

## **IMPORTANT**

- Please note that upon creation of an e-Registration account, the system will automatically display the list of documents required based on the selected “Type of Business” and the “Principal Activities carried out with Customs.”
- This document provides a general guideline and includes the list of documents required for commonly used categories. Accordingly, it should be used as a reference only, and applicants are required to strictly adhere to the document requirements displayed in their respective e-Registration accounts.

**Category 1- Sole Proprietorship/Partnership – Importer/Exporter**

**For Initial Registration**

<b>Under Owner Tab</b>	<b>Under Attachment Tab</b>
<ol style="list-style-type: none"><li>1. NIC**(Both side Color Image)</li><li>2. Passport Size Photo</li><li>3. Specimen signature</li><li>4. Passport Color Image Sri Lankan residents may upload a Passport Color Image if available. However, a Passport Color Image is mandatory for foreign directors.</li><li>5. GS 01 Form**<ol style="list-style-type: none"><li>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</li><li>b. A GS 01 Form issued within six (06) months is required during the <b>initial registration</b>.</li><li>c. If the residential address changes, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</li></ol></li><li>6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill**</li></ol>	<ol style="list-style-type: none"><li>1. GS Form 02<ol style="list-style-type: none"><li>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</li><li>b. A GS 02 Form issued within six (06) months is required for the <b>initial registration</b> of a company.</li></ol></li><li>2. Business Registration Certificate</li><li>3. TIN Certificate<ol style="list-style-type: none"><li>a. A Computerized TIN Certificate should be uploaded.</li><li>b. The TIN Certificate should separately indicate the company name and address. TIN certificates issued in personal names will not be accepted.</li></ol></li><li>4. VAT Certificate<ol style="list-style-type: none"><li>a. A Computerized VAT Certificate (Permanent/Temporary) should be uploaded.</li><li>c. The VAT Certificate should separately indicate the company name and address. VAT certificates issued in personal names will not be accepted.</li><li>b. Temporary VAT Certificates are valid only up to the date mentioned in the certificate.</li></ol></li><li>5. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location<ol style="list-style-type: none"><li>a. Deed/Lease or Sub-Lease Agreements should be duly registered in</li></ol></li></ol>

**\*\*Not Required by Foreign Directors**

**If the Directors are abroad, upload the VISA page of the passport under GS 01 Form.**

Registrar General's Department.

- b. The TIN number will be blocked in the ASYCUDA system upon the expiry of the lease period or after one year, whichever occurs first.
- 6. Electricity Bill/Water Bill (Last Month)
- 7. Bank Certification or Last Month Bank Statement
- 8. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill
- 9. Bill of Lading
- 10. Invoice

**If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.**

**Category 1- Sole Proprietorship/Partnership – Importer/Exporter**

**For Annual Renewal**

<b>Under Owner Tab</b>	<b>Under Attachment Tab</b>
<p>1. A GS 01 Form**</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 01 Form issued within Three (03) years together with the Declaration (<u>GS01-D Annexure I</u>) from the respective owner confirming that he is residing in the same address mentioned in the GS 01 Form will be accepted. The GS01 Form and Declaration should be merged and uploaded.</p> <p>c. If the residential address has been changed, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</p> <p>2. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill**</p> <p><b>** Not Required by Foreign Directors</b></p> <p><b>If the Directors are abroad, upload the VISA page of the passport under GS 01 Form.</b></p>	<p>1. GS Form 02</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 02 Form issued within three (03) years, together with the Declaration (<u>GS02-D Annexure II</u>) confirming that the company is locating in the same address as mentioned in the GS 02 Form will be accepted. The GS 02 Form and Declaration should be merged and uploaded.</p> <p>2. VAT Certificate</p> <p>a. If the VAT Status is “Temporary”, a valid VAT Certificate must be uploaded.</p> <p>b. The VAT Certificate should separately indicate the company name and address. VAT certificates issued in personal names will not be accepted.</p> <p>3. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location</p> <p>a. For lease/sub-lease holders, a valid Lease or Sub-Lease Agreement duly registered with the Registrar General’s Department must be uploaded.</p> <p>4. Electricity Bill/Water Bill (Last Month)</p> <p>5. Last Month Bank Statement</p>

6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill

**If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate , Deed/Lease/Sub Lease Agreement and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.**

**Category 2- Private Ltd Companies/Public Limited Companies– Importer/Exporter**

**For Initial Registration**

<b>Under Owner Tab</b>	<b>Under Attachment Tab</b>
<p>1. NIC (Both side Color Image)**</p> <p>2. Passport Size Photo</p> <p>3. Specimen signature</p> <p>4. Passport Color Image</p> <p>Sri Lankan residents may upload a Passport Color Image if available. However, a Passport Color Image is mandatory for foreign directors.</p> <p>5. A GS 01 Form**</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>a. A GS 01 Form issued within six (06) months is required during the <b>initial registration</b>.</p> <p>b. If the residential address changes, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</p> <p>6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill**</p> <p><b>** Not Required by Foreign Directors</b></p> <p><b>If the Directors are abroad, upload the VISA page of the passport</b></p>	<p>1. GS Form 02</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 02 Form issued within six (06) months is required for the <b>initial registration</b> of a company.</p> <p>2. Business Registration Certificate</p> <p>3. TIN Certificate</p> <p>a. A Computerized TIN Certificate should be uploaded.</p> <p>4. VAT Certificate</p> <p>a. A Computerized VAT Certificate (Permanent/Temporary) should be uploaded.</p> <p>b. Temporary VAT Certificates are valid only up to the date mentioned in the certificate.</p> <p>5. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location</p> <p>a. Deed/Lease or Sub-Lease Agreements should be duly registered in Registrar General's Department.</p> <p>b. The TIN number will be blocked in the ASYCUDA system upon the expiry of the lease period or after one year, whichever occurs first.</p> <p>6. Electricity Bill/Water Bill (Last Month)</p> <p>7. Bank Certification or Last Month Bank Statement</p> <p>8. Mobile Number Ownership Confirmation from Service Provider</p>

**under GS 01 Form.**

obtained within 06 months or Last Month Bill

9. Bill of Lading
10. Invoice
11. Form 1 or Form 40 (If applicable)
12. Form 45 and 46(If applicable)
13. RoC Form 13 (If applicable)
14. RoC Form 20 or Form 48 (If applicable)
15. RoC Form 03 (If applicable)

**If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement, Form 13 and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.**

<b>Category 2- Private Ltd Companies/Public Limited Companies– Importer/Exporter</b>	
<b>For Annual Renewal</b>	
<b>Under Owner Tab</b>	<b>Under Attachment Tab</b>
<p>1. A GS 01 Form**</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 01 Form issued within Three (03) years, together with the Declaration (<u>GS01-D Annexure I</u>) from the respective owner confirming that he is residing in the same address mentioned in the GS 01 Form will be accepted. The GS01 Form and Declaration should be merged and uploaded.</p> <p>c. If the residential address has been changed, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</p> <p>2. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill**</p> <p><b>** Not Required by Foreign Directors</b></p> <p><b>If the Directors are abroad, upload the VISA page of the passport under GS 01 Form.</b></p>	<p>1. GS Form 02</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 02 Form issued within three (03) years, together with the Declaration (<u>GS02-D Annexure II</u>) confirming that the company is locating in the same address as mentioned in the GS 02 Form will be accepted. The GS 02 Form and Declaration should be merged and uploaded</p> <p>2. VAT Certificate</p> <p>a. If the VAT Status is “Temporary”, a valid VAT Certificate must be uploaded.</p> <p>3. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location</p> <p>a. For lease/sub-lease holders, a valid Lease or Sub-Lease Agreement duly registered with the Registrar General’s Department must be uploaded.</p> <p>4. Electricity Bill/Water Bill (Last Month)</p> <p>5. Last Month Bank Statement</p> <p>6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill</p> <p>7. Form 45 and 46(If applicable)</p>

8. RoC Form 13 (If applicable)
9. RoC Form 20 or Form 48 (If applicable)
10. RoC Form 03 (If applicable)

**If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement, Form 13 and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.**

**Category 3- General List**

**For Initial Registration**

**Under Owner Tab**

**Under Attachment Tab**

1. NIC (Both side Color Image)\*\*
2. Passport Size Photo
3. Specimen signature
4. Passport Color Image  
Sri Lankan residents may upload a Passport Color Image if available.  
However, a Passport Color Image is mandatory for foreign directors.
5. A GS 01 Form\*\*
  - a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.
  - b. A GS 01 Form issued within six (06) months is required during the **initial registration.**
  - c. If the residential address changes, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.
6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill\*\*

1. GS Form 02
  - a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.
  - b. A GS 02 Form issued within six (06) months is required for the **initial registration** of a company.
2. Business Registration Certificate
3. TIN Certificate
  - a. A Computerized TIN Certificate should be uploaded.
4. VAT Certificate
  - a. A Computerized VAT Certificate (Permanent/Temporary) should be uploaded to the e-registration System.
  - b. Temporary VAT Certificates are valid only up to the date mentioned in the certificate.
5. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location
  - a. Deed/Lease or Sub-Lease Agreements should be duly registered in Registrar General's Department.
  - b. The TIN number will be blocked in the ASYCUDA system upon the expiry of the lease period or after one year, whichever occurs first.
6. Electricity Bill/Water Bill (Last Month)
7. Bank Certification or Last Month Bank Statement
8. Mobile Number Ownership Confirmation from Service Provider

**\*\* Not Required by Foreign Directors**

**If the Directors are abroad, upload the VISA page of the passport**

**under GS 01 Form.**

obtained within 06 months or Last Month Bill

9. Bill of Lading

10. Invoice

**If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement, Form 13 (If applicable) and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.**

**Category 3- General List**

**For Annual Renewal**

**Under Owner Tab**

**Under Attachment Tab**

1. A GS 01 Form\*\*
  - a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.
  - b. A GS 01 Form issued within Three (03) years, together with the Declaration (GS01-D Annexure I) from the respective owner confirming that he is residing in the same address mentioned in the GS 01 Form will be accepted. The GS01 Form and Declaration should be merged and uploaded.
  - c. If the residential address has been changed, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.
2. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill\*\*

1. GS Form 02
  - a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.
  - b. A GS 02 Form issued within three (03) years, together with the Declaration (GS02-D Annexure II) confirming that the company is locating in the same address as mentioned in the GS 02 Form will be accepted. The GS 02 Form and Declaration should be merged and uploaded
2. VAT Certificate
  - a. If the VAT Status is “Temporary”, a valid VAT Certificate must be uploaded.
3. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location
  - a. For lease/sub-lease holders, a valid Lease or Sub-Lease Agreement duly registered with the Registrar General’s Department must be uploaded.
4. Electricity Bill/Water Bill (Last Month)
5. Last Month Bank Statement
6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill
7. Request letter from the Head of the Department for the Customs

**\*\* Not Required by Foreign Directors**

**If the Directors are abroad, upload the VISA page of the passport under GS 01 Form.**

	<p>Registration – For Government Education Institute/Government Authorities/Institutes/Boards/Corporations/Departments</p> <ol style="list-style-type: none"><li>8. Confirmation from relevant Ministry- For Ministries</li><li>9. Confirmation from Foreign Ministry – For Embassies</li><li>10. Confirmation from Port City Commission – For Port City</li></ol> <p><b>If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement, Form 13 (If applicable) and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</b></p>
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**For any other exceptional situations, please contact the Senior Deputy Director/Deputy Director of CHA/TIN/VAT Unit.**

<b>Category 4- Customs House Agents</b>		
<b>For Initial Registration/Annual Renewal</b>		
<b>Under Owner Tab</b>	<b>Under CHA Tab</b>	<b>Under Attachment Tab</b>
<p>1. NIC (Both side Color Image)**</p> <p>2. Passport Size Photo</p> <p>3. Specimen signature</p> <p>4. Passport Color Image</p> <p>Sri Lankan residents may upload a Passport Color Image if available. However, a Passport Color Image is mandatory for foreign directors.</p> <p>5. A GS 01 Form**</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 01 Form issued within six (06) months is required during the <b>initial registration</b></p> <p>d. For annual renewal, a GS 01 Form issued within Three (03) years, together with the Declaration (<u>GS01-</u></p>	<p>1. GS 01 Form</p> <p>A GS 01 Form issued within six (06) months is required at the time of registration and for annual renewal.</p> <p>2. Passport Size Photo</p> <p>3. Self-Declaration of the Wharf Clerk about other company details</p> <p>The format of the Self-Declaration is displayed at the CHA Unit. It is sufficient to submit it only once, unless the Wharf Clerk joins another company.</p> <p>4. NIC both side color images</p> <p>5. Passport Colour image (If only available)</p> <p>6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill for initial registration and</p>	<p>1. GS Form 02</p> <p>a. Should be obtained from the Grama Niladhari and certification by the Divisional Secretary is not mandatory.</p> <p>b. A GS 02 Form issued within six (06) months is required for the <b>initial registration and for annual renewal.</b></p> <p>2. Business Registration Certificate</p> <p>3. TIN Certificate</p> <p>A Computerized TIN Certificate should be uploaded.</p> <p>4. Deed/Lease/Sub-Lease Agreement/Tenancy Agreements or any other related certificates to confirm the ownership of the location</p> <p>a. Deed/Lease or Sub-Lease Agreements should be duly registered in Registrar General's Department.</p> <p>b. The TIN number will be blocked in the ASYCUDA system upon the expiry of the lease period or on CHA License expiration date, whichever occurs first.</p> <p>5. Electricity Bill/Water Bill (Last Month)</p> <p>6. Bank Certification (Only for initial registration) and Last Month Bank Statement for annual renewal.</p> <p>7. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill</p>

<p><u>D Annexure I</u>) from the respective owner confirming that he is residing in the same address mentioned in the GS 01 Form will be accepted. The GS 01 Form and Declaration should be merged and uploaded.</p> <p>c. If the residential address changes, a new GS 01 Form reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</p> <p>6. Mobile Number Ownership Confirmation from Service Provider obtained within 06 months or Last Month Bill**</p> <p><b>** Not Required by Foreign Directors</b></p> <p><b>If the Directors are abroad, upload the VISA page of the passport under GS 01 Form.</b></p>	<p>annual renewal.</p> <p>7. Current CHA Pass and Cancellation of previous CHA pass</p> <p>8. Certificate of Competence</p> <p>9. Police Report</p> <p>A Police Report obtained within 02 years will be accepted for initial registration and renewal.</p>	<p>8. Form 1 or Form 40 (If applicable)</p> <p>9. Form 45 and 46(If applicable)</p> <p>10. RoC Form 13 (If applicable)</p> <p>11. RoC Form 20 or Form 48 (If applicable)</p> <p>12. RoC Form 03 (If applicable)</p> <p>13. Cash Guarantee Receipt</p> <p>14. CHA Renewal Payment Receipt (The Receipt issued at the latest registration/ renewal should be uploaded)</p> <p>15. Customs approval for Customs House Agency along with list of Wharf Clerks (The Form issued at the latest registration/ renewal should be uploaded)</p> <p><b>If the company location changes, an updated GS 02 Form, TIN Certificate, VAT Certificate, Business Registration Certificate, Deed/Lease/Sub Lease Agreement, Form 13 (If applicable) and Electricity Bill reflecting the correct address must be uploaded to the e-registration system, and Sri Lanka Customs must be informed immediately.</b></p>
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## **Important**

1. At least one CHA Certificate holder must be employed by the company in order to register as a Customs House Agency.
2. All documents required for CHA license renewal must be submitted at least three (03) months prior to the expiry date. Any missing documents identified must be rectified within the stipulated time frame.
3. CHA licenses that expire with incomplete or missing documentation will not be extended under any circumstances.
4. To activate the TIN number of a Customs House Agency, all required documents of at least one Customs House Agent must be duly completed.
5. If the documents of other CHA license holders are incomplete, the TIN number of the Customs House Agency may be activated only after the related ASYCUDA logins of the other CHAs are cancelled and after the relevant CHA licenses are surrendered.
6. At least one valid CHA license is mandatory for the issuance of a CHA Certificate to the Customs House Agency.

**ANNEX I**

**GS01-D**

**DECLARATION BY THE INDIVIDUALS REGARDING RESIDENTIAL ADDRESS**

I, the undersigned Proprietor/Partner/Director of \_\_\_\_\_  
(Name of Company) hereby declare that my residential address have not changed during the past year and remain the same as the address stated in the GS01 Form previously submitted to Sri Lanka Customs.

I undertake that, if the residential address changes at any time, a new GS01 Form reflecting the updated address will be uploaded to the e-registration system and Sri Lanka Customs will be informed immediately.

I further confirm that the information provided above is true and accurate to the best of my knowledge.

Residential Address :

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Name of proprietor/partner /Director:

NIC No. :

Signature :

Date :

**ANNEX II**

**GS02-D**

**DECLARATION BY THE OWNERS REGARDING COMPANY ADDRESS**

I/We, the undersigned Proprietor/Partner(s)/Director(s) of \_\_\_\_\_

------(Name of Company)

hereby declare that the registered company address of the above company has not changed during the past year and remains the same as the address stated in the GS02 Form previously submitted to Sri Lanka Customs.

I/We undertake that, if the address of the company changes at any time, a new GS02 Form reflecting the updated address will be uploaded to the e-registration system and Sri Lanka Customs will be informed immediately.

I/We further confirm that the information provided above is true and accurate to the best of my/our knowledge.

Registered Company Address :

\_\_\_\_\_  
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Name of proprietor/partner /Director :

NIC No. :

Signature :

Date :

Name of proprietor/partner /Director :

NIC No. :

Signature :

Date :