

書式① 事前教示制度

APPLICATION FOR	CC / AR / 2015 /
CLASSIFICATION RULING	CC / AR / 2015 /
1.) Name and address of Applicant:	
2.a) Full trade description of the	
Commodity.	
2.b) If possible, scanned photograph of the Commodity.	
3.) What are their constituent	
Materials?	
4.) What is it used for:	
5.) In what form is it imported?	
on manifestation of the ported.	
6.) Manufacturer's or supplier's	
name & address:	
7.) Additional Information	
or comments:	
8.) H.S No. in applicant's opinion	
and reasons therefore:	
9.) Has previous classification ruling	
been obtained for this commodity?	
If so, indicate the Ref.No.:	
T' phone No. Mobile:	
Mobile.	
Date:	Name, Signature & Stamp of the Signatory R OFFICIAL USE ONLY
CUSTOMS OPINION (V	ALID FOR TWELVE (12) MONTHS, UNLESS REVISED)
1.) Customs payment receipt No.:	Date:
2.) H. S CODE:	H. S.
3.) Comments:	
DEPUTY DIRECTOR OF CUSTOMS (C C)	<u>Sgd.</u> DIRECTOR OF CUSTOMS (SS)
	FOR DIRECTOR GENERAL OF CUSTOMS

A) Instructions:

- 1. For each Commodity/Product and model, a separate application should be forwarded.
- 2. The application should be <u>in triplicate</u>, <u>duly filled in the computer</u>, <u>manually singed and stamped</u>. (<u>Not</u> hand written or type written)
- 3. The application should be forwarded with a covering letter(on letter head)addressed to, Deputy Director of Customs, Commodity Classification Branch,Sri Lanka Customs., requesting for a Classification Ruling for the commodity".....",and with a brief description of the Commodity/product.
- 4. The following details are required for each Commodity;
 - i. Sample of the Commodity.
- ii. Literature/Catalogue/Mill Report/Chemical composition, if applicable.
- iii. Manufacturing process, if applicable.
 - iv. Photograph and other documents giving necessary information.

(All the above (i) to (vi) should bear the date signature & stamp of the applicant.

- 5. A fee of Rs.1, 000/= per application, should be paid to the Customs Department.
- 6. If Sample requires analysis, the applicant should bear the charges.
- 7. Application/s should be handed over to: Deputy Director of Customs, Commodity Classification Branch,3rd Floor, Customs House, No.40, Main Street, Colombo. 11.
- (B) Guidance/ Instructions for filling -up the application (Cage No.1 to 9 of the application)

<u>Cage No: (2.a)</u> – Brief description of the Commodity, including the following information:

- Make / Brand Name / Trade Name of the Commodity.
- Model No. /Art No. / Part No. of the commodity
- Capacity, Net weight, Thickness, sizes and Percentages (%) of each and every constituent materials/substances ... etc, as applicable.
- The form in which the commodity is presented? eg: roll/ piece/ packet/ tin/ Sheet.....etc.
- <u>Cage No: (2.b)</u> If possible, a photograph of the Commodity may be scanned and printed in this cage.
- <u>Cage No: (3)</u> The materials/ substances or components...etc. constituting in the commodity. (In weight/thickness/per centum- % ... etc., as applicable.)
- <u>Cage No: (5)</u> Whether the product is imported **as complete/incomplete/**

Unassembled / disassembled form?

- Whether the product is in the form of **Roll**, **Sheets**, **Bottles**,

Tins or packets... etc.

<u>Cage: (7)</u> — Other important information about the commodity, or comments.

<u>Cage No: (8)</u> – If the applicant has any opinion he may fill this cage.

• For more information please contact 011-2347882

書式② 輸入管理許可書

IECD 2



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Other Please specify	(Annual Control of the Control of th					waste make a man the			and the state of t
Declaration	7/10/2004	•							
I apply for an import license in respect of goo furnished by me are true & correct.	ods descr	ibed a	bove	and	d I de	clare t	hat th	e part	icular
Signature		Date							
(Signature must be registered with the licensing Unit as an authorized signatory)									

Department of Import & Export Control Act No 01 of 1969

Unit 2



Importation of vehicles under the Foreign Exchange Earned Abroad.

Please read the instructions carefully before you complete the application.

This scheme facilitates importation of a vehicle used by a Sri Lankan who has remitted foreign exchange to Sri Lanka.

Category I - Importation of Used Motor Vehicles between 2 to 5 years old.

Requirements:

- The motor vehicle should be registered under the name of the applicant and used by him for a period of more than one year.
- ✓ Motor vehicle should not be older than 05 years from the date of first registration.

Category II- Importation of Used Motor Vehicles between 05 to 10 Years Old.

Requirements:

- ✓ The motor vehicle should be registered in the name of the applicant and used by him continuously for a period of more than three years.
- otor vehicle should not be older than 10 years from the date of first registration.

Special Conditions for Both Categories.

- Vehicle should be right hand driven.
- Licensee should present him/her self with his/her passport the time of clearance of the vehicle. Violation of this condition will result cancellation of license and confiscate the vehicle.
- Vehicle should be registered in the name of the licensee and cannot be transferred for 03 years.
- Importation of a vehicle under this scheme is permitted once in lifetime only.



Department of Import and Export Control. Page 3 of 1

- Following documents must be attached to the application when handing over to this
 office.
 - Photocopy of applicant's Passport of pages showing
 - Photograph, personnel details.
 - Validity period.
 - All pages including date of departure from Sri Lanka and date of arrival to Sri Lanka with immigration stamps.
 - Photocopy of valid visa proving that he/she has gone abroad for employment and completed one year/three years in that country.
 - A copy of work permit or letter of appointment including the date of appointment, post held and salary paid to the applicant. Fax number and E-mail address of the employer should be indicated in the employer's letter. (If self-employed relevant documents should be submitted to prove the foreign earnings.)
 - Monthly bank statements (NRFC or remittance receipts) should be attached to prove the sufficient (more than twice of the CIF value of the vehicle) foreign earnings and remittance to Sri Lanka (Minimum of \$ 50,000 USD) covering the period of employment abroad at least three years commencing from six months before the date of application.
 - The applicant should be regularly maintain NRFC or remittance account in recent two years
 - A copy of the registration certificate of the vehicle owned and used by the applicant, certified by the embassy of the relevant country
 - A valuation report of the vehicle from a recognize body of the relevant country (Original document)
 - Two photographs showing front and back side of the vehicle.



Department of Import and Export Control. Page 3 of 2

JETRO 2016年3月作成

- Registration Certificate/ Cancellation of Registration (De-Registration) Certificate of the vehicle and the Pre-shipment inspection certificate from Japan Auto Appraisal Institute or Bureau Veritas should be submitted at the clearance. (Vehicles met with any type of accidents or damage are not permitted to import).
- Declaration from the applicant stating that applicant will reside in Sri Lanka and the vehicle is for his personal use
- The applicant may ready to submit any other relevant document when required for department further clarifications
- 2) All documents /photocopies should be certified as the true copies by the applicant and genuineness of the documents submitted will be verified with relevant agencies and if forged documents are submitted the applicant shall be punishable by law.
- Applicant required to pay a license fee against CIF value of the vehicle.
 This is payable to the department by a bank draft.
 - 2-5 years old vehicle License fee 03% of CIF value.
 - 5- 10 years old vehicle License fee 06% of CIF value.
- Applicant may send his/her application directly to Import Export Control Department by registered post or through duly authorized person.
- Documents in languages other than English must be accompanied with certified English translation.
- 6) Please contact Department of Customs for other relevant duties applicable

Please Note: All the above are only guidelines. Final decision will be taken by the controller of Import and Export Control considering all documents submitted by the applicant.

Tel 011-2326774 Web site : www.imexport.gov.lk Updated 12/06/2011



Department of Import and Export Control. Page 3 of 3



書式③ 輸出入ライセンス

FORM FOR THE REGISTRATION IN TERM OF SECTION 115 OF	
01. Name of Business/Applicant: Type of Business	
Sole Proprietorship Partnership Private Ltd Liability Public Ltd Liability Corporation	Personnel Vehicle Personnel Other NGO Government Other (please specify
VAT No.	O3. Business Registration Number: Date of Establishment: (DD / MM / YYYY)
O4. Address: Head Office/Applicant's (Permanent): Telephone No: Fax: E-mail: Website:	Other Office/Store/Applicant's (Residence): Telephone No: Fax: E-mail: Website:
O5. Principal Activities: Importer ImporterManufacture Manufacture Exporter Exporter	06. Regime: BOI Customs
07. Commodities intend to Import/ Export:	
08. Name & Business Address of Introducer: Tax Identification Number	
09. Has any Director/Partner/Proprietor/Applications of Customs Ordinance within last five y If 'Yes' Customs Case Number & Date:	rears Yes No

10.De	etails of Chairman/Direc	tors/Partners/Prop	rietor/Applicant	etc.:				
	Name	Private Address	NIC / PassportNo	TelephoneNo	Mobile no	Fax No	E-mail	Photograph (Taken within last six months - Stamp Size)
1								
2								
3								
4								
5								

Note: Photographs should be affixed and attested by JP (Sri Lankan citizens) / AAL (foreign citizens) on the face of it.



11. BANK CERTIFICATION
Bank Ref No.:
We certifythatRev./Dr./Mr./Mrs./Miss/Ms(Name and Address of the applicant/company)
is maintaining a savings bank Account/Current Account No.:
with us since
(Signature of certifier) Date:
Date:
(065
(Official Stamp)
12. GRAMA NILADARI CERTIFICATE
IcertifythatRev./Dr./Mr./Mrs./Miss/Ms
Is known to me and resides/ situated at the above address.
is known to life and resides/ stedated at the above address.
Date: Name/Official Stamp:
Division: Signature:
DECLARATION
I/We hereby declare that the particulars and the statement made in this application are true and correct tothe best of my/our knowledge and belief and nothing has been concealed or held there from. Also I/we understand that any information furnished in the application if proved incorrect or false will renderme/us the cancellation of registration with department of Sri Lanka Customs.
Signature of the Applicant(s):
Name: Designation:
FOR OFFICIAL USE ONLY
Date Received:
Vetted Owners Officers Checked:
Previous Offenders Database
Addresses
Grama Niladari Certificate
ID/Passport/TIN
Bank Accounts & Certification
RegistrationApproved/Disapproved:
Date: Signature:
Designation: Name:

Instructions

1. Name of Business - Your Business Name

Type of Business - Indicate the type of Business

2. Tax Identification Number (TIN) - Indicate your TIN issued by the IRD

VAT No. - VAT issued by IRD & Extension 2525 or7000

NIC No-for personnel import/export

3. Business Registration

Number - Number appearing on Business Registrationcertificate Date of Establishment - Issuing date of the business registration

4. Address

Head office

Other offices / Stores

Permanent office address

If your company has a sub office or any other

Locations please indicate.

- 5. Principal Activities What type of business you do with the Customs
- 6. Regime Under which organization you do your Cusdec processing

7. Commodities intend to Import/Export - Provide a general list of commodities you intend to import/export.

8. Name & Business Address of Introducer - TIN no of the introducer (e.g. Customs House Agent)

9.Has any Director/Partner/Proprietor/Applicant of the business been penalized under the provisions of Customs Ordinance within last five years

If 'Yes' Customs case Number & Date - Please indicate any Customs offencecommitted by you or your company.

10. Details of Chairman /Directors/ Partners/Proprietor

Photographs

- Names of the directors/ Partners/ Proprietor
- To be affixed and certified by AAL or IP on the photo (photos of foreigners should be certified by AAL)
- 11. Bank Certification To be filled by the bank
- 12. Grama Niladari Certificate To be filled by the Grama Niladari certifying the business name and the business address

In addition to the above, applicants other than Limited Liability companies are required to register at the Central Intelligence Directorate (CIU) of the Custom Department. Please dial 0112431854 for details pertaining to CIU registration the following documents are required at the time of forwarding the application.

- Original NIC (Passport or Driving License) of two directors/partners or applicants &NIC/Passport photocopies of all partners.
- 2. Business Registration Certificate.
- 3. Originals of TIN and VAT certificate
- **4.** Deed or lease agreement of the business premises (in the case of the deed or lease agreement under the name of a separate person other than to the names of the owner or partner/s the consent of the owner of the deed to be submitted through an affidavit)
- 5. Billing proof (Water bill / Electricity bill / Telecom bill)
- 6. Banks statement of recent month
- 7. Commercial invoice and Bill of Lading (B/L) (required only for the registrations as an Importer)
- 8. Certificate issued by the Export development board (required only for the registrations as an Exporter)

To avoid delays you are requested to be submitted all requireddocuments correctly with copies

Duly filled applications will be registered within 01 day (24 hrs) face-vetting and acceptance of the applications will be functioned only up to 13.00 hrsand processing of accepted documents will be functioned from 13.00 hrs to 16.45 hrs

For further clarification: Central intelligence Directorate 0094 112 431854

Limited liability companies are asked to submit Originals following documents

- Form 1 or 48 &40 > for registration
- Form 13 > Change of address
- Form 20 > Change of directors
- Form 3 > Change of company name
- Form 44,45& 46 > Registration of Overseas company



書式④ 輸入申告書

5		ION FORM I INDIVIDUA	FOR CLEAR L GAURANI	ANCE UND	ER
WARNING: There are heavy penalties e	Name & Address of Application of Address of Miles	ry	Date (YY/MM GST No: Type of Operation Manufa	1/DD)	LG. Approval Number Customs Reference No
EXPORT for	Main Items for Export	Scheme under which the	applicant operate for expon	THEP MID D/R Other	
Item No.	Description of Items to be Imported under ICi	i-IS Number	Value of Goods Total Value	B'C Amount & the Bank	Valieny
	2. 3. Clearance under Bank Guarantee Exporter Guarantee Designation Date: E.F.U Still Lanka Cuarantee Colombo 1	Signature For Director General	I/We the undersigned ap I.G. Scheme and agree to I/We request clearance of I/We request clearance of Exporter Guarante Name of the Authorized Designation :	ce	nentioned above untier the sipulated there on.



書式⑤ 通関業者への委任状

(ON IMPORTER'S ORIGINAL LETTERHEAD)

PROXY

Director General of Customs Sri Lanka Customs Department 40 Main Street

Colombo 11		
Dear Sir		
We/I (company name) of (adwith the Director General of Customs under Taxin terms of Section 115A(1) of the Customs Ordof (address) being a Customs House of Customs under Customs House Agent No 115(1) of the Customs Ordinance, as our Proxy of our/my legal obligations specified in the proalso take the full responsibility of all the action behalf.	x Payer Identification dinance, hereby appose Agent licensed by (<i>CHA No.</i>) to appear on our/my	No (<i>TIN No.</i>) int (<i>name</i>) the Director General in terms of Section y behalf in fulfillment oms Ordinance. We/I
This Proxy is valid for a period of one year un sending a written Termination of Proxy to the E Signed on this day of, 2013.		
Name : Designation : NIC No. :	Name : Designation : NIC No. :	
(Company Seal)		



書式⑥税関からの委任状承認書

(ON CUSTOMS HOUSE AGENT'S ORIGINAL LETTERHEAD)

ACCEPTANCE OF PROXY

Director General of Customs Sri Lanka Customs Department 40 Main Street Colombo 11

COIOIIIDO 11	
Dear Sir	
We/I (name) of (address) by the Director General of Customs under Custom in terms of Section 115(1) of the Customs Ordin (name) of (address), an Import of Customs under Tax Payer Identification No 115A(1) of the Customs Ordinance.	ns House Agent No (<i>CHA No.</i>) ance, hereby accept the Proxy of er registered with the Director General
We/I also hereby undertake to appear before Si Importer in fulfillment of his/her/their legal obligations. Customs Ordinance and not to abuse the authorit Signed on this day of, 2013.	ations specified in the provisions of the
Name : Designation : NIC No. :	Name : Designation : NIC No. :
(Company Seal)	

書式⑦通関業者が提出する価格申告書

Declaration of value by agents for customs purpose

				Colombo 01.
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	DECLARA	TION OF VALUE	BY AGENTS FOR CL	USTOMS PURPOSE
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PI	ease read the notes C /L. An	y further clarification	may be had from A. L. S.	(Appr) A. C. C. (M.V)
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	Model	1,		
	Year of Manufacture			
	Country of Porduction			apple to the second of
	Cubic Capacity of Engine			
	Chassis No			
	Engine No			
			Annual Control	
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				Sub Collactor (Motor Vehicle)
				for DIRECTOR GENERAL OF CUSTOM
		e by Agents for Cus	toms Purpose	
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	particulars are as stated belo			
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	Model		-	
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NOTES

- Please ensure that the Chassis Number you certify relates to the model and year of manufacture. If make and/or year of manufacture only please intimete correct model and year manufacture of the Chassis.
- Similarly Engine Number should relate to the model and year of manufacture. If not, indicate model to which the engine is normally fitted and year of manufacture of Engine.
- 3. If the model of used vehicle is still in production:
 - (a) State the FOB value as on date of production and to this
 - (b) Add the normal Freight and insurance as on date of exportation for the same make land model from country of production to Port of importation.
- If the model of the used vehicle is no longer in production
 - (a) State the FOB value of vehicle of the same makeing and model manufactured last and to this.
 - (b) Add the normal Freight and insurance as on date of exportation for a vehicle of like size and dimension as the vehicle being imported.



書式⑧ 価格検証申請書

Value Verification Form

Ref :	Year : 2015 Office Code : CBLR1
Date & Time:	Series Letter CusDec No :
Consignee :	Declarant :
Appointed to	
	Signature of DC (Val)
Date : Time:	
Further assignments, if any:	
Endorsements b	y Declaration Processing Office
and the solution	
Endorsements	by Central Valuation Division

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Declare	ed value is in doubt due to following reas		
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0	Declared value is below the declared v		
0	Declared Talue does not cover the cost		
. 0	Relationship between the importer and the transaction value	seller exists and it apparently influenced	
o	Valuation factors are not declared		
0	Incomplete/inconsistent description of	the goods	
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	Si	ignature of the Importer/Agent, CHA No. & D	ate
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書式⑨ VAT 還付申請書

Refund Application No	Refund A	pplica	tion	No
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(To be filled in duplicates)

APPLICATION FOR REFUND OF VAT

		-						
Na	me of App	licant		:				
Pos	stal Addres	S		:				
Na	me of Vess	el & Date		:				
Ent	try No. & D	ate of Entry	•	:				
Gro	ounds for o	laim of Refu	und	:				
Par	rticulars of	payments r	nade	:		4		
a. [CID	CESS	PAL	NBT	SRL	VAT		TOTAL
mounts Paid								
mounts due								
mounts claimed								
b. Da	te of paym	nent		:				
c. Ra	te of VAT a	applied for		:				
d. Ra	te now ap	olicable		:				
e. De	escription o	of items		:				
f. Im	porter's TI	N		STORE STORES				
Data								
Jale							***************************************	

- N.B. I. If Refund is due consequent on exemption of duty allowed by the Government. Attach original letter granting such exception.
 - II. Entry copy and all other connection papers are attached.



Use by Customs Department

CERTIFICATE OF REFUND

I hereby cetify that I have verified	d the claim ap	pearing above & found	name to be correct.
Refund is noted on th Entry / Dec	laration.		
Amount of VAT claimed	Rs		
Amount payable	Rs		
Date :			
		Appra	iser
		4	
Space for Customs se	al	Space	e for IAB seal
		100	
(in words)			
		for Director Gene	eral of Customs
(For	use by Inland	Revenue Department)	2
Refund of Rs		RDER	III Seesant J
Date :		Commis	sioner
Voucher No		Pass	ed for payments.
Date:		Accour Department of I	



書式⑩自動車登録書(MTA2)

7 සහ 245 වන වගන්ති මෝටර් වාහනයක් ලියාපදිංචි කිරීම සඳහා අයදුම්පත (මීට ඉහත ශී ලංකාවේ ලියාපදිංචි නොකළ) ධාිිිිිි ධාිිිිිිිිිිිි වූ වූ 245 වූ වූ එම්.ටී.චී 2 எம். ரீ.2 M.T.A 2

மோட்டார் வாகன பதிவுக்கான விண்ணப்பம் (ஏற்கனவே இலங்கையில் பதிவு செய்யப்படாதது)

APPLICATION FOR REGISTRATION OF MOTOR VEHICLE

(Not already registered in Sri Lanka) Section 7 and 245

පරිගණකයට ඇතුළත් කළ හැක්කේ ඉංගීසි පමණක් බැවින් අයදුම්පත ඉංගීුසියෙන් මුදුණය කර ඇත. එය ඉංගීුසියෙන් පමණක් පිරවිය යුතුය. සිංහල හා දෙමළ පරිවර්තන සපයා ඇත.

கணனியானது ஆங்கிலத்தை மட்டுமே ஏற்றுக்கொள்வதால் படிவம் ஆங்கிலத்தில் அமைந்துள்ளது. அது ஆங்கிலத்தில் பூர்த்தி செய்யப்படல் வேண்டும். சிங்களம், தமிழ் ஆகியவற்றின் மொழிபெயர்ப்பு இத்துடன் இணைக்கப்பட்டுள்ளது.

Since the Computer accepts only English the form is in English. It should be filled in English. The Sinhala and Tamil translations are given.

Size of the Number Plate Front X mm Rear Mm	Application Number Application Date D M Y Vehicle Category Vehicle No. Date for Tax
Number plate will be collected at	Date of Registration D M Y Signature of the Staff Officer
1.Name with Initials	
2.Full Name of Owner	
3. Title 1. Mr.	2. Ms. 3. Other (Please specify)
4.ID Type 1. National ID 4. Driving Lic	
5.Identity Card No.	
6.Address of Owner	

7.	Province
8.	Licensing Authority (Divisional Secretariat)
_	
9.	District
ъ.	
	nse mark the number in the appropriate cage. Ownership 11. Usage
	1. Private 1. Personal
	☐ 2. Public ☐ 2. Commercial
12.	Please indicate whether used for
	1. Transport of passengers 2. Transport of goods
	3. Goods and Passengers 4. Agriculture 5. Construction 6. Other (Specify)
13.	Registration Status 1. Locally built 2. Recondition 3. Brand New
	4. Bought from Auction 5. Other (Specify)
14.	Is it a DPL vehicle? Yes
	\square No
15.	Manufacturer's Description of Vehicle Type
	1. Motor car 2. Three Wheeler Car 3. Jeep 4. Motor Lorry
	5. Delivery Van 6. Three Wheeler Van 7. Crane 8. Dump Truck 9. Prime Mover 10. Motor Cycle 11. Hearse 12. Ambulance
1	3. Dual Purpose Vehicle 14. Hand Tractor 15. Tractor 4 wheel 16. Lorry Trailer
	7. Land Vehicle 18. Motor Coach 19. Container Truck 0. Other (Please Specify)
_	S. S. M. (* 1883 S.
16.	Make For office use only
	Make Code
17.	Model/Type of Body
18.	Year of Manufacture
19.	Country of Origin
20.	For Agents Only If a Prototype is available - Prototype Number
	If a Prototype is available – Prototype Number



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22. E	ngir	ie Nu	ımbe	r			_	_			_																_	
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24. F	uel 1	ısed	·				_	25	5. C	ylin	de	r Ca	apac	ity	(C	C)				2	6. V	/he	el E	Base	e .			
27. A	Ty	re Siz	ze		Fre	nt]	D/S						R	ear]	D/S					2	27. E	В Ту	pe
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36B.	Date	e of I	Licen	ice																								
37. S	neci	al Co	ondit	ions		D			M					Y														
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38. Customs Entry Number
39. Date of Customer Entry D M Y
40. Date of Clearance From Customs
41. Date of sale Declared by Dealer D M Y
D M Y
42A. Name of Importer
42B. Address of Importer
43. Does the vehicle have dual ownership 1. Yes 2. No
If yes,
43A. Specify type:
Mortgage Lease Hire Purchase Other
Code
43B. Name and address of the organization
Frank and Signature of Importer
Date
කාර්යාලීය පුයෝජිනය සඳහා පමණි. /Office use only/காரியாலய உபயோகத்திற்கு மாத்திரம்
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