NOTICE TO DECLARANT COMPANIES AND CUSTOMS HOUSE AGENTS

Payment of Information and Communication Technology Fee under Schedule “G” of Gazette Extraordinary No. 2493/02 dated 15.06.2026

All Customs House Agents and Declarant Companies are hereby informed that, in accordance with Schedule “G” of Gazette Extraordinary No. 2493/02 dated 15.06.2026, an Information and Communication Technology Fee of **Rupees Two Thousand (Rs. 2,000/-) per ASYCUDA user per calendar month** is payable in respect of Customs House Agent user accounts with effective from 01.07.2026.

The amount due for a particular calendar month shall be paid on or before the **15th day of the following month** in order to maintain the continued activation of the relevant ASYCUDA user login.

Where the prescribed fee is not paid by the due date, the relevant ASYCUDA user login shall be deactivated. The login may be reactivated after the outstanding payment has been made and verified by the Information and Communication Technology Directorate.

Payment Procedure

1. Each Customs House Agent holding an active ASYCUDA user login shall pay the prescribed fee for a particular calendar month on or before the 15th day of the following month.
2. For administrative convenience, a Declarant Company may make a single consolidated payment covering multiple Customs House Agent user accounts registered under that company.
3. Payment may be made:
    a. for a particular calendar month; or
    b. in advance for a period not exceeding six calendar months.
4. In order to obtain a Pay-In-Voucher, the Customs House Agent/Declarant Company shall complete the prescribed **Request for Issuance of Pay-In-Voucher for Payment of Information and Communication Technology Fee**, which is attached together with this Notice.
5. The completed request shall include the following information:
    a. Name of the Declarant Company;
    b. Declarant TIN number;
    c. Name, CHA number, ASYCUDA user login and contact number of each user covered under the Declarant Company; and
    d. calendar month or months for which payment is to be made.
6. The request shall be signed by an authorised person of the Declarant Company and authenticated with the official company stamp.

7. The completed and duly authorised request shall be submitted to the Information and Communication Technology Directorate of Sri Lanka Customs.
8. Based on the information provided in the request, the ICT Directorate shall issue a Pay-In-Voucher for the total amount payable.
9. The amount stated in the Pay-In-Voucher shall be paid to the **Sri Lanka Customs Shroff** against the respective Pay-In-Voucher.
10. The payment receipt issued by the Sri Lanka Customs Shroff shall be submitted to the ICT Directorate for verification and updating of the payment records relating to the respective ASYCUDA user accounts.
11. Customs House Agent/Declarant Companies are responsible for ensuring that the ASYCUDA user details submitted in the request are accurate and that payments are made within the prescribed period.

Customs House Agents and Declarant Companies are requested to make the necessary arrangements to ensure timely payment and avoid the deactivation of ASYCUDA user logins.

Attached:
Prescribed Request Form for Issuance of Pay-In-Voucher

For further information contact the **Information and Communication Technology Directorate.**

Telephone**: 0710889935**
Email: **ict@customs.gov.lk**

Director General of Customs
Sri Lanka Customs

Wimal S.K. Liyanagama
Director General of Customs
Sri Lanka Customs
Colombo 11

REQUEST FOR ISSUANCE OF PAYING-IN-VOUCHER

FOR PAYMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY FEE

In accordance with Schedule "G" of Gazette Extraordinary No. 2493/02 dated 15.06.2026, we hereby request the issuance of a Paying-In-Voucher for payment of the Information and Communication Technology Fee applicable to the ASYCUDA Customs House Agent user accounts listed below.

1. Declarant Company Details

Declarant Company Name:

Declarant TIN Number: Company Contact No.:

2. ASYCUDA Customs House Agent User Account Details

No.	Name of User	CHA Number	ASYCUDA User Login	Contact Number
1				
2				
3				
4				
5				
6				

Additional users may be listed on a separate sheet signed and stamped by the authorised person.

3. Payment Period

Month(s): From To No. of Months:

No. of Users: Fee per User per Month: **LKR 2,000/-**

Total Payable Amount (LKR):

We confirm that the information provided above is accurate and that the listed ASYCUDA user accounts are covered under the above Declarant Company. We request the ICT Directorate to issue the relevant Paying-In-Voucher for the amount payable.

4. Authorisation by the Declarant Company

Authorised Person: Designation:

Contact No.: Date: Signature:

Official Company Stamp:

For ICT Directorate Use Only

Receipt No.: Amount (LKR): Issued Date: