## Documents to be submitted by the customers

<table>
<thead>
<tr>
<th></th>
<th>Application for New Registration</th>
<th>Application to renew Registration</th>
<th>Application to amend the Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Importer</strong></td>
<td>Form No -01 Copy of the Business Registration Certificate</td>
<td>Form No -02 Copy of the Business Registration Certificate</td>
<td>Form No -03 Letter specifying the reasoning in respect of the amendment</td>
</tr>
<tr>
<td></td>
<td>Clearance certificate issued by CEA.</td>
<td></td>
<td>Original License</td>
</tr>
<tr>
<td></td>
<td>List of Customers including contact details.(If any)</td>
<td>License issued in the last year (Original and a Copy).</td>
<td>A document prepared showing the details of the importation of chemicals (Invoices) within the licensing period</td>
</tr>
<tr>
<td></td>
<td>Business Description</td>
<td>Clearance Certificate</td>
<td>A document prepared showing the details of the importation of chemicals (Invoices) within the licensing period</td>
</tr>
<tr>
<td></td>
<td>List of Suppliers</td>
<td>Quarterly returns submitted</td>
<td>Payment – Rs. 2,000/-</td>
</tr>
<tr>
<td></td>
<td>Payment – Rs. 5,000/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exporter</strong></td>
<td>Form No -04 Copy of the Business Registration Certificate</td>
<td>Form No -05 Copy of the Business Registration Certificate</td>
<td>Form No -06 Letter specifying the reasoning in respect of the amendment</td>
</tr>
<tr>
<td></td>
<td>Clearance certificate issued by CEA.</td>
<td></td>
<td>Original License</td>
</tr>
<tr>
<td></td>
<td>List of Customers including contact details.(If any)</td>
<td>A document prepared showing the details of the Exportation of chemicals (Bill of loading/Invoices/ Packing list) within the licensing period</td>
<td>A document prepared showing the details of the exportation of chemicals (Bill of loading/Invoices/ Packing list) within the licensing period</td>
</tr>
<tr>
<td></td>
<td>List of Suppliers</td>
<td>Quarterly returns submitted</td>
<td>Payment – Rs2,000/-</td>
</tr>
<tr>
<td></td>
<td>Business Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payment – Rs. 5,000/-</td>
<td>Payment – Rs. 4,500/-</td>
<td></td>
</tr>
<tr>
<td><strong>Quarterly Returns</strong></td>
<td>Form No- 07</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End user</strong></td>
<td>Form No -08 Copy of the Business Registration Certificate (BR)</td>
<td>Form No -09 Certificate of Registration issued in the last year (Original and a Copy).</td>
<td>Form No -10 Letter specifying the reasoning in respect of the Amendment.</td>
</tr>
<tr>
<td></td>
<td>If unable to submit BRC, a Certificate issued by the Grama Niladhar &amp; NIC Copy</td>
<td>Copy of BR/NIC Copy</td>
<td>Original License</td>
</tr>
<tr>
<td></td>
<td>EPL if any Business Description</td>
<td>Copies of invoices in respect of the precursor chemicals bought during last year</td>
<td>Copies of invoices ( during the licensing period)</td>
</tr>
<tr>
<td></td>
<td>Payment -Rs.1,500/-</td>
<td>Conformation duly filled by the chemical supplier</td>
<td>Conformation duly filled by the chemical supplier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EPL copy</td>
<td>EPL copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payment- Rs. 1,000/-</td>
<td>Payment- Rs. 500/-</td>
</tr>
</tbody>
</table>
### Application for New Registration
- Form No -11
- Copy of the Business Registration certificate.
- List of Customers including contact details.
- List of Suppliers including contact details.
- Business Description
- Payment -Rs.4,000/-

### Application to renew Registration
- Form No -12
- Copy of the Business Registration certificate.
- Certificate of Registration issued in the last year (Original and a Copy).
- A document prepared showing the details of the customers, chemical quantities sold within the licensing period
- Copies of invoices in respect of the precursor chemicals bought during last year(Within the licensing period)
- Payment -Rs.3,500

### Application to amend the Registration
- Form No -13
- Letter specifying the reasoning in respect of the Amendment.
- Original License
- A document prepared showing the details of the customers, chemical quantities sold within the licensing period.
- Copies of invoices in respect of the precursor chemicals bought during last year(Within the licensing period)
- Payment -Rs.1,500/-

### Premises
- Form No -14
- Copy of the Business Registration certificate.
- Coloured photos of the premise including the location where chemicals are stored.
- Other documents required to be submitted will be informed during the inspection Process.
- Business Description
- Payment – Rs. 5,000/-

### Premises
- Form No -15
- Copy of the Business Registration certificate.
- Certificate of Registration issued in the last year (Original and a Copy).
- Coloured photos of premise including location where chemicals are stored.
- Other documents required to be submitted will be informed during the inspection process.
- Business Description
- Payment – Rs. 4,500/-

### Premises
- Form No – 16
- Letter specifying the reasoning in respect of the amendment
- Original License
- Coloured photos of premise including location where chemicals are stored.
- Other documents required to be submitted will be informed during the inspection process.
- Payment – Rs. 2,000

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

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Prepared by: Tharanga Dissanayake
Recommended by: Malika Suriyapperuma
Approved by: Professor R. Fernando

Assistant Director-PCA: Director General -Acting
Chairman: