

Application Number



Department of Sri Lanka Customs

Certificate Course for Customs House Agents-2025-I

APPLICATION FORM (*Refer Instructions in Page 3)



1. Name in Full:

2. Name with Initials:

3. N.I.C. No. :

4. Date of Birth:

5. Address (Permanent):

6. Contact Details:

• Mobile Number (with Whatsapp):

• Email Address(Personal):.....

7. Educational Qualifications: (Refer "Eligibility Criteria" in Page 3)

(i). G. C. E. Advanced Level Qualifications: Year:

Subject	Grade

Affix
3.5 x 4.5 cm
size
Colour
photograph
here

For Official Use Only
Payment Received

Shroff

REGISTRATION NUMBER

(II) Highest English Qualification: (mark X)

English Language in GCE O/L	
General English in GCE A/L	

- Year :-
- Grade Obtained :-.....

8. Highest Educational Qualification:

9. Present Employment / Position:

10. Preference in joining the course (mark X)

Classroom	
Online	

I do hereby declare that the above particulars furnished by me are true and correct and agree to the terms and conditions stated at Page 3.

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Date

.....

Signature of Applicant

FOR OFFICE USE ONLY

1) Verification of Educational Qualifications:

GCE A/L	
English	

Verified By

2) If Rejected, Reasons:

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3) If accepted,

I. SDDC/DDC(HRD)

Applicant has fulfilled the eligible educational requirements. Certificates were verified. Hence may we permit the applicant to make the payment for the course fee and enroll the applicant for the CHA Certificate Course upon payment. Submitted please.

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II. Shroff.

Please Recover Rs . 16,700.00 as course fees for CHA 2025-I Certificate Course.

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ELIGIBILITY CRITERIA

1. Educational Qualifications.

- I. Three(3) Passes in core subjects at GCE A/L Examination
- II. A simple pass or above for English at GCE O/L or General English at GCE A/L

INSTRUCTIONS TO APPLICANTS

1. The Course is scheduled to start from 15/03/2025
2. Application should be filled in Block Capital Letters.
3. Applications will be received at Human Resource Development Directorate(HRDD), 9th Floor, Sri Lanka Customs Headquarters, No 40, Main Street, Colombo 11 from 24.02.2025 (09.00 a.m. to 04.00 p.m.)
4. Only 350 Applicants are to be selected for the certificate course in the order of receiving applications to the HRD Directorate. Closing date for applications is 07.03.2025.
5. 50 applicants will be selected on first come first serve basis, to attend in person in the Customs HRD Auditorium and 300 applicants via virtual mode. (preference shall be mentioned in the application form)
6. The application should be submitted with the originals and certified copies (Certified by a Commissioner for Oaths) of the documents given below.
 - I. Certificates as proof of the Educational Qualifications
 - II. National Identity Card
7. Completed Applications should be initially handed over to Human Resource Development Directorate where the Certificates will be verified and released for the payment of the Course Fee.
8. The Course fee of Rs. 16,700.00 must be paid in full by cash, to Customs Shroff and submit the copy of the receipt to HR Directorate along with the completed application.
9. Completed application could be handed over to SL Customs by a person duly authorized by the applicant.
10. Repeat Candidates must register by filling the application available at the HRD Directorate on or before 07/03/2025. A repeat examination fee of Rs. 2,800.00 should be paid to the Customs Shroff at registration.

TERMS AND CONDITIONS

1. Once paid, the course fee will not be refunded or transferred to be used for any other course or purpose.
2. Only candidates whose attendance is more than 80% will be permitted to sit for the examination.
3. Candidates will be allowed to sit for the examination as a repeater twice.
4. On all matters pertaining to the course and the examination, the decision of the Director General of Customs shall be final.