M4

Application to Obtain Access to Sri Lanka Customs ASYCUDA System – Manifest Users
(Password Application for VPN)

Reg no. _ _ _ _ _

Important: Please read instructions in **Registration Procedure for VPN facilities**.

1. Shipping Line/Freight forwarder Enterprise Details

1.1 Name of the Enterprise

.......................……………………………………………………………………………........................

1.2. VAT No...1.3 Shipping Line/Freight forwarder Number ...……………………………...

1.4 Telephone No. Mobile …………………….………...1.5 Land phone ……………………………………...................

1.6 Official E-mail …………………………………...

1.7 Contact Person …………………………………………………………………………………………...

2. User Employee Details

2.1 Name ……………………………………………………………………………………………………

2.2 Address ………………………………………………………………………………………………….

2.3 NIC Number …………………………………… (**Please photocopy the NIC/DL/CHA overleaf**)

2.4 Designation.. 2.5 User Employee No. ....

2.6 Mobile …………………………………….........2.7 Personal E mail/s: …………………………………….........

2.8 Contact Numbers (Mobile)…..………..…………..…

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 & VPN.
2. **I ensure that the User Employee is informed about the DTI(VPN)UserPolicy of the Sri Lanka Customs and will take all necesasary actions to ensure compliance.**
3. **In case of any transfers, termination of service of the said User Employees, I undertake to duly inform Sri Lanka Customs, in order to suspend the access to the VPN and ASYCUDA system.**

…………………………………
Signature of the User Employee

………………………..

MD/Chairperson/Partner/Proprietor/Authorized Signatory and the official Stamp

MOU signed on : Date of payments: Receipt No. :	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)
VPN access authorized to the above person for the user group, ……………………….……………………………………..

at …………………………….………………………………………………

………………………..
ASC (ICT)

1. **I received the DTI (VPN) User Policy (V5) of the SLC, read over, understood and undertake to comply with the said Policy.**
2. Received the password under the Username/s ………………………….for the offices…………………….
…………………….........................…........

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

DTI (VPN) User Policy of the Sri Lanka Customs (SLC)

General

1. The DTI User, a person authorized by the Enterprise to access the ASYCUDA System(herein after called as User),is required to secure a VPN link first in order to connect to the DTI system, user will be issued a Username (User ID) protected by a confidential Password known only to the said User for the VPN.
2. Users are **responsible** for protecting confidentiality of user identification and passwords
3. Users are **responsible** for protecting the VPN link and the System from unauthorized and illegal use.
4. Users are required to enter their username and password in order to create the VPN link.
5. The User **must not share** the Password with anybody else and should avoid writing their password.
6. 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.
7. 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.
8. Passwords should not be sent via e-mail.
9. In **No event** shall Sri Lanka Customs (SLC) is liable to any damage or losses to the User caused by use of VPN facility.
10. From time to time SLC may post a 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 the User Employee