

Trader Re-registration Guidelines

- As much as information would help assess the level of risk of each trader
- Extent of facilitation depends on the level of risk of each trader
- Registration of traders who do not register before the deadline would be suspended WEF 01.11.2020.

Basic Tab

Business / Individual Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Name of Business / Individual Name	Yes	Yes	Yes	Yes	Yes
Type of Business	Yes	Yes	Yes	Yes	"Non Business-Individual" option
If Other, Please Specify	If applicable	If applicable	If applicable	If applicable	If applicable
Principal Activities	Yes	Yes	Yes	Yes	Yes
If Other, Please Specify	If applicable	If applicable	If applicable	If applicable	If applicable

TIN / VAT / Permit / Merchant Shipping License Information

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Tax Identification Number	Yes	Yes	Yes	Yes	NIC
** VAT Number	Yes	Yes	Yes	See below comment	OLD NIC+2525 or NEW NIC
VAT Expiration Date	If applicable	Yes	If applicable	If applicable	No
VAT Details	No	Yes	No	No	No
Renewal / Termination Date	For office use only	For office use only	For office use only	For office use only	For office use only
Permit Number	No	No	No	No	Yes

Permit Expiration Date	No	No	No	No	Yes
Director Merchant Shipping License Number	No	No	No	Yes	No
Director Merchant Shipping License Expiration	No	No	No	Yes	No

**** VAT Number:** - If you submit any type of Cusdec (Import/Export/Transshipment) under your name, you should have a VAT certificate obtained from Inland Revenue Department. Otherwise please enter "TIN+0000".

Business Registration Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Business Registration Number	Yes	* Yes (See below)	Yes	Yes	Not Applicable
Date of Establishment	Yes	** Yes (See below)	Yes	Yes	Not Applicable
District	Yes	Yes	Yes	Yes	Not Applicable
Divisional Secretariat	Yes	Yes	Yes	Yes	Not Applicable
Grama Niladhari Division	Yes	Yes	Yes	Yes	Not Applicable
Grama Niladhari Division Number	Auto fill	Auto fill	Auto fill	Auto fill	Not Applicable

*Yes → If the importer does not have a registered business, please fill the field as "Individual"

**Yes → If the importer does not have a registered business, please set the field with the Date of "Proforma invoice"

Address Tab

Details of Premises

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Company Name	Yes	* Yes (See below)	Yes	Yes	Not applicable

Address Line 2	Yes	** Yes (See below)	Yes	Yes	Not applicable
Address Line 3	If applicable	If applicable	If applicable	If applicable	Not applicable
Address Line 4	If applicable	If applicable	If applicable	If applicable	Not applicable
Tele Number	****Yes	****Yes	****Yes	****Yes	Not applicable
Mobile Number	****Yes	****Yes	****Yes	****Yes	Not applicable
Fax Number	If available	If available	If available	If available	Not applicable
Email Address	Yes	Yes	Yes	Yes	Not applicable
Web Site	If available	If available	If available	If available	Not applicable
CEB / LECO Account Number	***Yes	***Yes	***Yes	***Yes	Not applicable

*Yes→ If the importer does not have a registered business, please fill the field with individual's name

**Yes→ If the importer does not have a registered business, please fill the field with individual's address

***Yes→ If particular business does not have separate electricity account please fill the field with the details of main account (CEB/LECO account of main building)

****Yes→ In case no fixed land line/mobile number is available, please insert "+94"

Premises Ownership Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Deed/ Lease/ Sub Lease	One should be selected	One should be selected	One should be selected	One should be selected	Not applicable
(If deed) Deed Number	Yes	Yes	Yes	Yes	Not applicable
Land Registry Number	Yes	Yes	Yes	Yes	Not applicable
Land Registry Office	Yes	Yes	Yes	Yes	Not applicable
(If lease) Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable
Date of expiry	Yes	Yes	Yes	Yes	Not applicable

(If sub lease)Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable
Date of expiry	Yes	Yes	Yes	Yes	Not applicable
Sub Lease Agreement Number	Yes	Yes	Yes	Yes	Not applicable
Sub Lease date of expiry	Yes	Yes	Yes	Yes	Not applicable

If a company has more than one premise, please add other premises details such as warehouse, factory, showroom, sub office, etc. To do this please use the “Add another address” button at the bottom of the page.

It is mandatory to submit either the deed, lease agreement or the sub lease agreement. Wherever, the premises is occupied with the permission of the absolute owner, the deed supported by a consent letter from the absolute owner are to be uploaded. Alternative documents in proof of ownership or tenancy of the premises will be considered on a case by case basis.

Company Tab

Auditor's Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Auditor's Name	If Available	If Available	If Available	If Available	Not applicable
Address Line 2	If Available	If Available	If Available	If Available	Not applicable
Address Line 3	If Available	If Available	If Available	If Available	Not applicable
Address Line 4	If Available	If Available	If Available	If Available	Not applicable
Tele Number	If Available	If Available	If Available	If Available	Not applicable
Mobile Number	If Available	If Available	If Available	If Available	Not applicable
Fax Number	If Available	If Available	If Available	If Available	Not applicable
Web Site	If Available	If Available	If Available	If Available	Not applicable
Email Address	If Available	If Available	If Available	If Available	Not applicable

Bank Account Details of the company

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Bank	Yes	Yes	Yes	Yes	Not applicable
Branch	Yes	Yes	Yes	Yes	Not applicable
Account number	Yes	Yes	Yes	Yes	Not applicable
Account type	Yes	Yes	Yes	Yes	Not applicable
Accounts holder's name	Yes	Yes	Yes	Yes	Not applicable
Open date	Yes	Yes	Yes	Yes	Not applicable

In case the company maintains several bank accounts, those details could be added clicking “Add” button of the application.

Tax Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Income Tax payer (Yes/No)	Yes	Yes	Yes	Yes	Not applicable
Branch Last Paid Financial Year	Optional	Optional	Optional	Optional	Not applicable
Tax Amount for Last Financial Year (LKR)	Optional	Optional	Optional	Optional	Not applicable

Previous Offences

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Previous offences (Yes/No)	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Case Number	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Case Year	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Offense Committed	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Amount Paid as Penalty (LKR)	Yes	Yes	Yes	Yes	Not applicable

Owner Tab

Personal Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Selection of the category of the owner (Eg. Director or Partner)	Yes	Yes	Yes	Yes	Yes
Name	Yes	Yes	Yes	Yes	Yes
*Old NIC/New NIC	Yes	Yes	Yes	Yes	Yes
**Passport	If available	If available	If available	If available	If available
***Voters List Register Number & Year	Yes	Yes	Yes	Yes	Yes
Address Line 1	Yes	Yes	Yes	Yes	Yes
Address Line 2	Yes	Yes	Yes	Yes	Yes
Address Line 3	If available	If available	If available	If available	If available
Address Line 4	If available	If available	If available	If available	If available
Is Mobile number registered under your name (Selection)	Yes	Yes	Yes	Yes	Yes
Mobile Number	Yes	Yes	Yes	Yes	Yes

Tele Number (Fixed land line or other mobile number)	Yes	Yes	Yes	Yes	Yes
Email Address	If available	If available	If available	If available	If available

***Old NIC / New NIC** → Filling of one of the above is mandatory for locals. If available please provide both old and new NIC numbers

****Passport** → Mandatory for foreigners.

*****Voters List Register Number & Year** → Mandatory for locals

Bank Account Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Bank	Optional	Optional	Optional	Optional	Not applicable
Branch	Optional	Optional	Optional	Optional	Not applicable
Account number	Optional	Optional	Optional	Optional	Not applicable
Account type	Optional	Optional	Optional	Optional	Not applicable
Accounts holder's name	Optional	Optional	Optional	Optional	Not applicable
Open date	Optional	Optional	Optional	Optional	Not applicable

Previous Offences (Under the provisions of Customs Ordinance)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Previous offences (Yes/No)	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Case Number	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Case Year	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Offense Committed	Yes	Yes	Yes	Yes	Not applicable
(If Yes) Amount Paid as Penalty (LKR)	Yes	Yes	Yes	Yes	Not applicable

Other Company Details (If the Applicant owns another company/companies)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Are you a Chairman/Director/Partner/Proprietor of any other Business Registered with Sri Lanka Customs (Yes/No)	Optional	Optional	Optional	Optional	Not applicable
(If Yes) Company Name	Optional	Optional	Optional	Optional	Not applicable
(If Yes) Address	Optional	Optional	Optional	Optional	Not applicable
(If Yes) TIN Number	Optional	Optional	Optional	Optional	Not applicable

Self-disclosure by the applicant.

File Attachment

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
*GS Form 01	Yes	Yes	Yes	Yes	No
**Mobile Number Ownership Confirmation From Service Provider	Yes	Yes	Yes	Yes	No
Passport Size Photo	Yes	Yes	Yes	Yes	Yes
Specimen Signature	Yes	Yes	Yes	Yes	Yes
***NIC-Both Sides Colour Images	Yes	Yes	Yes	Yes	Yes
****Passport Colour Image	Optional	Optional	Optional	Optional	Optional
Permit Copy	No	No	No	No	Yes

*GS Form 01 → Only for locals

**Mobile Number Ownership Confirmation from Service Provider → Whenever the SIM registration is in another person's name, a document declaring the relationship has to be uploaded along with the confirmation letter or last month's bill

***NIC-Both Sides Colour Images → Only for locals

****Passport Colour Image → For foreigners

Wharf Tab

Personal Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Name	Not applicable	Not applicable	Yes	Not applicable	Not applicable
*Old NIC / New NIC	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Passport	Not applicable	Not applicable	If available	Not applicable	Not applicable
Voters List Register Number & Year	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Address Line 1	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Address Line 2	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Address Line 3	Not applicable	Not applicable	As applicable	Not applicable	Not applicable
Address Line 4	Not applicable	Not applicable	As applicable	Not applicable	Not applicable
Is Mobile number registered under your name (Selection)	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Mobile Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Tele Number (Fixed land line or other mobile number)	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Email Address	Not applicable	Not applicable	If available	Not applicable	Not applicable

*Old NIC / New NIC → Either of old or new NIC number is mandatory. If available please provide both old and new NIC numbers

Previous Company Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Company Name	Not applicable	Not applicable	If available	Not applicable	Not applicable
Address	Not applicable	Not applicable	If available	Not applicable	Not applicable
TIN Number	Not applicable	Not applicable	If available	Not applicable	Not applicable
Current CHA pass number	Not applicable	Not applicable	Yes	Not applicable	Not applicable

Previous CHA Pass Numbers (Most recent and second most recent)	Not applicable	Not applicable	If available	Not applicable	Not applicable
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CHA Examination Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
CHA Examination Number	Not applicable	Not applicable	Yes	Not applicable	No
CHA Examination Date	Not applicable	Not applicable	Yes	Not applicable	No
Results of CHA examination	Not applicable	Not applicable	Yes	Not applicable	No

Bank Account Details

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Bank	Not applicable	Not applicable	Optional	Not applicable	No
Branch	Not applicable	Not applicable	Optional	Not applicable	No
Account number	Not applicable	Not applicable	Optional	Not applicable	No
Account type	Not applicable	Not applicable	Optional	Not applicable	No
Accounts holder's name	Not applicable	Not applicable	Optional	Not applicable	No
Open date	Not applicable	Not applicable	Optional	Not applicable	No

Previous Offences

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Previous offences (Yes/No)	Not applicable	Not applicable	Yes	Not applicable	No
(If Yes) Case Number	Not applicable	Not applicable	Yes	Not applicable	No

(If Yes) Case Year	Not applicable	Not applicable	Yes	Not applicable	No
(If Yes) Offense Committed	Not applicable	Not applicable	Yes	Not applicable	No
(If Yes) Amount Paid as Penalty (LKR)	Not applicable	Not applicable	Yes	Not applicable	No

Other Company Details (If the Applicant owns another company)

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Are you a Chairman/Director/Partner/Proprietor of any other Business Registered with Sri Lanka Customs (Yes/No)	Not applicable	Not applicable	Yes	Not applicable	Not applicable
(If Yes) Company Name	Not applicable	Not applicable	Yes	Not applicable	Not applicable
(If Yes) Address	Not applicable	Not applicable	Yes	Not applicable	Not applicable
(If Yes) TIN Number	Not applicable	Not applicable	Yes	Not applicable	Not applicable

****** Wherever, the directors/partners/proprietors of the company or the wharf clerks have been either a director, partner or a proprietor of any other customs house agency or any other business entity registered with customs, a written declaration disclosing all such information have to be made individually and upload as attachment under the field "Other company details"

File Attachment

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
GS Form 01	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Passport Size Photo	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Other Company details- self declaration of wharf clerk	Not applicable	Not applicable	Yes	Not applicable	Not applicable
NIC-Both Sides Colour Images	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Colour Image of the passport	Not applicable	Not applicable	Optional	Not applicable	Not applicable
Mobile Number Ownership Confirmation From Service Provider	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Current CHA pass and Cancellation of previous CHA passes	Not applicable	Not applicable	Yes	Not applicable	Not applicable
Certificate of Competence	Not applicable	Not applicable	Yes	Not applicable	Not applicable

****Mobile Number Ownership Confirmation from Service Provider** → Whenever the SIM registration is in another person's name, a document declaring the relationship has to be uploaded along with the confirmation letter or last month's bill

Attachment Tab

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
GS Form 02	Yes	No	Yes	Yes	No
Business Registration Certificate	Yes	No	Yes	Yes	No
TIN Certificate	Yes	No	Yes	Yes	No
VAT Certificate	Yes	Yes	Yes	If Applicable	No
*Form 1 or Form 40 -ROC	Yes	No	Yes	Yes	No
Form 44 -ROC	If Applicable	No	If Applicable	If Applicable	No
Form 45 - ROC	If Applicable	No	If Applicable	If Applicable	No
Form 46 - ROC	If Applicable	No	If Applicable	If Applicable	No
**Deed	As applicable	No	As applicable	As applicable	No
**Consent letter from the absolute owner	As applicable	No	As applicable	As applicable	No
**Lease or Sub Lease Agreement	As applicable	No	As applicable	As applicable	No
**Copy of Initial Lease Agreement, in case a sublease is submitted	As applicable	No	As applicable	As applicable	No
Form 13 - ROC	If Applicable	No	If Applicable	If Applicable	No
Form 20 or Form 48 - ROC	If Applicable	No	If Applicable	If Applicable	No
Form 03 - ROC	If Applicable	No	If Applicable	If Applicable	No
***CEB or LECO Electricity Bill for Company premises	Yes	Yes	Yes	Yes	No
***Front Elevation of the premises using Google Street View	Yes	No	Yes	Yes	No
***Location of the premises using the Google map	Yes	No	Yes	Yes	No
Mobile Number Ownership Confirmation From Service Provider	Yes	No	Yes	No	No
List of Staff members with EPF numbers	Optional	No	Optional	No	No
List of electronic devices with serial numbers used in the office	No	No	Yes	No	No
Sketch of office setup plan	No	No	Optional	No	No
Cash Guarantee Receipt	No	No	Yes	No	No
Shipping Agents License	No	No	No	Yes	No
Bank Certification	Yes	No	Yes	Yes	No
CEB or LECO Electricity Bill (Personal)	No	Yes	No	No	No

Invoice for Export Import	No	Yes	No	No	No
Vehicle Registration Certificates	No	No	No	No	No

*Form 1 or Form 40 → only for limited liability companies

****Deed and **Consent from the absolute owner** or ****Lease or Sub Lease Agreement** or ****Copy of Initial Lease Agreement if a sublease is submitted** → One of the above is mandatory

*****CEB or LECO Electricity Bill of Company** → If you don't have separated CEB/LECO account, please provide the details of main CEB/LECO

*****Front Elevation of the premises using Google Street View** → If you are located in flat, please provide the elevation of the main building

*****Location of the premises using the Google map** → If you are located in flat, please provide the map route of the main building

Declaration Tab

Details of the Person the SMS Alert should be sent to

Field	Importer/ Exporter/ BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/ NVOCC/ Freight Forwarders	Permit Holder
Mobile Number	Yes	Yes	Yes	Yes	Yes
Name of the User	Yes	Yes	Yes	Yes	Yes
Designation of the User	Yes	Yes	Yes	Yes	Yes
Service Provider	Yes	Yes	Yes	Yes	Yes

Details of the Person the Email Alert should be sent to

Field	Importer/Exporter/BOI	One time importer or exporter	Cargo Clearing Agent/ UPB Clearing Agent/ Courier Services	Vessel Agent/NVOCC/ Freight Forwarders	Permit Holder
Name of the User	Yes	Yes	Yes	Yes	Yes
Designation of the User	Yes	Yes	Yes	Yes	Yes
Email	Yes	Yes	Yes	Yes	Yes

Checking of below statements are mandatory in order to proceed with the registration

1. I/We do hereby declare that the particulars furnished in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held back. I/We also understand that any information furnished in this application if proved incorrect or false will render the cancellation of registration maintained with Department of Sri Lanka Customs.
2. I/We do hereby undertake to inform the Risk Management Unit of Sri Lanka Customs, at earliest possible, through email sent to rmu@customs.gov.lk, whenever I/we come to know of any unauthorized attempt of imports or exports under my/our business name.
3. I/We do hereby undertake to inform the Risk Management Unit of Sri Lanka Customs and update the information provided in the application, whenever a change in any of the below details taking place;
 - The mobile phone number or the name of authorized person nominated for receipt of SMS Alert.
 - The Email ID or the name of authorized person nominated for receipt of Email Alert.
 - The address of the company.
 - Names of the Director(s)/ Partners (s)/ Proprietor.
 - Residential addresses and telephone numbers of the Director(s)/ Partners (s)/ Proprietor.
 - Any other detail contained in the application or supportive documents.

Sri Lanka Customs