

RIP

1. Application signed by Director / Owner
2. Registration request
3. Board resolution (No Objection Letter)
4. Credit Voucher Collector's (Two person) ID Copies
5. Credit Voucher Authorized Signatures (More than 2 person) – Letter with sample signature as following schedule

Name	ID No.	Signature

6. TIN Certificate
7. VAT Certificate
8. BRC
9. Form 1 / Form 40 with Director's ID Copies
10.
 - Export License issued by Export Development Board
 - Registration Certificate of Tea Board, Coconut Cultivation Board or Jem and Jewellery Authority which ever relevant
11. VAT returns – 3 Copies
12. RIS list
13. RIS Registration Certificate
14. Purchase Order
15. Local Purchase Invoice
16. Bank Statements to relate VAT Returns
17. Custom Documents
18. Deed / Rent Agreement / Lease Agreement
19. Authorization Letter with ID Copies
 - 22(7) - SCIR Letter
 - Special Project - Ministry Approval / Secre. Letter
 - Strategic Development Project – Gazette / Secre. Letter / BOI Agreement
 - Export (more than 50%) - VAT returns – 3 Copies