

**FORM FOR THE REGISTRATION OF IMPORTERS & EXPORTERS
IN TERM OF SECTION 115 OF THE CUSTOMS ORDINANCE**

01.Name of Business/Applicant :

- Type of Business:
- Sole Proprietorship
 - Partnership
 - Private Ltd Liability
 - Public Ltd Liability
 - Corporation
 - NGO
 - Government
 - Other (please specify.....)

02.Tax Identification

Number (TIN):

VAT No.: -

03.Business Registration

Number:

Date of Establishment: / /
(DD / MM / YYYY)

04. Address:

Head Office/Applicant's (Permanent):
.....
.....
.....

Telephone No :
Fax :
E-mail :
Website :

Other Offices/Stores/ Applicant's (Residence):
.....
.....
.....

Telephone No :
Fax :
E-mail :
Website :

05.Principal Activities:

- Importer Importer Manufacture
- Manufacture Exporter Exporter

06.Regime:

- BOI Customs

07.Name & Address of :

Parent Company :
.....
.....
.....
.....

Subsidiary Companies :
.....
.....
.....
.....

| 08.Details of Chairman/Directors/Partners/Proprietor/Applicant etc.: | | | | | | | | |
|--|------|-----------------|-------------------|--------------|--------|-----|--------|--|
| | Name | Private Address | NIC / Passport No | Telephone No | Mobile | Fax | E-mail | Photograph (Taken within last six months - Stamp Size) |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

Note: Photographs should be affixed and attested by JP / AAL on the face of it.

FINANCIAL INFORMATION

09.Details of Bankers (Attach Bank statement of last six months)

| | 1 | 2 | 3 |
|---------------------|---|---|---|
| Name | | | |
| Branch | | | |
| Account No | | | |
| Date Account Opened | | | |
| Type of Account | | | |

10.Name & Address of Auditor :

11. Last year Business Turnover (Attach Balance Sheet, Profit & Lost Account etc)

Assets of Company Current Assets Value :.....
 Fixed Assets Value :

12. If Tax Payer, Tax file Number

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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Amount paid in the last three quarters

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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13. Commodities intend to Import/ Export:

14. Name & Business Address of Introducer:

Tax Identification Number

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15. Has any Director/Partner/Proprietor/Applicant of the business been penalized under the provisions of Customs Ordinance within last five years Yes No

If 'Yes' Customs Case Number & Date:

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):

Name :

Date :

Designation :

16. BANK CERTIFICATION

Bank Ref No.:

We certify that Rev./Dr./Mr./Mrs./Miss/M/S
(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)

17. GRAMA NILADARI CERTIFICATE

I certify that Rev./Dr./Mr./Mrs./Miss/M/S.....
..... (Name and Address of the applicant/company)
is known to me and resides business premises/situated at the above address.

Date :

Name :

Place :

Signature :

FOR OFFICIAL USE ONLY

Date Received :

Vetted

Owners

Officers Checked :

Previous Offenders Database

Addresses

Grama Niladari Certificate

ID/Passport/TIN

Tax Payments

Bank Accounts & Certification

Registration Approved/Disapproved :

Date :

Signature :

Designation :

Name :

- | | |
|--|--|
| 01. Name of Business Type of Business | - Your Business Name - Indicate the type of Business |
| 02. Tax Identification Number (TIN) VAT No. | - Indicate your TIN issued by the IRD - VAT issued by IRD & Extension 2525 or 7000 |
| 03. Business Registration Number Date of Establishment | - No appearing on Business Registration certificate - Issuing date of the business registration |
| 04. Address Head office Other offices / Stores | - Permanent office address - If you company has a sub office or any other location please indicate. |
| 05. Principal Activities | - What type of business you do with the Customs |
| 06. Regime | - Under which organization you do your Cusdec processing |
| 07. Name & Address of Parent Company Subsidiary Companies | - Location of the parent company - If you have any subsidiary companies please indicate |
| 08. Details of Chairman /Directors/ Partners/Proprietor Name Photograph | - Name of the directors - To be affixed and certified by AAL or JP on the photo |
| 09. Details of Bankers | - Please indicate your bank account details |
| 10. Name & Address of Auditor | - Which auditing firm attends your company auditing. |
| 11. Last year Business Turnover | - Provide details of the fixed and current assets of the company |
| 12. If Tax payer, tax file number Amount paid in the last three quarters | - Tax file number of the IRD - Amount paid to IRD |
| 13. Commodities intend to Import/Export | - Provide a general list of commodities you intend to import/export. |
| 14. Name & Business Address of Introducer | - VAT no of the introducer (e.g. Importer Exporter Customs House Agent) |
| 15. 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. |
| 16. Bank Certification | - To be filled by the bank |
| 17. Grama Niladari Certificate | - To be filled by the Grama Niladari certifying the address |

In addition to the above, applicants other than Limited Liability companies are required to register at the Central Intelligence Unit (CIU) of the Custom Department. Please dial 0112471471 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 with photocopies.
2. Business Registration Certificate with photocopies.
3. Originals of TIN, VAT, Form 1or 20 or 48 and the relevant registration forms should be produced at the time of registration with photocopies.

- *To avoid delays you are requested to submit all required documents correctly. Certified copies are not accepted.*
- *Duly filled applications will be registered within 01 day (24 hrs).*
- *Please bring your VAT certificate for all subsequent inquiries regarding the registration.*

| | | |
|-----------------------------------|---------------------------|------------------------|
| For further clarification: | Asst. Director of Customs | 0094 112 430413 |
| | OIC | 0094 112 445148 |