|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **INFAC NEW REGISTRATION CHECKLIST** |  |
| A | Ministry approval | |  |
| B | W/H number approval from ministry | |  |
| C | BRC | |  |
| D | Articles/Memorandum of Association | |  |
| E | Proof of company directors/partners | |  |
| F | NIC/ Passport copies of 2 directors | |  |
| G | Proof of address | |  |
| H | TIN Certificate | |  |
| I | VAT certificate | |  |
| J | Deed/ Lease agreement | |  |
| K | CDP1 (in triplicate) | Typed |  |
| **Guarantee amount and type** |  |
|  |  | **Approval from IRD/ Certification from EDB** |  |
| L | CDP2 (in duplicate) | Typed |  |
| Attorney-at-law signature |  |
| Director's signature |  |
| 2 Nos of witnesses |  |
| M | CDP3 | Typed |  |
| Company letter head |  |
| **Guarantee amount/ period** |  |
| Emboss seal with PV No. |  |
| N | Single Performance Report (as per the given format) | |  |
| O | Enterprise performance report (as per the given format) | |  |
| P | Letter from SL Chamber of Garment Exporters (If requesting for a Corporate Guarantee) | |  |
| Q | **Project report (including components listed below)** | |  |
| \*Brief introduction to the company |  |  |
| \*Director board details |  |  |
| \*Business Process |  |  |
| \*Products portfolio/ Customer portfolio |  |  |
| \*Anticipated exports projects | Foreign buyer's details- Name/ address/ core business |  |
| Payment terms (NFE/DP/DA/LC/etc.) |  |
| Consumption |  |
| Wastage/cut pieces |  |
| Product design |  |
| \*Anticipated import requirement with tax liability schedule (HS/ Raw material/ CID/VAT/PAL --> Total) | |  |

***Important***

***Please note that importation of Machinery and other capital goods under INFAC Scheme will be permitted on recommendation of EDB and project evaluation by Sri Lanka Customs.***