



**10.Details of Chairman/Directors/Partners/Proprietor/Applicant etc.:**

|   | Name | Private Address | NIC / PassportNo | TelephoneNo | Mobile no | Fax No | E-mail | Photograph<br>(Taken<br>within last six<br>months<br>- Stamp Size) |
|---|------|-----------------|------------------|-------------|-----------|--------|--------|--|
| 1 |      |                 |                  |             |           |        |        |  |
| 2 |      |                 |                  |             |           |        |        |  |
| 3 |      |                 |                  |             |           |        |        |  |
| 4 |      |                 |                  |             |           |        |        |  |
| 5 |      |                 |                  |             |           |        |        |  |

**Note: Photographs should be affixed and attested by JP (Sri Lankan citizens)/ AAL (foreign citizens) on the face of it.**

**11. BANK CERTIFICATION**

Bank Ref No.: .....

We certify that Rev./Dr./Mr./Mrs./Miss/Ms.....  
(Name and Address of the applicant/company)

is maintaining a savings bank Account/Current Account No.: .....  
with us since.....

.....

(Signature of certifier)

Date: ..... Name: ..... Designation: .....

**(Official Stamp)**

**12. GRAMA NILADARI CERTIFICATE**

I certify that Rev./Dr./Mr./Mrs./Miss/Ms.....  
.....(Name and Address of the applicant/company)

Is known to me and resides/ situated at the above address.

Date: ..... Name/Official Stamp: .....

Division: ..... Signature: .....

**DECLARATION**

I/We hereby declare that the particulars and the statement made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from. Also I/we understand that any information furnished in the application if proved incorrect or false will render me/us the cancellation of registration with department of Sri Lanka Customs.

Signature of the Applicant(s): ..... Date: .....

Name: ..... Designation:.....

**FOR OFFICIAL USE ONLY**

Date Received: .....

|        |                               |                          |                         |
|--------|-------------------------------|--------------------------|-------------------------|
| Vetted | Owners                        | <input type="checkbox"/> | Officers Checked: ..... |
|        | Previous Offenders Database   | <input type="checkbox"/> |                         |
|        | Addresses                     | <input type="checkbox"/> |                         |
|        | Grama Niladari Certificate    | <input type="checkbox"/> |                         |
|        | ID/Passport/TIN               | <input type="checkbox"/> |                         |
|        | Bank Accounts & Certification | <input type="checkbox"/> |                         |

Registration Approved/Disapproved:.....

Date: ..... Signature:.....

Designation: ..... Name:.....

1. Name of Business - Your Business Name  
Type of Business - Indicate the type of Business
2. Tax Identification Number (TIN) - Indicate your TIN issued by the IRD  
VAT No. - VAT issued by IRD & Extension 2525 or 7000  
NIC No - for personnel import/export
3. Business Registration  
Number - Number appearing on Business Registration certificate  
Date of Establishment - Issuing date of the business registration
4. Address  
Head office  
Other offices / Stores  
Permanent office address  
If your company has a sub office or any other  
Locations please indicate.
5. Principal Activities - What type of business you do with the Customs
6. Regime - Under which organization you do your Customs processing
7. Commodities intend to Import/Export - Provide a general list of commodities you intend to import/export.
8. Name & Business Address of Introducer - TIN no of the introducer (e.g. Customs House Agent)
9. Has any Director/Partner/Proprietor/Applicant of the business been penalized under the provisions of Customs Ordinance within last five years  
If 'Yes' Customs case Number & Date - Please indicate any Customs offence committed by you or your company.
10. Details of Chairman /Directors/ Partners/Proprietor  
Photographs  
- Names of the directors/ Partners/ Proprietor  
- To be affixed and certified by AAL or JP on the photo (photos of foreigners should be certified by AAL)
11. Bank Certification - To be filled by the bank
12. Grama Niladari Certificate - To be filled by the Grama Niladari certifying the business name and the business address

In addition to the above, applicants other than Limited Liability companies are required to register at the Central Intelligence Directorate (CIU) of the Custom Department. Please dial 0112431854 for details pertaining to CIU registration. The following documents are required at the time of forwarding the application.

1. Original NIC (Passport or Driving License) of two directors/partners or applicants & NIC/Passport photocopies of all partners.
2. Business Registration Certificate.
3. Originals of TIN and VAT certificate
4. Deed or lease agreement of the business premises (in the case of the deed or lease agreement under the name of a separate person other than to the names of the owner or partner/s the consent of the owner of the deed to be submitted through an affidavit)
5. Billing proof (Water bill / Electricity bill / Telecom bill)
6. Banks statement of recent month
7. Commercial invoice and Bill of Lading (B/L) (required only for the registrations as an Importer)
8. Certificate issued by the Export development board (required only for the registrations as an Exporter)

To avoid delays you are requested to be submitted all required documents correctly with copies

Duly filled applications will be registered within 01 day (24 hrs) face-vetting and acceptance of the applications will be functioned only up to 13.00 hrs and processing of accepted documents will be functioned from 13.00 hrs to 16.45 hrs

For further clarification: Central intelligence Directorate **0094 112 431854**

Limited liability companies are asked to submit Originals following documents

- Form 1 or 48 & 40 > for registration
- Form 13 > Change of address
- Form 20 > Change of directors
- Form 3 > Change of company name
- Form 44, 45 & 46 > Registration of Overseas company