

## DEPARTMENT OF COMMERCE

### URGENT NOTICE TO ALL EXPORTERS

In order to facilitate exports, the Department of Commerce (DOC) will be open from 20<sup>th</sup> March 2020. However, because of the prevailing situation in the country due to the fast spreading corona virus, the Department will be operating with only a skeleton staff. Therefore, all exporters are kindly requested to take note of the following:

- 1) Office hours will be from 9.00 a.m. to 2.00 p.m.
- 2) Services will be limited to issuance of Certificates of Origin (COO) and Tariff Rate Quota Certificates (TRQC) for **urgent shipments**. All other services such as company registration, processing of cost statements, residence visa, etc., will be suspended till offices reopen as normal after the special holidays declared by the Government.
- 3) Exporters are requested to make the necessary payments for their COOs and TRQCs (calculated in the following manner) prior to submitting their documents to the DOC and submit the original receipt issued by the bank along with a copy. The DOC will issue official receipts for all payments after the office reopens as normal.

COO	New COO	: Rs. 1,000.00 x no. of COO
	Duplicate	: Rs. 1,000.00 x no. of duplicates
	Certified copy	: Rs. 500.00 x no. of copies
TRQCs		: Rs. 500.00 x no. of TRQCs

- 4) All payments have to be made to the following bank account through any branch of the People's Bank or an ATM.

Account No. : 014100129027293  
Account Name : Director General of Commerce

- 5) In the event of any COOs / TRQCs being rejected, the payments made for them will be set off against future COOs / TRQCs. Exporters are, therefore, requested to keep copies of their bank receipts and details of the submitted documents.
- 6) **For the safety of all visitors and staff of the DOC, exporters are kindly requested to adhere to the following:**
  - a. Take all necessary precautions to prevent the spread of the virus
    - i. Hand washing facilities are available at the entrance to the Sri Lanka Insurance Corporation premises
    - ii. Please limit contact with staff and other visitors
    - iii. Please wear precautionary clothing where possible
  - b. Register in the visitor log of the Department of Commerce

Thank you very much for your cooperation.

*Department of Commerce*  
*Colombo – 20.03.2020*