Documents to be submitted by the customers

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

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

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

Prepared by	Recommended by	Approved by
Tharanga Dissanayake	Malika Suriyapperuma	Professor R. Fernando
Assistant Director-PCA	Director General -Acting	Chairman