



SRI LANKA EXPORT DEVELOPMENT BOARD

APPLICATION FOR REGISTRATION in e-MARKET PLACE

1. Organisation Name:

Grid for Organisation Name

2. Address:

Grid for Address

3. Contact Person

Grid for Contact Person

Designation

Grid for Designation

4. Contact Details:

Grid for Contact Details (Tel, Fax, e-mail, Web)

5. EDB/ BOI Registration No.

Grid for EDB/ BOI Registration No.

6. Ownership Level:

Local % Foreign %

Country

Grid for Country

7. Product(s) - Please use the given template and provide a clear photograph of each product. (Resolution 1100 x 1100 pxl.)

8. Level of operations: (Please tick)

- A) No. of Employees. B) Level of Investment LKR. C) Turnover (previous year)

9. \*\*Attached Copy of the Business Registration

Portal registration fee of Rs. 10,000/= by cash /cheque No..... of ..... (Bank) written in favour of the "Sri Lanka Export Development Board" is forwarded herewith.

Date: .....

Signature .....



RESPONSIBILITIES OF THE SUPPLIER

1. The Supplier shall make available sufficient stocks of the items offered through the portal and shall inform SLEDB in the event of non-availability of such items.
2. The supplier shall conform to the exact specifications of the goods displayed online in the Supplier's web page and if weight exceeds the specified quantity, Supplier shall meet the excess delivery charges.
3. The Supplier shall take immediate steps to dispatch the goods to the freight forwarder, once the transaction is confirmed.
4. The Supplier shall be responsible for producing any additional documentation necessary for transaction such as SLSI certification, CITES certification, GSP etc.
5. The Supplier shall be responsible for packaging the goods in such a manner as required for shipping.

Applicant shall bound by the following conditions

1. Applicant shall adhere and protect title rights of the others during the course of services provided by the SLEDB and in the event the Applicant violates the rights of an Intellectual Property Right Holder, the SLEDB shall reserve the right to terminate/discontinue the services provided by the SLEDB.
2. The Applicant shall indemnify the SLEDB against any claims damages or liabilities arising out of or resulting from any act or omission in connection with the services save and except the acts or omissions which amounts to gross negligence or willful misconduct of the applicant.
3. In the event any of the charges increased by the services obtained from other organizations such as Banks the SLEDB reserves the right to increase the fees charge from the applicant in line with such increase. (in order to give effective and efficient service to the providers)

I hereby agree to abide by the above terms and conditions governing online Trading Platform.

Date: ..... Signature: .....

**Guidelines, Terms and Conditions for e-market place membership Application**

- A) The shippers should provide the appropriate weight of the products to be displayed in the e-market place.

The supplier should provide the Gross Weight and Volumetric Weight of each Package accurately. These details should be obtained after completion of proper packaging which is in accordance with the shipping requirement.

Calculation of Gross Weight

Gross Weight = Weight of the Product + Container + Packing Materials (g)

Formula for the Volumetric Weight

$$\text{Volumetric Weight} = \frac{\text{Length cm} \times \text{Width cm} \times \text{Height cm}}{5000}$$

- B) The freight charges will be calculated based on the Gross weight or volumetric weight whichever is is higher. i.e if the Volumetric weight is higher than the Gross weight, volumetric weight will be appeared as the weight of the product in the e-market place.**

E.g.:

Gross weight of a package is 50 kg and the dimensions of the product are 65cm x 65cm x 85 cm

$$\text{Volume weight} = \frac{65 \times 65 \times 85}{5000} = 71.82 \text{ kg}$$

Since the volume weight (71.82) is higher than the gross weight, the freight will be calculated on 71.82Kg.

- C) The freight forwarder will monitor the weight of the packages to be shipped and if any difference with the weights provided to the portal and available weight at the point of shipment, will inform the shipper to bear the difference.
- D) Price should include a 6% transaction commission which consists of commission payable to HSBC Bank (5%) and the SLEDB (1%) of each transaction.
- E) Shipper is liable to obtain and bear the cost of necessary documents and other requirements needed such as Quality, product certifications, Insurance etc prior to shipment of purchased products.
- F) Payment of Rs.500.00 will be charged for each additional ten (10) product slot in the e-Market place.



SRI LANKA EXPORT DEVELOPMENT BOARD

---

**Product List**

	Product Name	Description	Image Ref. No	Price-US \$	Product wt (kg)	Packing wt. (kg)	Gross wt. (kg)	Volumetric wt.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**\*\* Please attach a separate page for additional product listing**