

APPLICATION TO OBTAIN ACCESS TO SRI LANKA CUSTOMS ASYCUDA SYSTEM

1. NAME WITH INITIAL

1.1 PREFERRED NAME

2. DESIGNATION

3.1 OFFICIAL ID No.

3.2 SALARY No.

4. PRESENT PLACE OF WORK:

5. PHONE NUMBER: OFFICIAL PERSONAL

6. NATIONAL IDENTITY CARD No.

7. E-MAIL

8. PERMANENT ADDRESS

9. FUNCTION/ DUTIES OF THE OFFICER (Please tick the functions required)

ASyCuDa

Key-in /Amend/ Cashier		Release Order		Exam Yard		Currency Declaration		Detain	
Broker		Container Pass		Exit Note LCL		Blend Sheet		Reports	
View Only		Gate pass- CHA		Exit Note (DDC)		CDN		TIN Registration	
Manifest		Gate pass- NCT		Bank Guarantee		Lock/ Unlock		OGA View	
Cancellation		Gate ACKN (Yard In / Out)		Remittance		Block/ Unblock		OGA (Approval/ Report)	

Remarks/ Comments:

10. ROSTER DUTIES: RCT BIA AIR CARGO

DDC (ICT)/ SC (ICT),

Please authorize the above officer, whose signature appears below, a suitable level of access to the ASYCUDA system. A total number of ___ functions/duties as per paragraph 09 above, are handled by the said officer.

.....
Signature of the
User Officer

.....
Date

.....
DDC/ SC/ Director/ Controller/ Manager
of Respective Organization & Stamp

ASC (ICT),

Authorize the above person a suitable level of access as requested above.

.....
DDC / SC (ICT)

DDC (ICT)/ SC (ICT),

I obtained the authority to access the ASYCUDA system under the user name in combination with above 1.1 and 3.1/ 3.2

Further, I agree to the following conditions.

1. I undertake to secure the confidentiality of my password.
2. I undertake the total responsibility for the use of my user name/s and any activity done in the system using the same.
3. I undertake to inform you in advance of any of my transfers to different Divisions/branches/ Directorates, retirement, termination or suspension of service so as to make this user name/s non operative.

.....
Date

.....
Signature of the User Officer