

# General Guidance to Export

A person who intends exporting any articles of commercial value from Sri Lanka is required to register with following institutions.

1. Sri Lanka Export Development Board (SLEDB) EDB Registration Number) (<https://www.srilankabusiness.com/exporters/register-with-edb/>) (**Scheme for Registration of Exporters (Regulation) of the EDB has been Revoked by the Extra Ordinary Gazette Notification No. 2118/60 - dated April 11, 2019. However, EDB maintains a “Voluntary Registration” at the EDB**)
2. Inland Revenue Department (Tax Identification Number / Vat Number) (<http://www.ird.gov.lk/en/sitepages/default.aspx>)
3. Sri Lanka Customs (<http://www.customs.gov.lk>)

To register with the above institutions, the exporter is required to produce the original Business Registration Certificate or certificate of Incorporation and other related documents along with duly completed application forms.

## Obtain product-specific registrations/licenses & certificates

Procedures on the Portal are accessed through the filter search bar on the homepage; First, select the trade operation of interest (export, import, or transit), then select your product, and click search, as illustrated below:

In order to address the full reality faced by the trader wishing to complete a specific trade operation (import, export, or transit), the Portal captures information on four categories of procedures covering both pre-clearance and clearance processes:

- **Preliminary/initial registrations:** An individual or business often needs to be registered in order to subsequently be able to apply for licenses and permits. This may involve verifications such as warehouse or farm inspections. Usually, registrations only need to be done once by each entity.
- **Licenses:** Several industries are regulated and firms (individual enterprises or corporations) wishing to trade in these industries need to be issued with licenses before they are authorized to do so and obtain the needed permits. In some instances, licenses must be renewed annually;
- **Permits:** Permits are the authorizations that must accompany a consignment before clearance procedures can begin. Examples include phytosanitary or veterinary certificates, certificates of origin, import permits, certificates of compliance, etc. These procedures must be completed for each trade operation or for each consignment;
- **Customs clearance & border procedures:** These include all procedures that are required for the consignment to be cleared with the Customs at the various exit/entry points. This entails submitting a Customs declaration, applicable consignment verifications/inspections by regulating Authorities, cargo sealing, etc. These procedures may be required for every new trade operation.

- **Procedures for a first time trader:** This section summarizes all the steps/procedures a new trader is required to comply with; therefore providing a detailed overview of the procedures from the point of registration to the clearance at the exit or entry points.
- 4. **Obtain a sales contract from buyer**  
An exporter requires a sales contract or sales agreement, that describes the goods being sold, the terms and conditions of the sale, and the price to be paid.
- 5. **Contract a clearing agent**  
A licensed clearing agent, with the authority of the exporter, will facilitate the clearance of export cargo with the Sri Lanka Customs. The clearing agents are licensed by Sri Lanka Customs. A list of licensed clearing agents can be found at Sri Lanka Customs TIN/VAT registration unit.
- 6. **Declaration of consignment**  
In order to facilitate clearance of the cargo, the exporter is required to provide their clearing agent with the consignment documents, including but not limited to: a valid commercial invoice, certificate of origin (where applicable), permit(s) relevant to the consignment, license for restricted goods (where applicable), Company or Individual PIN certificate, purchase orders or contracts, and packing lists. Upon submission of the consignment documents for processing, witnessing of stuffing/verification of the consignment, release of the declared consignment for export, and exit of the consignment through a border point, Customs will process.

## Export Process Map

Following is an inclusive process map depicting the complete journey of an exporter starting from registration, permitting/ licensing to shipment of consignments at ports. All activity- boxes associated with this process map are elaborated as separate procedures along with the list of required documents and relevant agencies.

([Click here](#) to view the complete process map)

## Items prohibited or restricted for exporters

1. Dead or live animal or its parts. Permits are issued for research purposes and for exchange with foreign zoos and museums.
2. Antiques/ Cultural Property
3. Dangerous drugs
4. Explosives
5. Live Fish (Prohibited species)
6. Mineral- raw form
7. Obscene publication and literature
8. Protected plants listed under the Fauna & Flora Protection Ordinance

## **Certificate required for exports**

### **1. Certificate of Origin (GSP Certificate)**

This certificate is required by the customs of the importing country. It is issued by Department of Commerce. The Department of Commerce responsible for issuing COO under all GSP schemes, Free Trade Agreements, and Multi-lateral Trading Agreements. Further Details: <http://www.doc.gov.lk>

### **2. Certificate of Origin**

This is also required by the customs of the importing country. It is issued by chambers, i.e; Ceylon Chamber of Commerce or National Chamber Commerce.

### **3. Quality Certificate**

This is issued by Sri Lanka Standard Institution. (SLSI). Private quality certificates are issued by SGS Lanka (Pvt) Ltd.

### **4. Health Certificate**

Health certificate may be required by the Health Authorities of the importing country, when meat, fish, and live animal are being exported. It is issued by the Department of Animal Production & Health. With regard to food items, health certificates are issued by the Food Control Administrative Division of the Ministry of Health.

### **5. Phytosanitary Certificate**

This certificate is required by the importing country when exporting any plant or plant products. It is issued by the National Plant Quarantine Service of the Department of Agriculture.

### **6. Fumigation Certificate**

This certificate may be required by buyers/government for the import of Agricultural Products such as cut flowers foliage plants, sesame seeds, Cashew nuts, tea etc. Fumigation activities are regulated by National plant quarantine service of the Department of Agriculture. Some private companies registered under National Plant quarantine Service of the Department do these activities.