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| Company Name : |

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| **TIEP 4 New – Check List** | | |
| 1 | Request Letter | original |
| 2 | Duly Completed TIEP 4 application in Triplicate (Hand Writing not Allowed) | original |
| 3 | Project Report (include Machine details & how they are used for Export good manufacturing) | original |
| 4 | Certificates of VAT & TIN Registration | True copy |
| 5 | Business Registration (form 65) | True copy |
| 6 | Memorandum of Article/ Articles of Association | True copy |
| 7 | Other necessary approvals (Tea Board, Coconut Development Board, etc…) | True copy |
| 8 | ID Copies of Two Directors or Proprietor | True copy |
| 9 | Form 20 - Particulars of Director/ Secretary | True copy |
| 10 | Documents to prove the ownership of the 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

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