

20<sup>th</sup> April 2020

To All Officers/BOI exporters/CHA

**GUIDELINE FOR PAPERLESS PROCESS TO BE FOLLOWED BY EXPORTERS WHEN CLEARING RAW MATERIALS (WHICH ARE NOT LIABLE FOR ANY CUSTOMS TAXES) IMPORTED BY BOI EXPORTERS E.E.F. 20<sup>TH</sup> APRIL 2020**

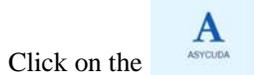
All BOI Approved Exporters and Customs House Agents (CHA) are hereby instructed to follow the following paperless process for clearance of **imported raw materials** by BOI exporters, with effect from 20<sup>th</sup> April 2020.

**1. Submission of the electronic Bills of Lading**

- (a) The Ship's Agents and Freight Forwarders shall continue the current practice to submit the electronic Bills of Lading to the ASYCUDA System.

**2. Submission of the electronic Customs Declarations**

- (a) Customs House Agents shall continue the current practice of submitting the electronic Customs Declarations (e-CusDec) to the ASYCUDA System.
- (b) Customs House Agents shall also attach clear scan copies of the Commercial Invoice/Bill of Lading or air way bill/ Delivery Order or freight arrival notice and other necessary documents to e-CusDec. The codes and the descriptions of the documents that should be scanned and attached are given in Table 1.
- (c) If the import of raw materials with machinery (non-raw materials) importer should upload the CusDec and shall process under the normal procedure as customs taxes are payable for non-raw materials.
- (d) How to upload scan documents is given at, <http://www.customs.gov.lk/>



Click on the icon. Next click on Downloads>Guides>Paperless>5. How to upload digitally signed scan documents.

- (e) Customs House Agents are not required to submit hard copies of e-CusDec to the relevant BOI offices under this procedure.

**3. Payment of relevant levies (Not applicable for this procedure)**

- (a) The Importer or the Customs House Agent shall pay the full amount assessed against e-CusDecs using the e-Payment system established by Customs in collaboration with Lanka Pay. These may include CESS payments etc.
- (b) It is not necessary to re-check the ASYCUDA System for payment confirmation since the system is updated electronically with the receipt of the payment message from Lanka Pay.
- (c) Banks connected to the Customs Online System is given in Table 2.

- (d) Payment of taxes for non-raw material is not applicable for this paperless import documentation of import raw materials by the Exporters under this process.

However BOI will introduce paperless documentation for the clearance of non-raw material (machinery) which are liable to pay customs taxes under the phase 3 paperless documentation projects in due cause.

#### **4. Processing of the e-CusDecs' at the Colombo BOI Office**

Once the e-CusDec is submitted to the ASYCUDA System (the payment is successfully made), the Customs House Agent/Exporter should send an email indicating the correct CusDec no and the office code etc. Attached format (Annex 'A') can be used for many CUSDECs as appropriate.

Emails/WhatsApp should be sent to;

CBB11/CBB12 CusDecs : Mr. R. Janaranga - 0772031507 [plimp@boi.lk](mailto:plimp@boi.lk)

Relevant officer of BOI shall refer the message to an officer in the relevant WhatsApp Group created for this purpose as CBB11 and CBB12 for necessary action.

Relevant officer shall give the Release Order to the e-CusDec.

NB – Please note that BOI will inform the details of which this procedure will be introduced in Katunayake, Biyagama & other service centers in due course.

#### **5. Status of the e-CusDec**

- (a) CHA can view the status of the e-CusDec (whether the release order has been given or not) in the AsyWorld system itself.
- (b) Alternatively, AsyWorld system will inform the status of the Import e-CusDec via a SMS/email for those who have registered for the facility.
- (c) How to register for the SMS facility is given at <http://www.customs.gov.lk/>

Click on the  icon. Next click on Downloads>Application forms> Application for Goods Clearance SMS Service.

- (d) Duly filled form should be mailed to [nadeekap@boi.lk](mailto:nadeekap@boi.lk) for registration. Format of the SMS is 988894 + mobile Number
- (e) If you wish to receive an email the company may nominate an email id to [nadeekap@boi.lk](mailto:nadeekap@boi.lk)

#### **6. Amendments to e-CusDec**

- (a) In the event of any discrepancy or disagreement with the details provided in e-CusDec, the BOI officer shall inform the same to the Customs House Agent by calling over the number given in the email/SMS/WhatsApp message.
- (b) If the Customs House Agent agrees with the suggestions BOI officer shall amend e-CusDec as instructed by his/her superiors.
- (c) Under this procedure charges or penalties shall not be imposed for amending the e-CusDec.

- (d) In the event, the Customs House Agent does not agree with the suggestions of the BOI officer such e-CusDec shall be processed under the normal procedure.

## **7. Electronic Release Messages to the Port Terminals**

- (a) The ICT Division shall also ensure that the e-Release Message shall be duly transmitted to the relevant Port Terminal from the ASYCUDA System for all e-CusDecs' released by the Superintendent of Customs.
- (b) The relevant Port Terminal Operator shall release the container to the Customs House Agent based only on the e-Release Message received from the ASYCUDA System.
- (c) The relevant Port Terminal Operators are not required to ask for the signature and rubber stamp of the Customs Officers on the hard copy of the Delivery Order.

## **8. Gate passes at the BOI Colombo office**

- (a) The ASYCUDA System has been developed to facility the generating of Gate Pass for containers by the Customs House Agent themselves.
- (b) BOI officers shall have the sole authority to determine the final destination of the relevant container.
- (c) Soon after the release order is given, the system will automatically generate the gate pass. BOI officers shall retrieve the gate pass and insert the DESTINATION and shall keep a dot “.” in the places assigned for the Truck Number/Trailer Number and the CHA number and save the gate pass.
- (d) Nominated BOI officers to generate the gate passes are given below;

<b>Name</b>	<b>Designation</b>	<b>Mobile no</b>
Mr Ratnayake	DD	773671073
Mr Wedage	DD	714416364
Mr Thilak	DD	718464195
Ms Inoshika	AD	714416344
Mr Sanath	AD	716849688
Ms Neena	EA	774977722
Ms Harshani	EA	714892448
Ms Sureka	EA	773952417
Mr Keerthi	EA	714422477
Ms Rasika	EA	713913002
Mr Hashan	EA	777641205

The Customs House Agent should key-in the Truck Number/Trailer Number and the CHA number to the ASYCUDA System and generate the Gate Pass.

- (e) The procedure to generate the Gate Pass by the BOI officers and the Customs House Agent is given in the Annex 1.

## **9. NCT Gate function**

- (a) The Preventive Officers manning the NCT Gate shall key-in the Customs Seal Number and generate the NCT Gate Pass.
- (b) The Inspector of Customs manning the NCT Gate shall check the truck details and the container details against the NCT Gate Pass and allow the truck to move through the gate.

## **10. Retaining of the BOI hard copies**

- (a) Hard copy of the relevant BOI CusDec shall be retained with the Customs House Agent and they shall be handed over to the BOI once notified.

## **11. Release of shipments from verification centers**

- (a) Importer/CHA should generate a hard copy of the released e-CusDec, and submit it to the verification officers along with Packing list, Cart Note and any other relevant documents for verification, updating of the verified details & releasing of the cargo.

## **13. Cash sheet generation**

- (a) The Cash Sheets will be generated in the same manner presently done.

## **14. Responsibility of officers of Customs, Customs House Agents and Importers**

- (a) The importer and Customs House Agents shall be responsible for the genuineness of the all the scan documents attached to the e-CusDec.
- (b) 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.
- (c) The officers of BOI processing the e-CusDec based on such false or forged scan documents without the paper copy shall not be held responsible.

This procedure becomes operative since 20<sup>th</sup> April 2020 and remain in force. The Executive Director Investor Servicers may take suitable actions to notify all concerned.

## 15. Help Desk

### BOI

#### Documentation

Mr. T. Vinopa SDD (Import)	- 0778097865	<a href="mailto:vinopat@boi.lk">vinopat@boi.lk</a>
Mr. Gamini Rathnayake, DD	- 0773671073	<a href="mailto:ratnayakeg@boi.lk">ratnayakeg@boi.lk</a>
Mr. Ajith Wedage DD	- 0714416364	<a href="mailto:wedagea@boi.lk">wedagea@boi.lk</a>
Mr. H E G D Thilakarathne	- 0718464195	<a href="mailto:thilakh@boi.lk">thilakh@boi.lk</a>

#### Validation

Mr.R. Janranga MA	- 0772031507	<a href="mailto:plimp@boi.lk">plimp@boi.lk</a>
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#### SMS/mail Registration

Mrs. Nadeeka Hewaarachchi EA	-0714416370	<a href="mailto:nadeekap@boi.lk">nadeekap@boi.lk</a>
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### SL Customs

Dr. T.Mahaulpatha SC	- 0761480950
Mr. A Weeraman SC	- 0716901907

## Director General of Board of Investment of Sri Lanka

**Table 1. Codes and Descriptions for the scan documents**

CODE	DESCRIPTION
001	Authorized letter of the company
002	Commercial Invoice
003	Delivery Order (DO)
004	Bill of Ladings
005	Letter of Credit (LC) or other documents relating to terms of payment
006	Freight Receipt
007	Insurance Payment Receipt /conformation
008	Packing List
009	Working sheet
010	Certificates of Origin
011	Load Port Survey Report
012	De Registration Certificate
013	Cancelation of first Registration
014	Pre Shipment Inspection Certificate
015	Emission Standards and safety measures certificate
016	Vehicle Permit
017	Carnet Certificate
018	Import Control License
019	Pro forma Invoice
020	Product Literature/Catalogues
021	Consumer Affairs Authority Registration Form for MRP
022	SLSI Certificate

023	Fumigation Certificates
024	TRC Approval
025	National Medicines Regulatory Authority Approval (NMRA Approval)
026	Defense Ministry Approval
027	Atomic Energy Authority Approval
028	Central Environmental Authority Approval
029	National Film Corporation Approval
030	Phytosanitary Certificate
031	Plant Quarantine Certificate / Approval
032	Animal Quarantine Certificate / Approval
033	Waiver Approval Letters under Section 19 of Customs Ordinance
034	Certificates of Origin for Preferential Rates
035	Approval for Concessions (As per the List of Concessions in Schedule A)

<b>CODE</b>	<b>DESCRIPTION</b>
036	BOI Approvals for payment of taxes
037	Free Re-Importation Certificate
038	Advance Rulings Obtained
039	Previous Classification Advices Obtained
040	Forest Department Certificate
041	Archaeological Department Certificate
042	Agriculture Department Certificate
043	Fisheries Ministry Approvals
044	Drug Control Board Certificate
045	Diplomatic Cargo Clearance Certificate
046	Bill of Store
047	Bill of Sight
048	BOI Engineering Approval
049	BOI Environmental Approval
050	BOI Investment Approval
051	Coconut Development Authority
052	Department of Wildlife Conservation
053	Fisheries & Aquatic Resources
054	Geological Survey & Mines Bureau
055	Ministry of Agriculture
999	Other

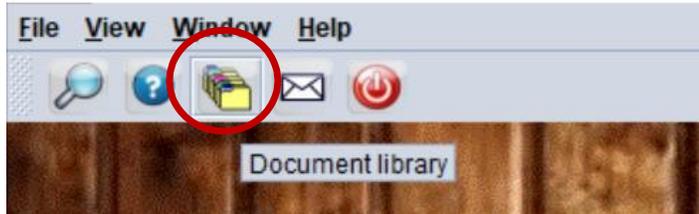
Table 2. Banks connected to LPOPP for SL Customs payments

<b>Bank Name</b>
Sampath Bank PLC
Commercial Bank PLC
Amana Bank
Cargills Bank
Nations Trust Bank PLC
Hatton National Bank PLC
Seylan Bank PLC
Public Bank
NDB
NSB
DFCC Bank
Pan Asia Banking Corporation PLC
Deutsche Bank
Peoples Bank

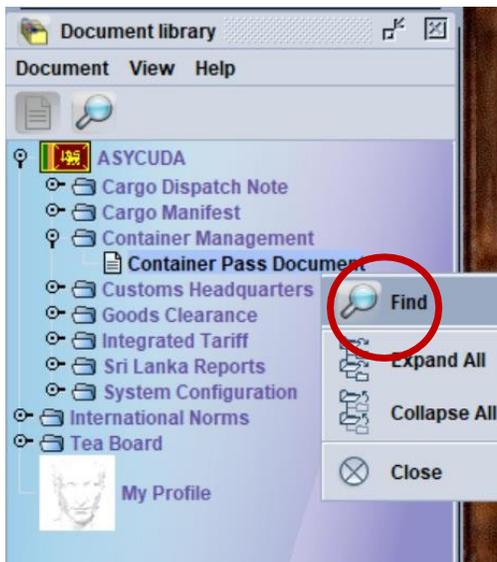
**Generating Customs gate passes from the ASYCUDA System by the CHA**

CHA should follow the following instructions to generate the Customs gate pass.

1. Click on “Document Library” as shown below.



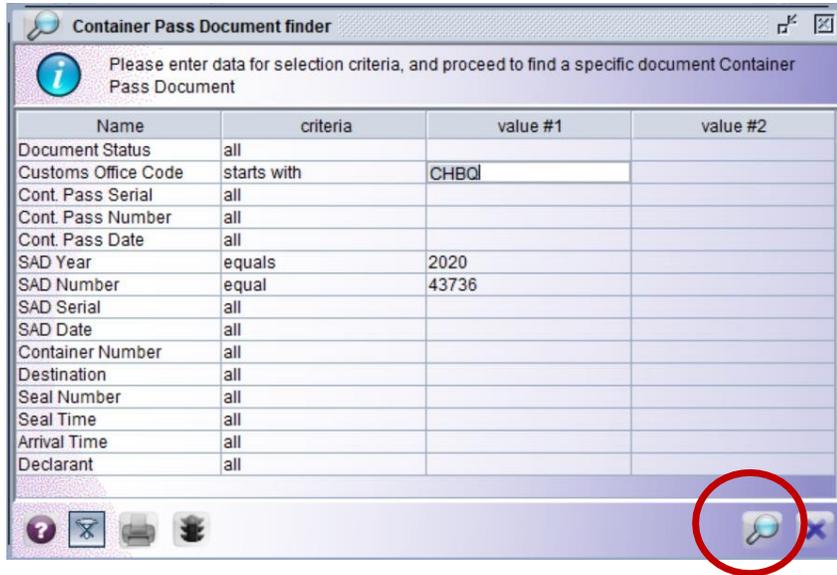
2. Next, click on the drop-down list of the “Asycuda” > Container Management > Container Pass Document > “Find”.



3. Indicate the relevant search parameters in the Container Pass Document Finder Dialog:

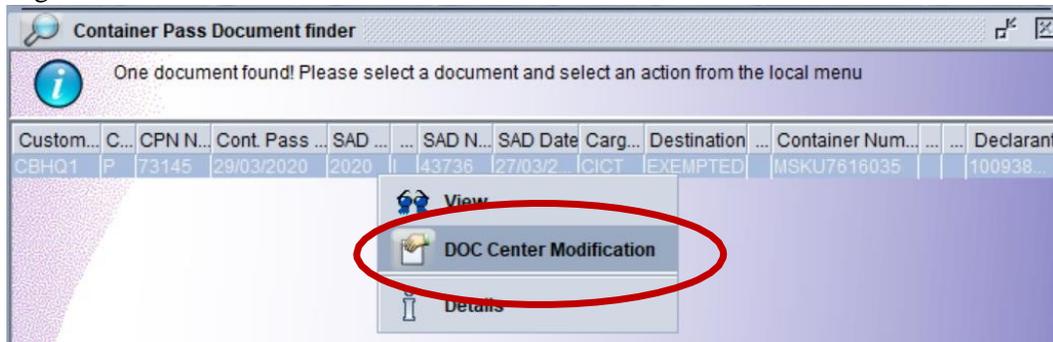
Box” as shown below. Next click on the finder icon 

Example: Your Cusdec Number is CBHQ1-I-43736 of 25/03/2020.



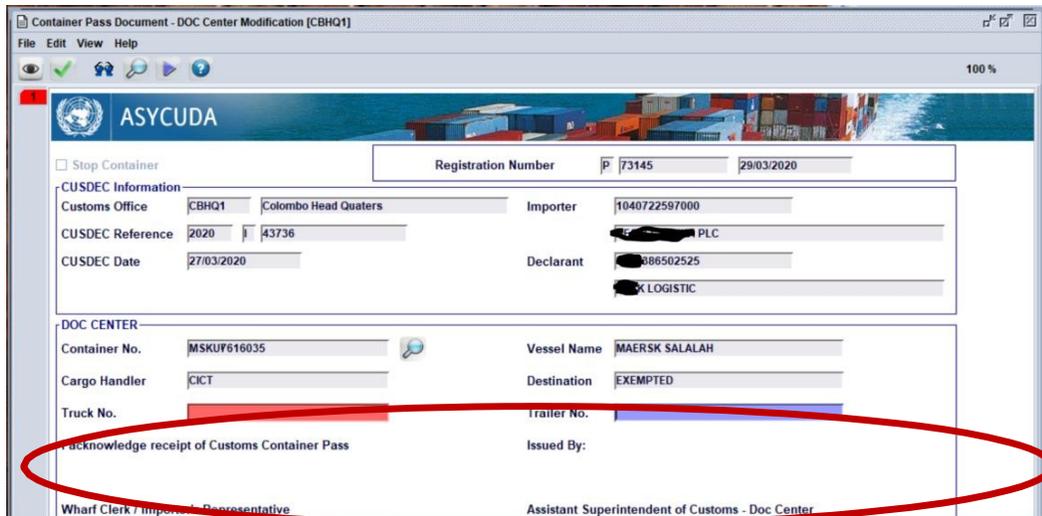
4. Dialog box will show details of all Container Passes related to the relevant CusDec.

Right Click on the relevant Container Pass select “DOC Center Modification”



5. “Container Pass Document – DOC Center Modification” will appear.

Type the Lorry Number and the Trailer Number in the respective fields as shown below.



Ensure the Lorry Number and the Trailer Numbers are correct. Next click on the

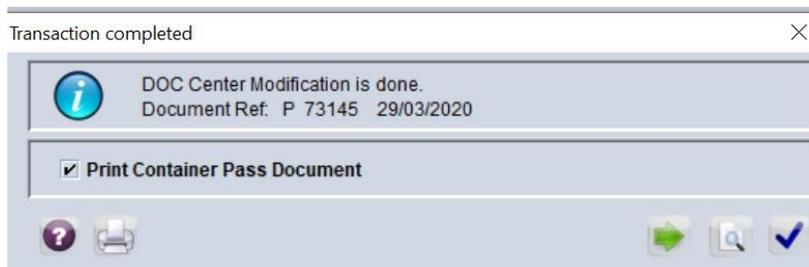
eye icon  on the top left hand corner .



Document verified message will appear as shown below. Click on the blue

 . Next click on the green  icon to confirm the DOC Center Modification.

Click on the Blue Color  icon on the right bottom Corner in the “Transaction Completed” Dialog box to print the gate pass.



Hand over this gate pass to the NCT gate Customs staff.