

Guidelines on Import Control Licensing Procedure for Importation of Tele Communication Equipments & Electronic Items

Introduction

As per the Vision of this Department, "To safeguard the Community & Environment for Better Future" and by considering Public Health & Environment, this unit issues licenses for unliberalized commodities such as Telecommunication Equipments, Used Electronic Items, Printing and copying machines and Data processing machines.

In accordance with Import & Export Control Act No. 1 of 1969, this unit is continuously streamlined the procedures that are necessary for the smooth operation of the Government Policy on Controlling and Regulating the import of such commodities and bring certain commodities under Import Control Licensing requirements.

This procedure is implemented to avoid importation of commodities which are undesirable for the well-being of the country.

Categories of Importation

620	Category	Telecommunication Equipments & Cellular Phones
625	Category	Computers
630	Category	Used Refrigerators, Freezers and Air Conditioners
635	Category	Washing Machines
640	Category	Disposable Cylinders
660	Category	Remote Controlled Toys
670	Category	Cigarette Papers.
690	Category	Printers and Photocopiers.
695	Category	Balloons.

Issuing an Import Control License

Import Licenses are issued as Commercial or Non - Commercial and/or Exchange Involved or not involved consignments.

Required Documentation

As a pre-requisite to issue Import Control License, the importer should furnish following documentation.

- Duly filled Application form
- Recommendation letter from Relevant Authority by authorizing importation of such Product.(See Table I)
- Two Copies of Performa Invoice
- Original and the Photocopy of the Business Registration certificate (if applicant is a Legal Person) or National Identity Card (If applicant is a Natural Person)

Item	Relevant Authority
Telecommunication Equipments & Cellular Phones Remote Controlled Toys	The applicant should produced the Recommendation Letter issued by the Telecommunication Regulatory Authority.
Used Computers Used Refrigerators, Freezers and Air Conditioners	The applicant should have the letter of Recommendation issued by the Central Environment Authority
Disposable Cylinders	The applicant should have the letter of Recommendation issued by the Ozone Unit of Ministry of Environment.
Printers and Photocopiers Balloons.	The applicant should have the letter of Recommendation issued by the Ministry of Defence & Urban Development

Procedure

Step 1: Applicant should submit a duly filled application form together with aforesaid required documentation.

Step 2: Verify relevant documentation and entering data into license issuing computer system and forward approval of the Assistant Controller.

Step 3: After approving License request the system generates processing fee as pay invoice.

Step 4: Applicant should pay processing fee as fee of the license, thereafter he / she submit Receipt of payment to the officer in charge of the unit of chemicals importation

Step 5: Licenses are issued with the signature of Assistant Controller on behalf of Controller General Imports and Exports.

****Important** - If the Importation is occurred without a license, the Import License is issued by considering incidental factors which are related to such importations. Following documents are needed to obtain Good Received Import Control License

- Custom Documents with the request from Sri Lanka Customs for consideration of Issuing ICL
- Explanation letter
- Recommendation letter from the relevant Authority as stated above
- Commercial Invoices / Original Bill of Lading
- Application Form

Procedure is applied for issuing a Good Received Licenses as same as stated above.

License Amendment

If in any case that the applicant wishes to amend a license issued by this department, the request should be forwarded to the Controller General. The Controller General will examine the request and decide whether to grant approval or not.

Required Documentation

- Explanation letter
- Duly filled application form
- Original ICL

Procedure is applied for issuing an amended licenses as same as stated above.

General Information

Time Line for processing: Within three hours

Note:- Upon Receiving correct documentation

Period of Validity of license

All licenses are issued will be valid for 3 months where otherwise stated.

Obligation to import against License issued

An importer, to whom an import license is issued, is required to import goods licensed before the date of expiry of the license unless it is extended by the Controller General of imports on application made to him. Further such importer is liable to fulfill and comply with the terms and conditions stipulated in the license.

The Process of Debiting

Importer should submit following Documents to this department for debiting the License.

Documents Required

- Original Import Control License
- Original Bill of Lading
- Bank endorsed Commercial Invoices
- Customs Declaration Form (Cus Dec)

Procedure

Step 1: Licensee should submit required documents as aforesaid

Step 2: Verify relevant documentation and entering data into license issuing and debiting system and forward approval of the Assistant Controller for approval.

Step 3: After approving, debit note and other required documents are issued with the attestation of Assistant Controller on behalf of Controller General Imports and Exports.

Process Time Line: Within three hours.

Submission and Issuing Time Line

Counter	- Unit 04
Time	- 8:30 am to 4:15 pm
Working Days	- Monday to Friday
Holidays	- Public and Mercantile Holidays