Application to obtain Access to Sri Lanka Customs Web Based VAT Database

Name of the Importer/Exporter   **:**

VAT No of the Importer/Exporter :

**Name of
the Representative**   **:**

**NIC of the
Representative**   **:**

Date :   **Signature of the Director/Partner/Proprietor**

Manager

Grant the above Representative a suitable level of access.

Date   **Director(BOI)/Snr. Manager (BOI)**

DDC (ADP)/ADC (ADP)/SC (ADP),

Web access granted to the above representative under the username

Date   **Manager (BOI)**

Declaration of the Representative obtaining the Access

I obtained the access rights to the customs web site under the username

Further,
1. I undertake to secure the confidentiality of my password.
2. I undertake the total responsibility for the use of my username.

Date   Signature of the Representative of the Importer/Exporter
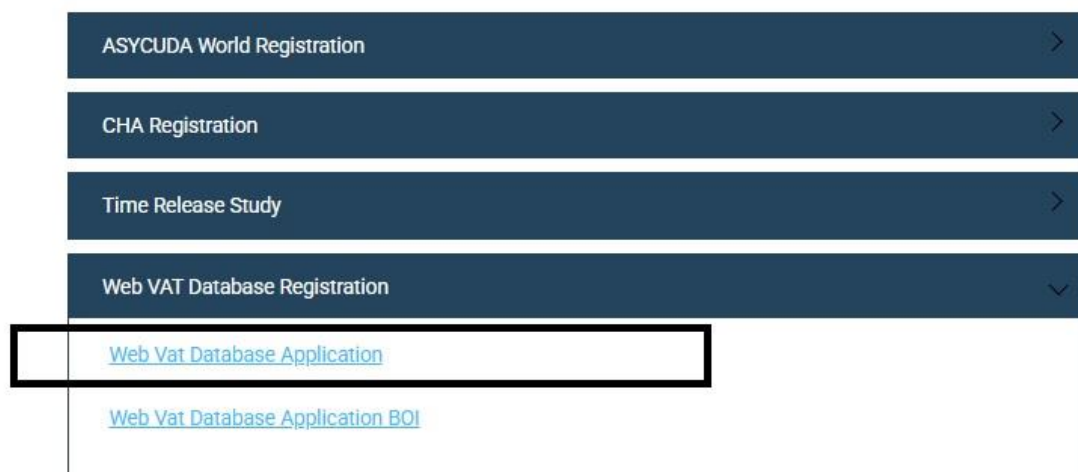
DOCUMENTS REQUIRED FOR THE IMPORT AND EXPORT DATA/ VAT DATABASE REGISTRATION

1. Duly filled VAT Database application form. (Can be downloaded from Sri Lanka Customs Website)

2. Request letter with the details of the Authorized Person.

3. No objection letter from the **Director Board.** (Allowing Authorized representative to get the User Name and Password to the Portal)

4. Certified copies of following Documents **along with the Originals.**
   - Business Registration.
   - TIN Certificate
   - VAT Certificate
   - Form 48/ Form 20 (If the Directors have been Changed)
   - NIC Copies of the Directors of the Company.
   - NIC Copy of the Authorized representative

   ❖ *All the Copies should be certified by a JP or AAL*