

NOTICE TO ECONOMIC OPERATORS RENEWAL OF CUSTOMS ACCESS PASS

1. FURTHER TO THE NOTICE ISSUED ON 13TH APRIL 2022 WITH RESPECT TO CUSTOMS ACCESS PASS, CUSTOMS CLERKS, IMPORTERS, EXPORTERS AND AGENTS ARE HEREBY INFORMED THAT THEY NEED TO SUBMIT THEIR APPLICATION FOR THE RENEWAL OF THEIR CUSTOMS ACCESS PASS IN A TIMELY MANNER.
2. FOR RENEWAL OF CUSTOMS ACCESS PASS, THE CONCERNED ECONOMIC OPERATORS SHOULD SUBMIT THE FOLLOWING DOCUMENTS:
 - APPLICATION GENERIC FORM - MRA/CUS/TFCC/REG/EO
 - APPLICATION FORM FOR CAP - MRA/CUS/TFCC/REG/EO 11
 - NATIONAL IDENTITY CARD - ORIGINAL + COPY
 - LETTER FROM EMPLOYER CERTIFYING THAT THE PERSON IS EMPLOYED BY THE COMPANY
 - **CERTIFICATE OF CHARACTER (NOT OLDER THAN 3 MONTHS) - ORIGINAL + COPY**
 - PROOF OF ADDRESS FOR HOLDER OF THE ACCESS PASS (UTILITY BILL NOT OLDER THAN 3 MONTHS)
 - CONTRIBUTION OF CSG BY EMPLOYER FOR HOLDER OF ACCESS PASS FROM MRA
 - DOCUMENTARY EVIDENCE FROM REGISTRAR OF COMPANIES FOR DIRECTORS WHERE THERE IS NO CONTRIBUTION OF CSG
3. THE APPLICANT SHALL RETURN THE PREVIOUS CUSTOMS ACCESS PASS ISSUED.
4. UPON APPROVAL OF THE APPLICATION THE APPLICANT SHALL PAY THE RENEWAL FEE OF RS400 FOR THE CUSTOMS ACCESS PASS.

FOR FURTHER INFORMATION AND ASSISTANCE, YOU MAY CONTACT THE REGISTRATION UNIT, MRA CUSTOMS ON 202 0500 EXTENSIONS 7344/7326/7327/7329.