

Bank Code:

**B3-1 Application to Obtain Access to Sri Lanka Customs ASYCUDA System – Bank Users
(User Account Application)**

Important : Please read instructions in **Registration Procedure for DTI facilities.** (Fill both B 3-1 and B 3-2)

1. Bank Details

1.1 Name of the Bank

1.2 Address of the Bank

1.3 Bank VAT No 1.4 Bank Code

1.5 Telephone No. Mobile 1.6 Land Phone

1.7 Official E-Mail

1.8 Contact Person

2. User Employee Details

2.1 Name

2.2 Address.....

2.3 NIC Number(Please photocopy the NIC/DL overleaf)

2.4 Designation 2.5 Employee No

2.6 Mobile 2.7 Personal E mail/s :

2.8 Contact Number of the immediate supervisor (Mobile)

DDC (ICT) /SC (ICT).

1. I certify that the above details are true and correct. Please authorize the User Employee mentioned in 2 above , whose signature appears below, a suitable level of access to the ASYCUDA system.
2. I ensure that the User Employee is informed about the Bank User Policy of the Sri Lanka Customs and will take all necessary actions to ensure compliance.
3. In case of any transfers, termination of service of the said User Employees, I undertake to duly inform Sri Lanka Customs, in order to suspend the access to the ASYCUDA system.

.....
Signature of the User Employee

.....
Authorized Signatory of the Bank
and the official Stamp

ASC(ICT),

Please authorize the above person a suitable level of access.

.....
DDC(ICT) / SC (ICT)

DDC (ICT) / SC (ICT),

System access authorized to the above person for the user group

at..... bank code.

.....
ASC (ICT)

I received the DTI User Policy (B 3-2) of the SLC, read over, understood and undertake to comply with the said Policy.

1. Entered the password under the Username/s for the bank code

.....
Date

.....
Signature of the User Employee

Bank User Policy of the Sri Lanka Customs (SLC)

General

1. The Bank User, a person authorized by the Bank to access the ASYCUDA System (herein after called as User), will be issued a Username (User ID) protected by a confidential Password known only to the said User.
2. Users are responsible for protecting confidentiality of user identification and passwords.
3. Users are required to enter their username and password in order to log into Asycuda System.
4. The User **must not share** the Password with anybody else and should avoid writing their password.
5. If it is believed that someone else has the knowledge of a user's password, or is using an account other than their own, the password should immediately be changed and ICT Division should be immediately notified.
6. If a password is forgotten or needs to be reset, the Users must then contact the ICT with an authorization letter from the Authorized Signatory.
7. Passwords should not be sent via e-mail.
8. From time to time SLC may post new terms of service that will become binding and it is the responsibility of the users to periodically check for new Terms of Service.

Password Requirements

1. It must have a minimum of eight (8) characters.
2. It must not contain all of part of the user's account name.
3. It must contain characters from at least three of the following four categories:
 - a) English Uppercase characters (A through Z)
 - b) English Lowercase characters (a through z)
 - c) At least one number (0-9)
 - d) Non-alphanumeric characters (example:!,\$,#,% ,^)
4. Never use the person's name or any word that could be found in the dictionary. Breaking up words with special characters or numbers is an easy way to avoid this.

Legislative Obligations:

Any violations of provisions of the Computer Crimes Act No. 24 of 2007 and other relevant Acts may result in prosecution of the offender in terms of the provisions of the said acts.

Date

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Signature of the User Employee