

## Documents to be submitted by the customers

	Application for New Registration	Application to renew Registration	Application to amend the Registration
Importer	Form No -01 <input type="checkbox"/> Copy of the Business Registration Certificate <input type="checkbox"/> Clearance certificate issued by CEA. <input type="checkbox"/> List of Customers including contact details.(If any) <input type="checkbox"/> Business Description <input type="checkbox"/> List of Suppliers <input type="checkbox"/> Payment – Rs. 5,000/- <input type="checkbox"/>	Form No -02 <input type="checkbox"/> Copy of the Business Registration Certificate <input type="checkbox"/> License issued in the last year (Original and a Copy). <input type="checkbox"/> A document prepared showing the details of the importation of chemicals (Invoices) within the licensing period <input type="checkbox"/> Clearance Certificate <input type="checkbox"/> Quarterly returns submitted <input type="checkbox"/> Payment – Rs. 4,500/- <input type="checkbox"/>	Form No -03 <input type="checkbox"/> Letter specifying the reasoning in respect of the amendment <input type="checkbox"/> Original License <input type="checkbox"/> A document prepared showing the details of the importation of chemicals (Invoices) within the licensing period <input type="checkbox"/> Payment – Rs. 2,000/- <input type="checkbox"/>
Exporter	Form No -04 <input type="checkbox"/> Copy of the Business Registration Certificate <input type="checkbox"/> Clearance certificate issued by CEA. <input type="checkbox"/> List of Customers including contact details.(If any) <input type="checkbox"/> List of Suppliers <input type="checkbox"/> Business Description <input type="checkbox"/> Payment – Rs. 5,000/- <input type="checkbox"/>	Form No -05 <input type="checkbox"/> License issued in the last year (Original and a Copy). <input type="checkbox"/> Copy of the Business Registration Certificate <input type="checkbox"/> A document prepared showing the details of the Exportation of chemicals (Bill of loading/ Invoices/ Packing list) within the licensing period <input type="checkbox"/> Quarterly returns submitted <input type="checkbox"/> Payment – Rs. 4,500/- <input type="checkbox"/>	Form No -06 <input type="checkbox"/> Letter specifying the reasoning in respect of the amendment <input type="checkbox"/> Original License <input type="checkbox"/> A document prepared showing the details of the exportation of chemicals (Bill of loading/Invoices/ Packing list) within the licensing period <input type="checkbox"/> Payment – Rs2,000/- <input type="checkbox"/>
Quarterly Returns	Form No- 07 <input type="checkbox"/>		
End user	Form No -08 <input type="checkbox"/> Copy of the Business Registration Certificate (BR) <input type="checkbox"/> If unable to submit BRC, a Certificate issued by the Grama Niladhari & NIC Copy <input type="checkbox"/> EPL if any <input type="checkbox"/> Business Description <input type="checkbox"/> Payment -Rs.1,500/- <input type="checkbox"/>	Form No -09 <input type="checkbox"/> Certificate of Registration issued in the last year (Original and a Copy). <input type="checkbox"/> Copy of BR/NIC Copy <input type="checkbox"/> Copies of invoices in respect of the precursor chemicals bought during last year <input type="checkbox"/> Conformation duly filled by the chemical supplier <input type="checkbox"/> EPL copy <input type="checkbox"/> Payment- Rs. 1,000/- <input type="checkbox"/>	Form No -10 <input type="checkbox"/> Letter specifying the reasoning in respect of the Amendment. <input type="checkbox"/> Original License <input type="checkbox"/> Copies of invoices ( during the licensing period) <input type="checkbox"/> Conformation duly filled by the chemical supplier <input type="checkbox"/> EPL copy <input type="checkbox"/> Payment- Rs. 500/- <input type="checkbox"/>

	Application for New Registration	Application to renew Registration	Application to amend the Registration
Dealer	Form No -11 <input type="checkbox"/>  Copy of the Business Registration certificate. <input type="checkbox"/>  List of Customers including contact details. <input type="checkbox"/>  List of Suppliers including contact details. <input type="checkbox"/>  Business Description <input type="checkbox"/>  Payment -Rs.4,000/- <input type="checkbox"/>	Form No -12 <input type="checkbox"/>  Copy of the Business Registration certificate. <input type="checkbox"/>  Certificate of Registration issued in the last year (Original and a Copy). <input type="checkbox"/>  A document prepared showing the details of the customers, chemical quantities sold within the licensing period <input type="checkbox"/>  Copies of invoices in respect of the precursor chemicals bought during last year (Within the licensing period) <input type="checkbox"/>  Payment -Rs.3,500 <input type="checkbox"/>	Form No -13 <input type="checkbox"/>  Letter specifying the reasoning in respect of the Amendment. <input type="checkbox"/>  Original License <input type="checkbox"/>  A document prepared showing the details of the customers, chemical quantities sold within the licensing period <input type="checkbox"/>  Copies of invoices in respect of the precursor chemicals bought during last year (Within the licensing period) <input type="checkbox"/>  Payment -Rs.1,500/- <input type="checkbox"/>
Premises	Form No - 14 <input type="checkbox"/>  Copy of the Business Registration certificate. <input type="checkbox"/>  Coloured photos of the premise including the location where chemicals are stored. <input type="checkbox"/>  Other documents required to be submitted will be informed during the inspection Process. <input type="checkbox"/>  Business Description <input type="checkbox"/>  Payment – Rs. 5,000/- <input type="checkbox"/>	Form No - 15 <input type="checkbox"/>  Copy of the Business Registration certificate. <input type="checkbox"/>  Certificate of Registration issued in the last year (Original and a Copy). <input type="checkbox"/>  Coloured photos of premise including loction where chemicals are stored. <input type="checkbox"/>  Other documents required to be submitted will be informed during the inspection process. <input type="checkbox"/>  Business Description <input type="checkbox"/> Payment – Rs. 4,500/- <input type="checkbox"/>	Form No – 16 <input type="checkbox"/>  Letter specifying the reasoning in respect of the amendment <input type="checkbox"/>  Original License <input type="checkbox"/>  Coloured photos of premise including loction where chemicals are stored. <input type="checkbox"/>  Other documents required to be submitted will be informed during the inspection process. <input type="checkbox"/>  Payment – Rs. 2,000 <input type="checkbox"/>

**NOTE: Every application for new registration should accompany with a detail description of the business.**

Prepared by	Recommended by	Approved by
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