|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **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.***