



SRI LANKA CUSTOMS



ANNOUNCEMENT

TO IMPORTERS AND CUSTOMS HOUSE AGENTS

The Process to be followed at the Customs CBHQ1 Office
(Long Room) when Clearing Import Cargo during the
COVID-19 Outbreak

SUBMISSION OF THE ELECTRONIC CUSTOMS DECLARATIONS

Customs House Agents shall continue the current practice to submit the electronic Customs Declarations (e-CusDec) to the ASYCUDA System.

Customs House Agents shall also attach clear scan copies of the Delivery Order and other necessary documents to e-CusDec in addition to the scan copy of the Commercial Invoice attached to e-CusDec presently. The relevant codes and the descriptions of the other relevant documents are given below.

Customs House Agents are not required to submit the hard copies of e-CusDec to the CBHQ1 Office until further notice.

PAYMENT OF RELEVANT LEVIES

The Importer or the CHA shall pay the full amount assessed against e-CusDec using the e-Payment system established by Customs in collaboration with LankaPay or through a designated branch of Bank of Ceylon or People's Bank.

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CODES AND DESCRIPTIONS FOR THE SCAN DOCUMENTS

- 001 - Department of Trade Tariff and Investment Policies
- 002 - Department of Fiscal Policy
- 003 - Delivery Order (DO)
- 004 - Letter of Credit (LC) or other documents relating to terms of payment
- 005 - Insurance Certificate/Bill of Ladings
- 007 - Export Certificate / Registration Certificate
- 008 - English translation of Export Certificate
- 009 - Pre-Shipment Inspection Certificate
- 010 - Emission Certificate
- 011 - Import Control License
- 012 - Vehicle Permit
- 013 - Payment Confirmation
- 014 - Pro-forma Invoice
- 015 - Freight Receipt/Insurance Payment Receipt
- 017 - Packing List
- 018 - Product Literature / Catalogues
- 019 - Consumer Affairs Authority Registration Form for MRP
- 020 - Working Sheets
- 021 - Certificates of Origin
- 022 - Quality Certificates
- 023 - SLSI Notification Form
- 024 - Fumigation Certificates
- 025 - Cancellation of First Registration
- 026 - Load Port Survey Report
- 027 - Carnet Certificate
- 028 - TRC Approval
- 029 - National Medicines Regulatory Authority Approval (NMRA Approval)
- 030 - Defense Ministry Approval
- 031 - Atomic Energy Authority Approval
- 032 - Central Environmental Authority Approval
- 033 - National Film Corporation Approval
- 034 - Phytosanitary Certificate
- 035 - Plant Quarantine Certificate / Approval
- 036 - Animal Quarantine Certificate / Approval
- 037 - Waiver Approval Letters under Section 18 of Customs Ordinance
- 038 - Waiver Approval Letters under Section 19A of Customs Ordinance
- 039 - Certificates of Origin for Preferential Rates
- 040 - Approval for Concessions (As per the List of Concessions in Schedule A)
- 041 - Approval for Exemptions (As per the List of Exemptions in Schedule A)
- 042 - BDI Approvals for payment of taxes
- 043 - Free Re-Importation Certificate
- 044 - Advance Rulings Obtained
- 045 - Previous Classification Advices Obtained
- 046 - Other Necessary Supporting Documents
- 047 - Bill of Sight
- 999 - Other
- APH - Department of Animal Production & Health
- BEN - BDI Engineering Approval
- BEV - BDI Environmental Approval
- BIN - BDI Investment Approval
- CDA - Coconut Development Authority
- CSI - Container Scan Image (RAPISCAN)
- DFP - Department of Fiscal Policy
- DOC - Department of Commerce
- DWC - Department of Wildlife Conservation
- FAR - Fisheries & Aquatic Resources
- GSM - Geological Survey and Mines Bureau
- IEC - Department of Imports and Exports Control
- INV - Commercial Invoice
- LCD - LC opened date
- LCR - LC Reference number and date for motor vehicles imports before budget 2016
- LXT - LXT - LC Opened date
- MOA - Ministry of Agriculture
- MVP - Motor Vehicle Permits
- NPO - National Plant Quarantine Service
- PRC - Project Reference Code and Date
- SLC - Letter form Sri Lanka Customs
- SLS - Sri Lanka Standards Institute
- TEA - Tea Board Blend Sheet
- TIP - Department of Trade and Investment Policy
- TRC - Telecommunications Regulatory Commission



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PROCESSING OF THE E-CUSDECS AT THE CBHQ1 OFFICE

Once the e-CusDec is submitted to the ASYCUDA System and the payment is successfully made, the CHA shall send a WhatsApp message containing the e-CusDec Number, Consignee Name and Contact Number to one of the officers whose numbers are given below.

Example:

CBHQ1 - I - 20252 - 25.03.2020

ABC Trading Company

0712345678

Fast Track : Mr. M. Munasinghe, DDC - 0718033817

Mr. P. Rathnayake, DDC - 0777377707

Unit A : Mr. K. Alwis, SC - 0777377564

Unit B : Mr. W. M. Kumaradasa, SC - 0718378134

Unit C : Mr. T. U. R. Marambe, SC - 0715339518

Unit D : Mrs. K. D. Abeyrathne, SC - 0777377501

Express Unit : Mr. C. P. G. Punchihewa, SC - 0713075792

Motor Vehicle Unit : Mr. M. Fernando, SC - 0777608998

The Superintendent of Customs shall inform the Customs House Agent by calling over the number given in the WhatsApp message if the e-CusDec is processed successfully.

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RETAINING OF THE WARRANT COPIES

Both the Warrant Copy and the Delivery Copy of the green channel e-CusDecs' shall be retained with the CHA and they shall be handed over to the Post Clearance Audit Directorate once notified.

The CHA shall submit the Warrant Copy and the Delivery Copy of the other e-CusDecs selected for examination to the relevant examination yard.

RELEASE OF SHIPMENTS

The current procedure in releasing the shipments to the CHA shall be continued without any change.

LICENCES, APPROVALS AND RECOMMENDATIONS OF OTHER REGULATORY AGENCIESS

It is mandatory to attach clear scan copies of the licences, approvals and recommendations to the e-CusDec if there are any goods which require such licences, approvals and recommendations from the other regulatory agencies.

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AMENDMENTS TO E-CUSDEC

In the event of any discrepancy or disagreement with the details provided in e-CusDec, the Appraiser shall inform the same to the CHA by calling over the number given in the WhatsApp message.

If the CHA agrees with the suggestions of the Appraiser, the Customs shall amend the e-CusDec accordingly and inform the Customs House Agent if any additional taxes to be paid.

Once the additional taxes are paid, the CHA shall send a WhatsApp message containing the e-CusDec Number, Consignee Name and Contact Number.

Under this procedure charges or penalties shall not be imposed for amending the e-CusDec.

In the event, the CHA does not agree with the suggestions of the Appraiser such e-CusDec shall be processed under the normal procedure.

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ELECTRONIC RELEASE MESSAGES TO THE PORT TERMINALS

The Customs shall transmit the e-Release Message to the relevant Port Terminal for all e-CusDecs' released by the Superintendent of Customs.

The relevant Port Terminal Operators shall not request the signature and rubber stamp of the Customs Officers on the hard copy of the Delivery Order.

GATE PASSES AT THE CBHQ1 OFFICE

The ASYCUDA System has been developed to facility the generating of Gate Pass by the CHA themselves. Therefore, no Gate Pass shall be issued at the CBHQ1 Officer for both Customs and BOI shipments.

The CHA shall key-in the Truck Number and Trailer Number to the ASYCUDA System and generate the Gate Pass.

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THE PAYMENTS OF GOVERNMENT AGENCIES VIA VOTE ACCOUNT

It is mandatory to attach a clear scan copy of the letter issued by the relevant Ministry requesting to debit the funds from the relevant Vote Account to the e-CusDec for the imports made by the government agencies and taxes are paid through a Vote Account.

SCANNING

The ASYCUDA System will randomly select containers for scanning based on the risk criteria given by the various divisions.

RESPONSIBILITY OF CHA AND IMPORTERS

The importer and CHAs shall be responsible for the genuineness of the all the scan documents attached to the e-CusDec.

In the event of submission of false or forged scan documents, the relevant importer and the Customs House Agent shall be dealt with severely in terms of the provision of the Customs Ordinance.

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HELP DESK

Inquiries about Policy

Mr. Sunil Jayarathne, ADGC - 0777484664

Long Room/D Branch Issues

Mr. Darshana Silva, DC - 0714458476

Mr. N. Samaratunga, DDC - 0714416251

Examination Issues

Mr. C Perinpanayagam, DC - 0777273839

ICT Issues

Mr. Ranjith Alwis, DC - 0773903914

ICT Help Desk - 0710889935

LPOPP Payment Issues

Mr. A. Ekanayake, Lanka Clear - 0765460551

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