

IMPORTANT NOTICE

PROCEDURE FOR REGISTRATION / RE-REGISTRATION OF COMPANIES FOR EXPORTATION OF ARECA NUTS, TAMARIND, SPICES AND ALLIED PRODUCTS UNDER FTAS/PTAS AND PREFERENTIAL ARRANGEMENTS

- 1) Exporter should submit the originals and photocopies of the following documents to the DOC at time of applying for registration/re-registration. (The originals will be returned after verification)
 - a) Business Registration Certificate
 - i) For limited liability companies – Form 4 or Form 2A issued by Registrar of Companies
 - ii) For sole proprietorships and partnerships – issued by relevant Divisional Secretariat under Business Name Statute
 - b) Form 1 or Form 20 for limited liability companies (for Director and Secretary details)
 - c) Tax Identification Number issued by Department of Inland Revenue
 - d) VAT Certificate
 - e) National Identity Cards of the Directors / Partners / Owner
 - f) A certified Auditors' Report on the export performance of Areca-nuts, Tamarind, Spices and Allied Products in terms of quantities and values in USD for preceding three years.
 - g) The following details of the bank account/s of the company (This should be issued by the Bank)
 - i) Bank and the branch
 - ii) Account type (Current/ Savings/ FCBU/ FEEA or other type)
 - iii) Name of the account holder
 - iv) Account Number
 - h) List of suppliers, their addresses, contact details and supply agreements.
 - i) A letter issued by a Commercial Bank confirming that the company has bank facilities for minimum of Rs. 20 million (only for companies exporting to India, Pakistan and Bangladesh under ISFTA/SAFTA/PSFTA)
- 2) Exporters should make the following documents available to the pre-shipment inspection panel during site visits:
 - a) The deed of the land and the plan of the warehouse, if the land and the warehouse belong to the company / director / proprietor / partner,
 - b) The registered lease agreement, when the warehouse is leased
 - c) When the land and the warehouse belong to an immediate family member, deed of the land, plan of the warehouse and a letter of consent issued by the respective family member
- 3) Originals of the documents listed as 1(a-e) and 2(a-c) above should be provided, together with photocopies duly certified by an attorney-at-law, Notary Public or Justice of Peace.
- 4) All warehouses where stocks are stored should be registered with the DoC. Only such registered warehouses will be visited for verification by the inspection team of the DoC.
- 5) Any changes to the above should be informed in writing within 14 days to the Department.