



Department of Sri Lanka Customs

Certificate Course Customs House Agents-2025-II (For all T-Pass Holders only)

(See Paragraph 4 in Terms & Conditions of Notice for All the Applicants)

APPLICATION FORM (*Refer Instructions in Page 5)



1. Name in Full :

.....

.....

2. Name with Initials:

.....

3. N.I.C. No. :

4. Date of Birth :

5. Address (Permanent):

.....

6. Contact Details:

I. Mobile number (with WhatsApp) :

II. Email Address (Personal) :

7. Temporary pass (T-pass) details

I. Current T-pass number :

II. Name and Address of the Organization :

.....

III. Contact Details of the Organization:

Telephone number :

Email address :

IV. Customs Registration Number :

Affix
3.5 x 4.5 cm
size
Colour
photograph
here

For Official Use Only

Payment Received

Shroff

REGISTRATION NUMBER

8. Have you passed G.C.E (O/L) with minimum of 06 passes including Mathematics, English and Mother Language in one sitting? (Mark "X")

Yes	
No	

I. If Yes,

- Year passed:

Subject	Grade obtained
1. Sinhala/ Tamil	
2. English	
3. Mathematics	
4.	
5.	

Subject	Grade obtained
6.	
7.	
8.	
9.	
10.	

II. If No,

- Working experience as a T-Pass holder (No. of years):
- Previous T- Pass details

Organization	T-Pass Number/s	Years Active
a.
b.
c.
d.
e.

9. Preference in joining the course (Mark "X")

Classroom	
Online	

I do hereby declare that the above particulars furnished by me are true and correct and agree to the terms And conditions stated at Page 5.

.....

Date

.....

Signature of Applicant

SECTION 01**FOR OFFICE USE ONLY****(Section 01 should be completed by the CHA Unit of Sri Lanka Customs)**

- Full Name & T-Pass number of the Applicant:
.....

Part 1

- I. Verification of T-Pass details: (Please refer given details for No.07 of the Application Form)

Satisfied	
Unsatisfied	

- II. If Unsatisfied, Reasons:

.....

Verified By.....

SC/DDC/SDDC of CHA Unit
(Official Seal)

Part 2 (Please fill Part 02 only for the Applicants those who are not qualified in G.C.E (O/L) as given in No.08 of the Application Form)

- I. Verification of previous T-Pass details: (Refer no.08 (II) of the Application Form)

Satisfied of having 05 years experience as a T-Pass holder	
Unsatisfied	

- II. If Unsatisfied, Reasons:

.....

Verified By

SC/DDC/SDDC of CHA Unit
(Official Seal)

(End of the Section 01)

SECTION 02**FOR OFFICE USE ONLY****(Section 02 should be completed by the HRD of Sri Lanka Customs)**

1) Verification of Educational Qualifications:

Submitted G.C.E (O/L) Certificate issued by the Department of Examinations	Yes	No
--	-----	----

2) If not submitted, Reasons:

.....

Verified By

(ASC/DSC/DDC of HRD)

I. SDDC/DDC (HRD)

Applicant has fulfilled the eligibility criteria and has been confirmed by the CHA Unit as a T-Pass holder. Certificates were verified (If applicable). Hence may we permit the applicant to make the payment for the course fee and enroll the applicant for the CHA Certificate Course upon payment. Submitted please.

.....

ASC/DSC

II. Shroff

Please Recover Rs .16,700.00 as course fees for CHA 2025-II Certificate Course.

.....

ASC/DSC

(End of the Section 02)

Notice for all the Applicants

(A) ELIGIBILITY CRITERIA

1. Qualifications Required

- I. Should be a T-Pass holder, having minimum of 06 passes in G.C.E (O/L) Examination in one sitting including English, Mathematics and Mother Language
Or
- II. Should be a T-Pass holder, having obtained the T-Pass for minimum of 05 years.

(B) INSTRUCTIONS TO APPLICANTS

1. The Course is scheduled to start from 13.09.2025
2. The course and the exams will be conducted in English medium.
3. Application should be filled in Block Capital Letters.
4. Applications will be received at Human Resource Development Directorate (HRD), 9th Floor, Sri Lanka Customs Headquarters, No 40, Main Street, Colombo 11 from 13.08.2025 (09.00 a.m. to 04.00 p.m.)
5. Only 500 Applicants are to be selected for the certificate course in the order of receiving applications to the HRD Directorate. Closing date for applications is 22.08.2025.
6. 50 applicants will be selected on first come first serve basis, to attend in person in the Customs HRD Auditorium and 450 applicants via virtual mode. (preference shall be mentioned in the application form)
7. Applicant should submit a valid G.C.E (O/L) Certificate issued only by the Department of Examination. Only for the applicants those who have not met with G.C.E (O/L) qualifications, the submission of O/L Certificate is not mandatory. However, if that the case, Applicant should have obtained T-Pass for minimum of 05 years.
8. The application should be submitted with the originals and certified copies (Certified by a Commissioner for Oaths) of the documents given below. After checking the Original documents, the same will be returned at the same time.
 - I. National Identity Card
 - II. Temporary Pass (T-Pass)
 - III. Certificates as proof of the Educational Qualifications (If applicable)
9. Before submit the completed applications to HRD, all applications should be initially endorsed with CHA Unit of the Specialized Service Directorate for the confirmation of T-Pass and thereafter submit to Human Resource Development Directorate where the Certificates will be verified and released for the payment of the Course Fee.
10. The Course fee of Rs. 16,700.00 must be paid in full by cash, to Customs Shroff and submit the Original copy of the receipt to HR Directorate along with the completed applications.
11. Completed applications may be handed over to HRD of Sri Lanka Customs by a person duly authorized by the applicant.

(C) TERMS AND CONDITIONS

1. Once paid, the course fee will not be refunded or transferred to be used for any other course or purpose.
2. Only candidates whose attendance is more than 80% will be permitted to sit for the examination.
3. On all matters pertaining to the course and the examination, the decision of the Director General of Customs shall be final.
4. Only for this occasion, the CHA Certificate course is scheduled only for T-Pass holders. Applicants should either having minimum of 06 passes in G.C.E (O/L) Examination in one sitting including English, Mathematics and Mother Language or obtained the T-Pass for minimum of 05 years.
5. Candidates will be allowed to sit for the examination as a repeater twice, within 05 years period of time.