

Category			T	P	R	

## REGISTRATION OF EXPORTERS

### SRI LANKA EXPORT DEVELOPMENT BOARD



IMPORTANT: PLEASE READ THE INSTRUCTIONS OVERLEAF, BEFORE FILL / SUBMIT THE APPLICATION

**1. Name of the Organization**

**2. Business Registration / Certificate of Incorporation No. & Date**

**3. Address :**

**Office :**

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**District:**

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**Factory:**

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**District:**

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4. Telephone	Fax	E-mail
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5. Name of person in-charge of exports	Tele/Fax	E-mail :
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**6. Classification of the Institution**

<input type="checkbox"/> Govt. Departments/Corporation	<input type="checkbox"/> Limited Liability Co., Public/Private)
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Partnership	

**7. Bank and the Branch:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**8. Nature of Operations :**

Manufacturer/Producer     
  Trader     
  Direct Exporter

**9. Full Name/s of the Proprietor/Partners/Directors**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**10. Export products of the Organization**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**11. Year of Commencement of Exports :**

**12. Name & Signature of the Proprietor / Partner / Director (Please place the Company Seal)**

<b>For office use only:</b>	
Checked the Documents:	Recommended:
	Received the Certificate ..... Exporter

**INSTRUCTIONS FOR REGISTRATION AS AN EXPORTER AT THE EDB**

Application for the Registration should be submitted in the specific form available at the Trade Facilitation & Trade Information Division, along with the following supporting documents listed under each category with **originals and photocopies.** (Originals will be returned)

**1. An Individual Business (Sole Proprietorship)**

1. Individual Business Registration Certificate (BRC) containing the word `Export` in Column No. 02 (General nature of Business)
2. A Photo Copy of the National Identity Card of the Proprietor

**2. Partnership Company**

1. Partnership Registration Certificate containing the word `Export` in Column No. 02. (General nature of Business)
2. A photocopy of the National Identity Card of a partner who signed the application.

**3. Limited Liability Company (Private/Public) (Under the Company Act – 2007)**

1. Certificate of Incorporation
2. The process of exports has to be included in the objectives of the Company Articles. If not those companies have to submit a resolution passed by the Board of Directors of the Company for the company's intention for exports.
3. Registration of a Company – Form 01/Form 40 (Certified by the Department of Registrar of Companies.
4. If there is a change of address after Form 01, please submit the Form 13.
5. Application should be signed by the MD or any Director of the Company along with the company rubber seal on the Column No. 12.
6. A Photo Copy of the National Identity Card of the MD/Director who signed the application.
7. Letter of request issued by the MD/Director to be addressed to the Director- Trade Facilitation & Trade Information.

**Please Note**

**A temporary Registration Certificate may be issued for only three months to pioneer enterprises who express their willingness to export. To obtain the status of your registration as “Exporter”, you are required to produce documentary evidence such as CUSDEC Form, Bill of Lading/Airway Bill & Commercial Invoice, VAT & TIN certificates etc. within a period of one year.**

**The Director  
Trade Facilitation & Trade Information Division  
Sri Lanka Export Development Board  
No. 42, Nawam Mawatha  
Colombo 02.**

**Tele : 2300705-11**