

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">• Name of the asset,• purchase value,• book value and• Utility of the asset. <i>(Clear photographs have to be provided)</i>
6	Labour statement (Direct and indirect labour)	<ul style="list-style-type: none">• List of direct employment• List of indirect employment• Latest EPF return submitted to the EPF Department
7	Cooperate presentation (PowerPoint)	Company has to make a very brief presentation on the company including production process, products, export markets etc.
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 www.doc.gov.lk)	

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 ↓				
..... ↓				