



# Department of Sri Lanka Customs

## Certificate Course for Customs House Agents and Wharf Assistants



### APPLICATION FORM (Please Type in Block Capitals)

01. Name in Full: .....

.....

.....

Name with Initials: .....

02. N.I.C. No. : .....

03. Date of Birth: .....

04. Address (Permanent): .....

.....

05. Telephone Number: Residential: .....

Mobile: .....

WhatsApp (Personal): .....

Email Address (Personal): .....

06. G. C. E. Ordinary Level Qualifications:

<u>Subject</u>	<u>Grade Obtained</u>	<u>Year Passed</u>
Sinhala / Tamil	.....	.....
Mathematics	.....	.....
English	.....	.....

07. Highest Educational Qualification: .....

.....

08. Present Employment / Position: .....

09. If You Have a T-Pass,  
Name of the Organization: .....

Address: .....

.....

Telephone Number: .....

Customs Registration Number: .....

VAT Registration Number: .....

T-Pass No (if applicable) .....

Affix  
3.5 x 4.5 cm  
size  
colour  
photograph  
here

For Official Use Only

Payment Received

Shroff

I do hereby declare that the above particulars furnished by me are true and correct and agree to the terms and conditions stated overleaf.

Date: .....

.....  
Signature of the Applicant

This is to certify that the applicant is employed at our company.

.....  
Signature of the Director/Manager of the Company

.....  
Seal of the Company

## **REQUIREMENTS TO BE FULFILLED BY THE APPLICANT**

01. The applicant should have passes for at least 6 subjects at the G. C. E. Ordinary level Examination including Sinhala/Tamil Language, Mathematics and English.
02. The applicant has to submit a "Letter of Request" from the employer to follow the CHA/WA Course only if the applicant has a T-Pass.
03. The application should be submitted with the originals and certified copies (Certified by a Commissioner for Oaths) of the documents given below.
  - I. G.C.E. Ordinary Level Certificate issued by the Examination Department of Sri Lanka.
  - II. National Identity Card
  - III. Photocopies of the T-Passes of two years. (if applicable)

## **TERMS AND CONDITIONS**

01. Date of commencement of the course will be notified to the applicant in due course.
02. Course fee shall be paid in full by cash to the account of the Director General of Customs at the time of registration.
03. Once paid, the course fee will not be refunded or transferred to be used for any other course or purpose.
04. Only candidates whose attendance is more than 80% will be permitted to sit for the examination.
05. Candidates will be allowed to sit for the examination as a repeater twice.
06. The delivery of the course will be either on virtually or in class sessions with the discretion of Director of Human Resources Development Directorate.
07. On all matters pertaining to the course and the examination, the decision of the Director General of Customs shall be final.