

**DEPARTMENT OF COMMERCE**  
**4<sup>th</sup> Floor, "Rakshana Mandiraya", No. 21, Vauxhall Street, Colombo 02.**

**REGISTRATION AS AN APPLICANT UNDER GSP, GSTP, SAPTA, ISFTA, PSFTA AND APTA FOR CERTIFICATE OF ORIGIN (COOs)**

<b>For Official Use Only</b>	
Company Registration No in DOC: D/COM/R/.....	Registration Date (dd/mm/yyyy): .....
1. <b><u>COMPANY NAME</u></b>	<p style="text-align: right;"><b>ORGANIZATION TYPE :</b></p> Public Limited Co <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Private Limited Co <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Partnership <input type="checkbox"/>
2. <b>OFFICE :</b> Address : Tel : Mobile No: E-mail : Fax : Contact Person :	<b>FACTORY :</b> (Only for <u>not wholly obtained</u> products) Address : Tel : E-mail : Fax : Contact Person :
3. <b>NAME OF THE CHAIRMAN/MANAGING DIRECTOR/PARTNER/PROPRIETOR :</b>	
4. <b>BUSINESS REGISTRATION NO:</b> (Please attach the original & a copy)	<b>VAT REGISTRATION NO:</b> (Please attach the original & a copy)
	<b>EDB REGISTRATION NO:</b> (Please attach the original & a copy)
<b>Membership/Registration No. with other Trade Organizations/Associations:</b>	
Whether company is enjoying BOI benefits? ( If yes, please attach copy of BOI Registration) <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	
5. <b>TYPE OF BUSINESS:</b> Manufacturer <input type="checkbox"/> Exporter <input type="checkbox"/> Trader <input type="checkbox"/>	
6. <b>EXPORT PRODUCT:</b>	<u>HS No.</u> <span style="margin-left: 100px;"><u>Product Description</u></span>
7. <b>Please provide the required details in ANNEX I</b> (Only for <u>not wholly obtained</u> products)	
8. <b>DETAILS OF THE RAW MATERIAL/S</b> (Local/Imported) used for the manufacturer of the item/s.	
9. <b>EXPORTING COUNTRIES :</b>	
10. <b>DETAILS OF THE PERSON WHO AUTHORIZED TO SIGN COOs;</b> (A) Name : (B) Designation (C) Tel : <span style="margin-left: 100px;">Mobile No:</span> <span style="margin-left: 100px;">Fax :</span> <span style="margin-left: 100px;">* E-mail :</span> (D) Specimen Signature & Official Stamp:	
11. <b>DETAILS OF THE PERSON WHO SUBMITS AND COLLECT COOs:</b> a) Name : <span style="float: right;">NIC No :</span> b) Address : c) Tel : <span style="margin-left: 100px;">Fax :</span> d) If the certificates are submitted and collected by an authorized forwarding agent, please provide details : Name <span style="float: right;">NIC No :</span> Address Tel : <span style="margin-left: 100px;">Fax :</span>	
Please ensure that all questions have been answered in full, before signing the application  I hereby state that the above furnished details are correct and accurate to the best of my knowledge. I understand that any willful misinformation renders me liable for cancellation of registration.	
Signature :	Official Stamp :
Name & Designation:	Date :

**For Office use Only**

**Registration No.**

1. Approval by the Staff Officer :

2. Payment Voucher No. :

3. Date :

**Note: \* Should be different from the Email given in Cage 02**

# Annex: 1

## Checklist for the registration of new companies desirous of exporting under ISFTA/PSFTA/GSP/GSTP/APTA/SAFTA/SAPTA

Please provide the following;

S #	Requirement	Remarks
1	Original CUSDECS for all raw material imported	The latest available
2	Original Export CUSDECS	-do-
3	Production Process flow chart	Graphical view
4	Detailed production process	Step by step descriptive statement
5	Fixed assets statement (including plant and machinery)	<ul style="list-style-type: none"><li>• Name of the asset,</li><li>• purchase value,</li><li>• book value and</li><li>• Utility of the asset.</li></ul> <i>(Clear photographs have to be provided)</i>
6	Labour statement (Direct and indirect labour)	<ul style="list-style-type: none"><li>• List of direct employment</li><li>• List of indirect employment</li><li>• Latest EPF return submitted to the EPF Department</li></ul>
7	<b>Cooperate presentation (PowerPoint)</b>	<b>Company has to make a very brief presentation on the company including production process, products, export markets etc.</b>
8	Finished product samples and Raw material samples	
10	The latest available audited accounts of the company	
11	Please submit a provisional cost statement for not wholly obtained products (Please download specimen cost statement from <a href="http://www.doc.gov.lk">www.doc.gov.lk</a> )	

## Production Process Floor Chart

Production Floor	Machinery Involvement with CIF price	Human Resource Involvement - Skill - Non skill - EPF / ETF etc.	Capacity in Units/pieces	Remarks If application
Step 1 ↓				
↓ Step 2 ↓				
↓ Step 3 ↓				
↓ .....				