**Application for trader registration as a Door-to-Door operator in Sri Lanka Customs**

1. Name of the Company/Business:
2. Business Registration Number:
3. TIN number:
4. VAT number:
5. Company/ Business Address:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Name | NIC Number | Residential Address | Contact Telephone Number | Email address |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
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| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

1. Details of Directors/ partners/ owners:
2. Reference of Refundable Security Deposit:
3. Reference of cash deposit to pay levies and charges:
4. Details of Agent/s, who collect goods from overseas senders:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Country | Name of the agent/ Collector (as stated in the Passport) | Passport Number | Overseas residential Address | Contact Telephone Number (overseas) | Email address |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |

I do hereby declare that the details furnished herein above are true and accurate, and do hereby agree to accept and adhere with the conditions mentioned overleaf, after having understood the same.

Signature of the Applicant Date:

**Terms and conditions for compliance by Door-to-Door operators.**

1. The applicant shall be registered with Sri Lanka Customs in TIN/VAT registration unit as a Door-to-Door operator by fulfilling all the requirements for the registration.
2. The Registered Door-to-Door operator shall make a refundable Security cash Deposit of Rs. 5,000,000/- with Sri Lanka Customs Shroff at the Customs Headquarters.
3. The Registered Door-to-Door operator shall make a duty cash deposit not less than Rs.1,000,000/- which would be drawn by the DGC for payments of applicable Customs duty, taxes and other charges, and such deposit of Rs. 1,000,000/- shall be available whenever a CusDec is submitted for Door-to-Door operation.
4. DC (P/S) may decide to keep a suitable Bank Guarantee in addition to the above duty cash deposit in order to ensure the recovery of applicable Customs duty, taxes and other charges under special circumstances such as multiple containers coming under a CusDec.
5. Door-to-Door operator shall submit CusDec with all the related documents as described in the Standard Operating Procedure (SOP) and any other requirements which may be specified by the DGC time to time.
6. Door-to-Door operator shall make all the arrangements to transfer the container/s to the designated examination yard (RCT) as directed by the Customs.
7. Door-to-Door operator shall liaise with the service provider (RCT) to make available adequate facilities required for Customs examinations and shall be responsible for settling the charges for such facilities.
8. Door-to-Door operator or his authorized representative/s shall be present in person throughout the examination process. If the Door-to-Door operator deserved to have more than one person to be present during the examination, he may do so with the consent of the Supervising Officer at the warehouse (RCT).
9. Door-to-Door Operator shall pay the total amount of duties, taxes and any other applicable charges to the account of DGC before taking delivery of goods released by the Customs.
10. If any import regulatory requirement/s, conditions or any license requirement/s are not met, operator shall take necessary actions to provide such approvals and/or licenses to Customs, with the co-ordination of the consignee.
11. Registered Door-to-Door operator or his authorized representative/s shall take-over the goods under acknowledgement certifying the acceptance of goods in good condition. However, prior to such acknowledgement, he shall bring to the notice of the Customs supervising officers about the goods which are damaged, not available as revealed during the examinations.
12. Door-to-Door operator shall issue a receipt as specified in the Form DTD 04 to the consignee of each and every package at the point of delivery.
13. Operator shall ensure that no parcels brought to Sri Lanka in containers for Door-to-Door delivery contain commercial goods, restricted and/or prohibited goods under the Customs Law and any other related laws. Every single package accepted for door-to-door delivery in Sri Lanka shall not exceed 0.25m3. (Quarter of a cubic meter in volume). Total gift packages come to any single recipient/ addressee should not exceed 1m3 (One cubic meter).
14. Any changes to the information provided on the application overleaf shall be informed to the TIN/VAT unit of Sri Lanka Customs immediately in order to update the details accordingly.
15. Door-to-Door operator shall adhere with the applicable conditions and regulations of the Customs published on Door-to-Door Procedure, and any other provisions as applicable under the Customs Law and any other related laws.