Originals of the following documents should be submitted with photocopies

**• INDIVIDUAL / PARTNERSHIP BUSINESS**

1. Certificate of Registration of Business
2. Photo Copies of the National Identity card of the Owner of the Business/ Partners
   For Imports :- 1. Commercial Invoice
   2. Bill of Lading/ Airway Bill
   For Exports :- 1. Export Development Board (EDB) Registration
   2. Other Export relevant Documents
   3. Registration Certificate of Tea Board, Coconut Cultivation Board, Gem & Jewellery Authority (If relevant)

**• LIMITED LIABILITY COMPANIES**

**Registration under companies Act No. 17 of 1982 (Registered before 03.05.2007)**

1. Application for Registration of an Existing Company - (Form 40)
   **Certified copy issued by the Register of Companies.**
2. Certificate of Incorporation (Registration) - (Form 41)
3. Memorandum of Association / Articles of Association with signatures of the Directors and the Notary public.
4. Photo Copies of the National Identity Cards of the Directors.

**Registration under companies Act No. 07 of 2007 (Registered after 03.05.2007)**

1. Certificate of Incorporation. - (Form 2A)
2. Application for Registration of a Company - (Form 01)
   **Certified copy issued by the Register of Companies.**
3. Articles of Association with Signatures of the Directors.
4. Photo Copies of the National Identity Cards of the Directors.
   - BOI Registration certificate and BOI Agreement (For BOI companies)

**• COMPANIES INCOPERATED OUTSIDE IN SRI LANKA.**

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<tbody>
<tr>
<td>Address (Form 44)</td>
<td>Address (Form 56)</td>
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<tr>
<td>Directors (Form 45)</td>
<td>Directors (Form 57)</td>
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<tr>
<td>Authorized Person (Form 46)</td>
<td>Authorized Person (Form 58)</td>
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<tr>
<td>Incorporation Certificate (Form 42)</td>
<td>Incorporation Certificate (Form 75)</td>
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Articles of Association with Signatures of the Directors.
Form 44 & Form 56 Should be certified copies issued by the Register of companies

**• ANY OTHER PROJECT**

1. Request Letter of Project Director
2. Project Agreement

**N.B.**
1. TIN Certificate is issued only once.
2. If an authorized person comes to collect the certificate he/she should produce a Photo copy of his/her Identity Card along with an authorized letter from the person Concerned.