



Department of Sri Lanka Customs
Certificate Course for
Customs House Agents and Wharf Assistants



Application Form

(Please Type in Block Capitals)

01. Name in Full : _____
Name with Initials : _____
02. N.I.C. No. : _____
03. Date of Birth : _____
04. Personal Address : _____
05. Telephone Nos. : Residential : _____
Mobile : _____
06. GCE Ordinary Level Qualifications :

<u>Subject</u>	<u>Grade Obtained</u>
Sinhala/Tamil	_____
Mathematics	_____
English	_____

07. Present Employment/ Position : _____
08. If you have a T-Pass : _____
Name of the Organization : _____
Address : _____
Telephone Nos. : _____
Customs Registration No. : _____
VAT Registration No. : _____
T-Pass No. : _____

Affix
3.5 x 4.5 cm
size
colour
photograph
here

For Official Use Only

Payment Received

Shroff

I do hereby declare that the above particulars furnished by me are true and correct and agree to the terms and conditions stated overleaf.

_____ Date

_____ Signature of the Applicant

This is to certify that the applicant is employed at our company.

Signature of the Director/Manager of the
Company.

Seal of the Company

REQUIREMENTS TO BE FULFILLED BY THE APPLICANT

01. The applicant should have passes for at least 6 subjects at the G.C.E. Ordinary Level Examination including Sinhala/Tamil Language, Mathematics and English.
02. The applicant has to submit a “Letter of Request” from the employer to follow the CHA/WA Course only if you have a T-Pass.
03. The application should be submitted with the originals and copies of the documents below.
 - I. G.C.E. Ordinary Level Certificate issued by the Examination Department of Sri Lanka.
 - II. National Identity Card
 - III. A photocopies of the T-Passes of two years. (if applicable)

TERMS AND CONDITIONS

01. Date of commencement of the course will be notified to the applicant in due course.
02. Course fee shall be paid in full by cash to the account of the Director General of Customs at the time of registration.
03. Once paid, the course fee will not be refunded or transferred to be used for any other course or purpose.
04. Only candidates whose attendance is more than 80% will be permitted to sit for the examination.
05. Candidates will be allowed to repeat the examination only twice if failed.
06. The delivery of the course will be either on virtually or in class sessions with the descreation of Director of Human Resources Development Directorate.
07. On all matters pertaining to the course and the examination, the decision of the General of Customs shall be final.