**General information for applying for an Advance Customs Ruling**

(For each Commodity / Product and model, a separate application should be forwarded)

1. This application is composed of two pages and a colour print out should be taken (with yellow colour cages) on a A4 size sheet. Overleaf can be used for extra information that cannot be included on the first page, when the provided space is insufficient and for attaching photographs etc.,
2. **The application** should be **in triplicate, duly filled in the computer, manually singed and stamped**. (**Not** hand written or type written)
3. **The application should be forwarded with a covering letter** (on a letter head) addressed to, Senior Deputy Director of Customs, Commodity Classification Branch, Sri Lanka Customs., requesting for an Advance Customs Ruling for the commodity and with a brief description of the Commodity / product.
4. **The following details are required for each Commodity**;
	* **Sample** of the Commodity (in all the possible instances)
	* **Literature / Catalogue / Mill Report / Chemical composition,** if applicable.
	* **Manufacturing process,** if applicable.
	* **Photograph and other documents** giving necessary information.

(All the above should bear the date , signature & stamp of the applicant.)

1. Application/s should be handed over to the Senior Deputy Director of Customs, Commodity Classification Branch, 3rd Floor, Customs House, No. 40, Main Street, Colombo. 11.
2. No rulings will be issued for hypothetical commodities.
3. Please refer the Gazette Notification No. 2373/26 of 28.02.2024 for the complete guide regarding Advance Customs Ruling.

**Instructions for filling up the application (Cage No. 1 to 9 of the application)**

1.(a),(b) An Importer, Exporter or a Local Manufacture is eligible for applying an Advance customs ruling. Details of the applicant with his TIN/VAT/NIC number should be clearly mentioned here. Others can apply if a prior approval is obtained from Director (Specialized Services) by proving their true intention.

2. (a) Description of the commodity to be imported should be sufficiently explained by choosing all the relevant information which are mentioned in this cage. For an e.g for a food preparation, Name of the product (how it is traded in the market) its brand name, all of its constituent materials in %, its manufacturing process, how it is to be used and any other relevant information should be included.

 If the commodity is a machinery, its Name (how it is traded in the market), brand name, model number, and if relevant composition etc., should be included.

 If it’s a production plant its site plan, floor plan etc., should be attached.

 In summary, as and when relevant to the Commodity:

General name / Brand Name / Trade Name of the Commodity

Model No. /Art No, / Part No. of the commodity

Capacity, Net weight, Thickness, sizes and Percentages (%) of each and every constituent

materials / substances ... etc.

2.(b) Samples (in all possible instances), literature to identify the product including Brand new or used, Materials Safety Data Sheet (MSDS), Technical Data Sheet (TDS), analytical reports if available, manufacturer’s web information, video clips to study its functioning, site plans and floor plans, length, width and the height as applicable etc., should be attached with the application having authenticated by the applicant. Relevant boxes in the application should be marked with the “√” symbol accordingly.

 **Clear scanned photograph (Colour) with relevant labels of the commodity / retail pack should be printed overleaf in all relevant instances**.

2.(c) Usage of the commodity has to be explained appropriately. For an e.g if it’s a food supplement whether it is to be made to a beverage by mixing with water/milk, etc., mixing proportion, if it’s in capsule form, its per dose % of constituent elements etc., if it’s a machine its principal function and other subsidiary functions etc., should be included in the literature providing.

2.(d) The way of presenting the commodity to Customs at the time of importation / exportation, whether the product is imported/exported **as complete / incomplete / unassembled / disassembled** form? its package type, weight in grams/kilo grams/tons per package, whether it is in boxes, cans, bottles, packets, rolls, sheets, tins, tubs, flexi bags or in piece etc., has to be clearly described.

3. Any information, that Customs has to treat as confidential, should be mentioned here.

4. Whether any previous internal classification advice has been obtained or the goods are related to an investigation, appeal or any other review by Customs or other government agency or court? Please specify as "YES" or "NO" accordingly. If the answer is YES, provide the details.

5. Manufacturer’s website together with his name and address should be clearly mentioned here.

6. This cage is provided for the applicant's opinion on the product’s HS Code.

7. If the applicant has obtained any previous rulings, required references may be provided here.

8. Name and the mobile number of a contact person who may be promptly contacted to resolve any query must be nominated here for clarification purposes.

9. Applicant’s declaration and his contact details, signature, date and the stamp.

**For more information please contact :**

* 011-2221320 - Director of Customs (Specialized Services)
* 011-2221323 - Senior Deputy Director of Customs
* 011-2221324 / 1334 - Deputy Director of Customs
* 011-2221322 - Officer In charge of Commodity Classification