CEMPC

Application to Obtain Access to Sri Lanka Customs ASYCUDA System
Empty Container CusDec Submission (User Account Application)

Important: Please read instructions in Registration **Procedure for Empty Container CusDec Submission**. Fill **both** EC-1 and EC-2

1. Container Handler Details

1.1 Name of the Container Handler: …………………………………………………………………..........

1.2 Address of the Container Handler:..

....

1.3 VAT No:………….. 1.4 Container Handler code: ………………………………

1.5 Mobile No: ………................. .... 1.6 Land Phone No: ………….……………………….........

1.7 Official e-mail ……………………………… 1.8 MoU Registration Date:…………………………….

2. User Employee Details

2.1 Name ...………………………………………………………………………………………………………

2.2 Personal Address:……………………………………………………………………………………………..

………

2.3 NIC No: …………………………………….   (**Please photocopy the NIC/DL/CHA overleaf**)

2.4 Designation:.. 2.5 Employee No: ....

2.6 Mobile No: …………………………………   2.7 Personal E mail/s: …………..…………………….........

DDC (ICT)/SC (ICT),

1. I certify that the above details are true and correct. Please authorize the User Employee mentioned in 2 above, whose signature appears below, a suitable level of access to the **ASYCUDA** system.
2. I ensure that the User Employee is informed about the **DTI User Policy** of the Sri Lanka Customs and will take all necessary actions to ensure compliance.
3. In case of any transfers, termination of service of the said User Employee, I undertake to duly inform Sri Lanka Customs, in order to suspend the access to the **ASYCUDA** system.

………………………………..……   …………………………………………………………
Signature of the User Employee   **Director/Proprietor (Signature & Official Stamp)**

ASC (ICT),   (For office use)

Please authorize the above person a suitable level of access.

………………………….
DDC (ICT) / SC (ICT)

DDC (ICT)/ SC (ICT),   (For office use)

System access authorized to the above person for the user group ....……………………

at …………………………………………………....Office/s.

………………………..
ASC (ICT)

1. **I received the User Policy (EC-2) of the SLC, read over, understood and undertake to comply with the said Policy.**
2. Received the password under the Username/s …...for the …………………office/s

....   ………………………………………………..
Date   **Signature of User Employee**

DTI User Policy of the Sri Lanka Customs (SLC)

General

1. The DTI User, a person authorized by the Container Handler to access ASYCUDA System (herein after called as User), will be issued a Username (User ID) protected by a confidential Password known <u>only</u> to the said User.
2. Users are responsible for protecting confidentiality of user identification and passwords.
3. Users are required to enter their username and password in order to log into ASYCUDA System.
4. The User **must not share** the Password with anybody else and should avoid writing their password.
5. If it is believed that someone else has the knowledge of a user's password, or is using an account other than their own, the password should immediately be changed and ICT Division should be immediately notified.
6. If a password is forgotten or needs to be reset, the Users must then contact the ICT with an authorization letter from the Authorized Signatory.
7. Passwords should not be sent via e-mail.
8. From time to time SLC may post new terms of service that will become binding and it is the responsibility of the users to periodically check for new Terms of Service.

Password Requirements

1. It must have a minimum of eight (8) characters
2. It must not contain all or part of the user's account name
3. It must contain characters from at least three of the following four categories:
    a) English Uppercase characters (A through Z)
    b) English Lowercase characters (a through z)
    c) At least one number (0-9)
    d) Non-alphanumeric characters (example:!, $, #, %,^)
4. Never use a person's name or any word that could be found in the dictionary. Breaking up words with special characters or numbers is an easy way to avoid this.

Legislative Obligations :

Any violations of provisions of the Computer Crimes Act No. 24 of 2007 and other relevant Acts may result in prosecution of the offender in terms of the provisions of the said acts.

………………………………
Date ………………………..   Signature of User Employee