

NOTICE TO COMMERCIAL BANKS AND REMITTANCE REPORTING USERS

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

All Commercial Banks and Remittance Reporting users accessing the ASYCUDA system 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 Five Thousand (Rs. 5,000/-) per ASYCUDA user per calendar month** is payable in respect of Remittance Reporting user accounts.

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 Remittance Reporting user 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 Commercial Bank may make a single consolidated payment covering multiple Remittance Reporting user accounts registered under that bank.
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 Remittance Reporting User/Commercial Bank 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 Commercial Bank;
 - b. Taxpayer Identification Number or other applicable registration number of the bank;
 - c. name, ASYCUDA user login and contact number of each Remittance Reporting user covered under the bank; and
 - d. calendar month or months for which payment is to be made.

6. The request shall be signed by an authorised officer of the Commercial Bank and authenticated with the official stamp of the bank.
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 Paying-In-Voucher for the total amount payable.
9. The amount stated in the Paying-In-Voucher shall be paid to the **Sri Lanka Customs Shroff** against the respective 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. Each Commercial Bank shall be responsible for ensuring that the user details submitted in the request are accurate and that the prescribed payments are made within the applicable period.

All Remittance Reporting Users and Commercial Banks 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 Remittance Reporting user accounts listed below.

1. Commercial Bank Details

Name of Commercial Bank:

TIN / Registration No.:

Bank Contact No.:

2. ASYCUDA Remittance Reporting User Account Details

No.	Name of User	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 officer.

3. Payment Period

Month(s): From

To

No. of Months:

No. of Users:

Fee per User per Month:

LKR 5,000/-

Total Payable Amount (LKR):

We confirm that the information provided above is accurate and that the listed ASYCUDA user accounts are registered under, or operated on behalf of, the above Commercial Bank. We request the ICT Directorate to issue the relevant Paying-In-Voucher for the amount payable.

4. Authorisation by the Commercial Bank

Authorised Officer:

Designation:

Contact No.:

Date:

Signature:

Official Bank Stamp:

For ICT Directorate Use Only

Receipt No.:

Amount (LKR):

Issued Date: