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| --- | --- | --- |
| Company Name : | | |
| **IBG New – Check List** | | | |
| 1 | Request Letter | Original | |
| 2 | Duly Completed IBG application in Triplicate | Original | |
| 3 | Project Report (details of product, markets, import-export volume, projections) | Original | |
| 4 | Shipment details (B/L, Packing List, Performa/Commercial Invoice, Catalog/MSDS etc.) | Original | |
| 5 | Certificates of VAT & TIN Registration | True Copy | |
| 6 | Business Registration (form 65) | True Copy | |
| 7 | Memorandum of Article/ Articles of Association | True Copy | |
| 8 | Other necessary approvals (Tea Board, Coconut Development Board, etc…) | True Copy | |
| 9 | ID Copies of Two Directors or Proprietor | True Copy | |
| 10 | Form 20 - Particulars of Director/ Secretary | True Copy | |
| 11 | Documents to prove the ownership of the address and warehouse  **e.g.** (i) Deed and,  (ii) Grama Niladhari Certificate ,  (iii) Factory Layout/ plan | True Copy | |

All Copy Documents need to be certified as True Copy by a lawyer/ company secretary.

Contact person’s Name & Mobile Number :

Company TP Nos :

Office Use Only

|  |  |
| --- | --- |
| Check List | |
| DC/ SDDC Approval to Proceed |  |
| Information Sheet |  |
| Inspection visit/ photos |  |
| Payment of Registration Fee |  |
| ASC Submission |  |
| W/H Number Allocation |  |
| Signing the Agreements |  |
| SDDC’s Approval on Applications |  |
| Update the System Database |  |
| Photocopy of the Application for DDC (M) |  |