

NOTICE

Due to the ongoing system upgrade of the Customs eRegistration Portal aimed at improving service delivery, the following manual procedures have been introduced to ensure the smooth and uninterrupted operation of the Customs Registration Unit during the upgrading period.

Accordingly, all importers, exporters and other stakeholders applying for new registration or renewal are required to hand over documents to Customs Registration Unit for Registration/Renewal as shown below until further notice.

- **New Registration of TIN/VAT**

Hard copies of the following documents

- **For Companies**

- GS2 form (issued within 6 months)
- BR
- TIN (New format)
- VAT (New format)
- Deed/Lease agreement
- CEB Bill of the premise (within 6 months)
- Bank Statement (within 6 months)
- Mobile confirmation of company (within 6 months)
- Form 1/40

- **For Owners**

- GS1 form (issued within 6 months)
- Mobile confirmation (within 6 months)
- Passport size photo
- Specimen signature
- ID
- Passport

*For all the Owners/Directors as per the Form1/40

- **For UPB & One Time**

- TIN (New format)
- VAT (New format)
- B/L
- Invoice
- Mobile confirmation of person (within 6 months)
- ID

- **Renewal of TIN/VAT**

- **For Companies**

- TIN (New format)
- VAT (New format)
- Mobile confirmation of company (within 6 months)