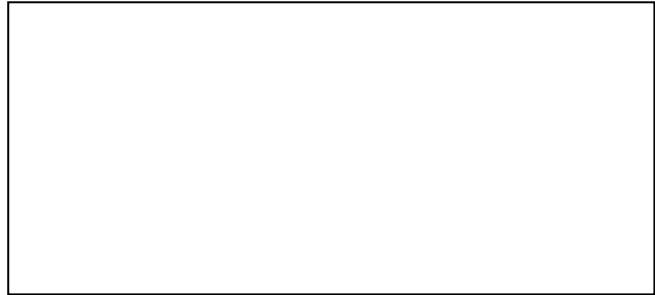
We have received all the required documents and registered .....  
..... (Entity name), with TIN No.: .....  
as a Customs House Agent/ Shipping Agent/ Freight Forwarder/ .....  
(Others specify), in Automated Customs Cargo Entry System for Sri Lanka (ACCESS)/ Register maintained  
at ..... (Name of branch/Directorate).

.....

**SC**

.....

**Date**



**Official Seal**


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# Automated Customs Cargo Entry System for Sri Lanka (ACCESS) User Policy

This user policy outlines the terms and conditions, password requirements and the legislative obligations to be adhered by an individual or an organization when using the Automated Customs Cargo Entry System for Sri Lanka (ACCESS) for the exclusive purposes of activities assigned by Sri Lanka Customs.

## Terms and Conditions

- Use the Automated Customs Cargo Entry System for Sri Lanka (ACCESS) purely for transacting business for its clients in compliance with the Customs Ordinance and related laws
- Ensure that the details provided in the application forms are true and correct and any changes to contact details (mobile number/email) and addresses are communicated to CHA branch or D branch or any relevant division where such details are registered, and ICT Directorate of SL Customs at the earliest so that the same is updated in ACCESS
- Ensure that employees authorised to obtain access have not been found guilty and penalized by Customs during last two years
- Maintain a proper office with computer facilities to access the Customs System and to maintain the records related to all declarations made to Customs within the registered office in a manner accessible to Customs officials
- Inform Sri Lanka Customs CHA branch of SL Customs in the event the registered address of the entity is changed and get it updated in Automated Customs Cargo Entry System for Sri Lanka (ACCESS) on time
- Not to divulge the user credentials issued by the Sri Lanka Customs to any third party or other individuals of the same entity
- Renew Customs House Agents License or other applicable License(s) as required
- Pay the relevant payments for the use of Automated Customs Cargo Entry System for Sri Lanka (ACCESS) on time
- Take necessary action to ensure security of the Automated Customs Cargo Entry System for Sri Lanka (ACCESS)
- Take necessary action to ensure a high level of compliance by all User Employees
- Inform Sri Lanka Custom in writing of any transfers or termination of service of any User Employees or any fraudulent activity committed by User Employee immediately
- Conform to all security requirements set by Sri Lanka Customs in respect to the use of user-names and passwords

**CUS/ICT/03**

- Not to interfere with the System in any manner whatsoever that may cause the system to become dysfunctional with or without the intent of committing any fraud or due to negligence
- Ensure that the computer network meets the requirements of Sri Lanka Customs by having appropriate virus protection and other security protection from unauthorized access
- Sri Lanka Customs reserves the right to revoke access rights to the Automated Customs Cargo Entry System for Sri Lanka (ACCESS) upon finding any breach of declarations/assertions/undertakings contained in this user policy or upon conviction in a Customs case
- Sri Lanka Customs reserves the right to amend/replace/terminate this user policy

**Password Requirements**

- It must have a minimum of eight (8) characters
- It must not contain all or part of the user's account name
- It must contain characters from at least three of the following four categories:
  - a) English Uppercase characters (A through Z)
  - b) English Lowercase characters (a through z)
  - c) At least one number (0-9)
  - d) Non-alphanumeric characters (example: !, \$, #, %, ^)
- Never use a person's name or any word commonly found.

**Legislative Obligations**

Any violations of provisions of the Customs Ordinance (Chapter 235) and other related Laws may result in imposition of forfeitures and penalties by Customs or prosecution before proper court of law.

**Declaration**

I/we hereby confirm that I/we read and understood the above Automated Customs Cargo Entry System for Sri Lanka (ACCESS) User Policy and agree to abide by the same and will take all necessary actions to ensure compliance.

.....

Signature of User Employee

.....

Date

.....

MD/Chairperson/Partner/Proprietor  
/Authorised Signatory

CARRIER /FREIGHT FORWARDER CODE  
ICAO /CHA ID


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**Application to obtain User Account/VPN to Automated Customs Cargo Entry System for Sri Lanka (ACCESS)**

\*\*\* Please read and understand CUS/ICT/01 document before filling this application.

Activities Required                      NEW APPLICATION     ADDITIONAL USERS     CHANGE OF DETAILS

Submission of                      e-CUSDEC                       e-Manifest                       e-CDN

Other(s)  (Specify)

**1. User Details**

1.1 Full Name : .....

1.2 Private Address : .....

1.3 Designation : .....

1.4 NIC/ Passport Number : ..... (Attach copy on page 2)

1.5 Telephone    *Mobile* : .....

1.6 Email    *Official* : .....

*Land Phone:* .....

*Personal:* .....

*User Specimen Signature*

**2. Entity Details**

2.1 Name of the Entity : .....

2.2 TIN No. : .....

2.3 Carrier Code/Freight Forwarder Code/CHA ID/Other: .....

2.4 Telephone    *Mobile* : .....

2.4 Email : .....

*Land phone:* .....

**Director General of Customs**

- I hereby certify that the above details are true and correct and you may authorize the above mentioned User a suitable level of Automated Customs Cargo Entry System for Sri Lanka (ACCESS)
- I also certify that Automated Customs Cargo Entry System for Sri Lanka (Access) Terms of Use were read over and explained to the above user and he/she having understood the same placed his/her signature before me.

.....

**Proprietor/Partner/Director/  
Authorized Signatory**

.....

**Date**

**Company Seal**

*Print/Attach NIC/PP/CHA ID (if applicable) copy of User below:*