NOTICE TO SEA CARGO MANIFEST REPORTERS

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

All Sea Cargo Manifest Reporters using the ASYHUB 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 ASYHUB user per calendar month** is payable in respect of Manifest Reporting user accounts with effective from 01.07.2026.

This requirement applies to the following categories of Sea Cargo Manifest Reporters:

1. Shipping Agents;
2. Carriers;
3. Non-Vessel Operating Common Carrier (NVOCC) Operators; and
4. Freight Forwarders.

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 ASYHUB user login.

Where the prescribed fee is not paid by the due date, the relevant ASYHUB 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. A Shipping Agent, Carrier, NVOCC Operator or Freight Forwarder may make a single payment covering several ASYHUB Manifest Reporting user accounts registered under the respective organisation.
2. For administrative convenience, a Company may make a single consolidated payment covering multiple Shipping Agent, Carrier, NVOCC Operator or Freight Forwarder 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 respective Manifest Reporter/ Organisation shall complete the prescribed **Request for Issuance of Pay-In-Voucher for Payment of Information and Communication Technology Fee**, attached together with this Notice.
5. The completed request shall include the following information:
    a. name of the organisation;
    b. Taxpayer Identification Number or other applicable registration number of the organisation;
    c. name, ASYHUB user login and contact number of each Manifest Reporting user covered under the organisation; 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 organisation and authenticated with the official stamp of the organisation.
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 ASYHUB user accounts.
11. Each Manifest Reporter/Organisation 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 Sea Cargo Manifest Reporters are requested to make the necessary arrangements to ensure timely payment and avoid the deactivation of ASYHUB 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 ASYHUB Manifest Reporting user accounts listed below.

1. Organisation Details

Organisation Name:

Category: ☐ Shipping Agent ☐ Carrier ☐ NVOCC Operator ☐ Freight Forwarder

TIN / Registration No.: Contact No.:

2. ASYHUB Manifest Reporting User Account Details

No.	Name of User	ASYHUB 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 5,000/-**

Total Payable Amount (LKR):

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

4. Authorisation by the Organisation

Authorised Person: Designation:

Contact No.: Date: Signature:

Official Organisation Stamp:

For ICT Directorate Use Only

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