

書式① 事前教示制度

<b>APPLICATION FOR CLASSIFICATION RULING</b>	<b>CC / AR / 2015 / .....</b>
1.) Name and address of Applicant :	
2.a) Full trade description of the Commodity.	
2.b) If possible, scanned photograph of the Commodity.	
3.) What are their constituent Materials?	
4.) What is it used for :	
5.) In what form is it imported?	
6.) Manufacturer's or supplier's name & address:	
7.) Additional Information or comments:	
8.) H.S No. in applicant's opinion and reasons therefore:	
9.) Has previous classification ruling been obtained for this commodity? If so, indicate the Ref.No.:	
T' phone No. Mobile:	
<b>Date:</b>	<b>Name, Signature &amp; Stamp of the Signatory</b>
<b>FOR OFFICIAL USE ONLY</b> <i>CUSTOMS OPINION ( VALID FOR TWELVE (12) MONTHS, UNLESS REVISED )</i>	
1.) <b>Customs payment receipt No.:</b>	<b>Date:</b>
2.) <b>H. S CODE :</b>	<b>H. S.</b>
3.) <b>Comments:</b>	
..... <b>DEPUTY DIRECTOR OF CUSTOMS (C C)</b>	..... <i>Sgd.</i> <b>DIRECTOR OF CUSTOMS (S S)</b> <b>FOR DIRECTOR GENERAL OF CUSTOMS</b>

**A) Instructions:**

1. **For each Commodity/Product and model, a separate application** should be forwarded.
  2. **The application should be in triplicate, duly filled in the computer, manually signed and stamped.**  
(**Not** hand written or type written)
  3. **The application should be forwarded with a covering letter**(on letter head)**addressed to**, Deputy Director of Customs, Commodity Classification Branch, Sri Lanka Customs., requesting for a Classification Ruling for the commodity”.....”, and with a brief description of the Commodity/product .
  4. **The following details are required for each Commodity;**
    - i. **Sample** of the Commodity.
    - ii. **Literature/Catalogue/Mill Report/Chemical composition**, if applicable.
    - iii. **Manufacturing process**, if applicable.
    - iv. **Photograph and other documents** giving necessary information.
- (All the above (i) to (vi) should bear the date signature & stamp of the applicant.**
5. A fee of Rs.1, 000/= per application, should be paid to the Customs Department.
  6. If Sample requires analysis, the applicant should bear the charges.
  7. **Application/s should be handed over to: - Deputy Director of Customs, Commodity Classification Branch, 3<sup>rd</sup> Floor, Customs House, No.40, Main Street, Colombo. 11.**

**(B) Guidance/ Instructions for filling -up the application (Cage No.1 to 9 of the application)****Cage No: (2.a) – Brief description of the Commodity, including the following information;**

- Make / Brand Name / Trade Name of the Commodity.
- Model No. /Art No. / Part No. of the commodity
- Capacity, Net weight, Thickness, sizes and Percentages (%) of each and every constituent materials/substances ... etc, as applicable.
- The form in which the commodity is presented?  
eg: roll/ piece/ packet/ tin/ Sheet....etc.

**Cage No: (2.b)** – If possible, a photograph of the Commodity may be scanned and printed in this cage.

**Cage No: (3)** – The materials/ substances or components...etc. constituting in the commodity. (In weight/thickness/per centum- % ... etc., as applicable.)

**Cage No: (5)** – Whether the product is imported **as complete/incomplete/ Unassembled / disassembled** form?

- Whether the product is in the form of **Roll, Sheets, Bottles, Tins or packets...** etc.

**Cage: (7)** – Other important information about the commodity, or comments.

**Cage No : (8)** – **If the applicant has any opinion he may fill this cage.**

•For more information please contact 011-2347882



Whether the Goods already shipped/freighted/posted/brought to Sri Lanka	yes	No
---	-----	----

Whether the Goods detained by Sri Lanka Customs	yes	No
---	-----	----

Proforma Invoice No.																			
----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of Shipment																			
---------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of Origin																			
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Please use a separate cage for each item and attach a separate sheet when the space provided below is not adequate.)

HS Number			
Description			
Quantity			
Unit Price			
Class			
Make			
Cylinder Capacity			
Year of Manufacture			
Date of First Registration			
Chassis Number			

Cost		Insurance		Freight	
------	--	-----------	--	---------	--

**General Information**

Purpose of End Use

--

Other Please specify

--

**Declaration**

I apply for an import license in respect of goods described above and I declare that the particulars furnished by me are true & correct.

Signature .....

Date .....

(Signature must be registered with the licensing Unit as an authorized signatory)

## **Importation of vehicles under the Foreign Exchange Earned Abroad.**

**Please read the instructions carefully before you complete the application.**

**This scheme facilitates importation of a vehicle used by a Sri Lankan who has remitted foreign exchange to Sri Lanka.**

### **Category I - Importation of Used Motor Vehicles between 2 to 5 years old.**

**Requirements:**

- ✓ The motor vehicle should be registered under the name of the applicant and used by him for a period of more than one year.
- ✓ Motor vehicle should not be older than 05 years from the date of first registration.

### **Category II- Importation of Used Motor Vehicles between 05 to 10 Years Old.**

**Requirements:**

- ✓ The motor vehicle should be registered in the name of the applicant and used by him continuously for a period of more than three years.
- ✓ Motor vehicle should not be older than 10 years from the date of first registration.

### **Special Conditions for Both Categories.**

- Vehicle should be right hand driven.
- Licensee should present him/her self with his/her passport the time of clearance of the vehicle. Violation of this condition will result cancellation of license and confiscate the vehicle.
- Vehicle should be registered in the name of the licensee and cannot be transferred for 03 years.
- Importation of a vehicle under this scheme is permitted once in lifetime only.



- 1) Following documents must be attached to the application when handing over to this office.
- Photocopy of applicant's Passport of pages showing
    - Photograph, personnel details.
    - Validity period.
    - All pages including date of departure from Sri Lanka and date of arrival to Sri Lanka with immigration stamps.
  
  - Photocopy of valid visa proving that he/she has gone abroad for employment and completed one year/three years in that country.
  
  - A copy of work permit or letter of appointment including the date of appointment, post held and salary paid to the applicant. Fax number and E-mail address of the employer should be indicated in the employer's letter. (If self-employed relevant documents should be submitted to prove the foreign earnings.)
  
  - Monthly bank statements (NRFC or remittance receipts) should be attached to prove the sufficient (more than twice of the CIF value of the vehicle) foreign earnings and remittance to Sri Lanka (Minimum of \$ 50,000 USD) covering the period of employment abroad at least three years commencing from six months before the date of application .
  
  - The applicant should be regularly maintain NRFC or remittance account in recent two years
  
  - A copy of the registration certificate of the vehicle owned and used by the applicant, certified by the embassy of the relevant country
  
  - A valuation report of the vehicle from a recognize body of the relevant country (Original document)
  
  - Two photographs showing front and back side of the vehicle.



- Registration Certificate/ Cancellation of Registration (De-Registration) Certificate of the vehicle and the Pre-shipment inspection certificate from Japan Auto Appraisal Institute or Bureau Veritas should be submitted at the clearance. (Vehicles met with any type of accidents or damage are not permitted to import).
  - Declaration from the applicant stating that applicant will reside in Sri Lanka and the vehicle is for his personal use
  - The applicant may ready to submit any other relevant document when required for department further clarifications
- 2) All documents /photocopies should be certified as the true copies by the applicant and genuineness of the documents submitted will be verified with relevant agencies and if forged documents are submitted the applicant shall be punishable by law.
- 3) Applicant required to pay a license fee against CIF value of the vehicle.  
This is payable to the department by a bank draft.
- 2-5 years old vehicle - License fee 03% of CIF value.  
5- 10 years old vehicle - License fee 06% of CIF value.
- 4) Applicant may send his/her application directly to Import Export Control Department by registered post or through duly authorized person.
- 5) Documents in languages other than English must be accompanied with certified English translation.
- 6) Please contact Department of Customs for other relevant duties applicable

**Please Note:** All the above are only guidelines. Final decision will be taken by the controller of Import and Export Control considering all documents submitted by the applicant.

Tel 011-2326774  
Web site : [www.imexport.gov.lk](http://www.imexport.gov.lk)  
Updated 12/06/2011



Department of Import and Export Control. Page 3 of 3





<b>10.Details of Chairman/Directors/Partners/Proprietor/Applicant etc.:</b>								
	Name	Private Address	NIC / PassportNo	TelephoneNo	Mobile no	Fax No	E-mail	Photograph (Taken within last six months - 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:.....

## Instructions

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 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

書式④ 輸入申告書

APPLICATION FORM FOR CLEARANCE UNDER INDIVIDUAL GAURANTIEE						
Submit in triplicate						
WARNING : There are heavy penalties for making false declaration	Name & Address of Applicant		Date (YY/MM/DD) <input type="text"/>		I.G. Approval Number	
	Telephone No:		GST No: <input type="text"/>		Customs Reference No	
	Address of Workshop / Factory		Type of Operation <input type="checkbox"/> Manufacturer cum Exporter <input type="checkbox"/> Manufacturer cum Indirect Exporter			
The reasons for applying under I. G. Scheme						
EXPORT	Main Items for Export		Scheme under which the applicant operate for export <input type="checkbox"/> TIEP <input type="checkbox"/> MID <input type="checkbox"/> IWR <input type="checkbox"/> Other			
	Item No.	Description of Items to be Imported under I.G.	HS Number	Value of Goods	I.G Amount & the Bank	Validity
				Total Value		
CERTIFICATE	1. _____		I/We the undersigned apply for clearance of items mentioned above under the I.G. Scheme and agree to the terms and conditions stipulated there on.  I/We request clearance on a Bank/Exporter  <input type="checkbox"/> Bank Guarantee <input type="checkbox"/> Exporter Guarantee  Name of the Authorized Signatory: _____  Designation : _____  Signature : _____			
	2. _____					
	3. _____					
Clearance under <input type="checkbox"/> Bank Guarantee <input type="checkbox"/> Exporter Guarantee  Designation Date : _____ E.F.U Sri Lanka Customs Colombo 1		Signature For Director General of Customs				

書式⑤ 通関業者への委任状

**(ON IMPORTER'S ORIGINAL LETTERHEAD)****PROXY**

Director General of Customs  
Sri Lanka Customs Department  
40 Main Street  
Colombo 11

Dear Sir

We/I \_\_\_\_\_ (*company name*) \_\_\_\_\_ of \_\_\_\_\_ (*address*) \_\_\_\_\_ being an Importer registered with the Director General of Customs under Tax Payer Identification No. \_\_\_\_ (*TIN No.*) \_\_\_\_ in terms of Section 115A(1) of the Customs Ordinance, hereby appoint \_\_\_\_\_ (*name*) \_\_\_\_\_ of \_\_\_\_\_ (*address*) \_\_\_\_\_ being a Customs House Agent licensed by the Director General of Customs under Customs House Agent No. \_\_\_\_\_ (*CHA No.*) \_\_\_\_\_ in terms of Section 115(1) of the Customs Ordinance, as our Proxy to appear on our/my behalf in fulfillment of our/my legal obligations specified in the provisions of the Customs Ordinance. We/I also take the full responsibility of all the actions performed by our/my Proxy on our/my behalf.

This Proxy is valid for a period of one year unless prematurely terminated by us/me by sending a written Termination of Proxy to the Director General of Customs.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Name :  
Designation :  
NIC No. :

\_\_\_\_\_  
Name :  
Designation :  
NIC No. :

(*Company Seal*)

**(ON CUSTOMS HOUSE AGENT'S ORIGINAL LETTERHEAD)****ACCEPTANCE OF PROXY**

Director General of Customs  
 Sri Lanka Customs Department  
 40 Main Street  
 Colombo 11

Dear Sir

We/I \_\_\_\_\_ (*name*) \_\_\_\_\_ of \_\_\_\_\_ (*address*) \_\_\_\_\_ being a Customs House Agent licensed by the Director General of Customs under Customs House Agent No. \_\_\_\_ (*CHA No.*) \_\_\_\_\_ in terms of Section 115(1) of the Customs Ordinance, hereby accept the Proxy of \_\_\_\_\_ (*name*) \_\_\_\_\_ of \_\_\_\_\_ (*address*) \_\_\_\_\_, an Importer registered with the Director General of Customs under Tax Payer Identification No. \_\_\_\_\_ (*TIN No.*) \_\_\_\_\_ in terms of Section 115A(1) of the Customs Ordinance.

We/I also hereby undertake to appear before Sri Lanka Customs on behalf of the said Importer in fulfillment of his/her/their legal obligations specified in the provisions of the Customs Ordinance and not to abuse the authority given to me by the said Importer.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
 Name :  
 Designation :  
 NIC No. :

\_\_\_\_\_  
 Name :  
 Designation :  
 NIC No. :

(*Company Seal*)

書式⑦ 通関業者が提出する価格申告書

## Declaration of value by agents for customs purpose

Sri Lanka Customs Department  
Colombo 01.

M/ s. ....

Gentlemen,

### DECLARATION OF VALUE BY AGENTS FOR CUSTOMS PURPOSE

1. I shall be grateful if you would furnish the particulars required in part 11.  
2. The particulars declared by you should be those applicable to a vehicle of identical Make, model and year of manufacture up to the point of arrival in the port of importation on.....

3. Please read the notes C /L. Any further clarification may be had from A. L. S. (Appr) A. C. C. (M.V)

- 1. Make
- 2. Model
- 3. Year of Manufacture
- 4. Country of Production
- 5. Cubic Capacity of Engine
- 6. Chassis No
- 7. Engine No.

Yours Faithfully

Sub Collector (Motor Vehicle)  
for DIRECTOR GENERAL OF CUSTOMS

(Please read the notes overleaf)

PART 11

The Director General of Customs.

Declaration of value by Agents for Customs Purpose  
for the import of.....  
by.....

With reference to your letter No.....of .....  
the particulars are as stated below.

- 1. Chassis No.
- 2. Make
- 3. Model
- 4. Year of Manufacture
- 5. Engine No and year of Manufacture
- 6. Cubic capacity of Engine
- 7. FOB value in foreign Currency
- 8. Normal Freight Insurance in Foreign Currency
- 9. Standard Fittings

Prefix	Number
Engine No.	Yr. of Manufacture
	CC.
Currency	Amount
Currency	Amount

I/ We hereby certify that the above particulars are correct.

Name & Designation  
of Importer

Signature of Local Agent  
Telephone No.

## NOTES

1. Please ensure that the Chassis Number you certify relates to the model and year of manufacture. If make and/or year of manufacture only please intimate correct model and year manufacture of the Chassis.
2. Similarly Engine Number should relate to the model and year of manufacture. If not, indicate model to which the engine is normally fitted and year of manufacture of Engine.
3. If the model of used vehicle is still in production :
  - (a) State the FOB value as on date of production and to this
  - (b) Add the normal Freight and insurance as on **date of exportation** for the same make land model from country of production to Port of importation.
4. If the model of the used vehicle is no longer in production
  - (a) State the FOB value of vehicle of the same makeing and model manufactured last and to this.
  - (b) Add the normal Freight and insurance as on date of exportation for a vehicle of like size and dimension as the vehicle being imported.



書式⑧ 価格検証申請書

Value Verification Form

Ref : Date & Time :	Year : 2015 Series Letter	Office Code : CBLR1 CusDec No :
Consignee :	Declarant :	
Appointed to ..... Date :            Time : Further assignments, if any :		
<b><u>Signature of DC (Val)</u></b>		
<b><u>Endorsements by Declaration Processing Office</u></b>		
<b><u>Endorsements by Central Valuation Division</u></b>		



## 書式⑨ VAT 還付申請書

Refund Application No.

(To be filled in duplicates)

APPLICATION FOR REFUND OF VAT

- 1 Name of Applicant :
- 2 Postal Address :
- 3 Name of Vessel & Date :
- 4 Entry No. & Date of Entry :
- 5 Grounds for claim of Refund :
- 6 Particulars of payments made :

a.	CID	CESS	PAL	NBT	SRL	VAT	.....	TOTAL
Amounts Paid								
Amounts due								
Amounts claimed								

b. Date of payment :

c. Rate of VAT applied for :

d. Rate now applicable :

e. Description of items :

f. Importer's TIN :

Date : .....

.....

Signature of Applicant

**N.B. I.** If Refund is due consequent on exemption of duty allowed by the Government. Attach original letter granting such exception.

**II.** Entry copy and all other connection papers are attached.

*Use by Customs Department*

**CERTIFICATE OF REFUND**

I hereby certify that I have verified the claim appearing above & found name to be correct.

Refund is noted on th Entry / Declaration.

Amount of VAT claimed Rs.....

Amount payable Rs.....

Date : .....

Appraiser

Space for Customs seal	Space for IAB seal

Refund of Rs.....

(in words) .....

.....  
for Director General of Customs

*(For use by Inland Revenue Department)*

**ORDER**

Refund of Rs.....

.....is approved.

Date : .....

Commissioner

Voucher No. ....Passed for payments.

Date: .....

Accountant  
Department of Inland Revenue



7. Province

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Licensing Authority (Divisional Secretariat)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. District

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please mark the number in the appropriate cage.

10. Ownership

1. Private  
 2. Public

11. Usage

1. Personal  
 2. Commercial

12. Please indicate whether used for

1. Transport of passengers  
 2. Transport of goods  
 3. Goods and Passengers  
 4. Agriculture  
 5. Construction  
 6. Other (Specify)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

13. Registration Status

1. Locally built  
 2. Recondition  
 3. Brand New  
 4. Bought from Auction  
 5. Other (Specify)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

14. Is it a DPL vehicle?  Yes  
 No

15. Manufacturer's Description of Vehicle Type

--	--

- 1. Motor car
- 2. Three Wheeler Car
- 3. Jeep
- 4. Motor Lorry
- 5. Delivery Van
- 6. Three Wheeler Van
- 7. Crane
- 8. Dump Truck
- 9. Prime Mover
- 10. Motor Cycle
- 11. Hearse
- 12. Ambulance
- 13. Dual Purpose Vehicle
- 14. Hand Tractor
- 15. Tractor 4 wheel
- 16. Lorry Trailer
- 17. Land Vehicle
- 18. Motor Coach
- 19. Container Truck
- 20. Other (Please Specify)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

16. Make

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

17. Model/Type of Body

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

18. Year of Manufacture

--	--	--	--	--

19. Country of Origin

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For office use only
Make Code
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

20.

**For Agents Only**  
If a Prototype is available – Prototype Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



