# PROCEDURE FOR SUBMITTING [NOTIFICATION](http://www.slsi.lk/web/images/PDF_upload/notification%20form.doc)

* 1. The importers and clearing agents shall register with SLSI for on-line submission of Notification. The relevant Application is available in the SLSI website [www.slsi.lk](http://www.slsi.lk/). Once the registration is completed SLSI will issue a ‘User name’ and a ‘Password’ to the Importer and the Clearing Agent to log into the On-line system of Compulsory Import Inspection Scheme of SLSI [www.nationalsinglewindow.gov.lk.](http://www.nationalsinglewindow.gov.lk/)
	2. The importer should submit a duly filled notification form via Online System or manually (FM-II- 01) with a special permission by D(QA). It should have accompanied with scanned copies of the following supporting documents in working language of Sri Lanka (English) by giving sufficient time frame to inspect the consignment.
		1. Commercial Invoice
		2. Packing List indicating the batch numbers and the quantity from each batch included in the consignment.
		3. Original Bill of Lading
		4. Original DO if required.
		5. Customs Declaration with customs entry number. In case, if the importer is not in a position to submit custom entry number at the time of submission of the notification, bank stamped invoice shall be submitted.
		6. Acceptable COC s or QCs if any. If the consignment consists of several batches and different designs, quality certificates shall be provided for each batch and design.
	3. A separate notification shall be submitted for each item covered by different standards and for each invoice.

* 1. The notification form shall accompany a copy of the COC or QC as indicated in Clause 1.2 for the consignments falling into categories 1 to 3 to indicate the conformity of the consignment to the relevant Sri Lanka Standards Specification. If acceptable COC or QC is available for the consignment, the original of the Pre-Export COC or QC shall directly be sent to SLSI by the certifying agency. An advanced copy may be emailed to dqa@slsi.lk or faxed directly to the SLSI (Fax No.: **0094-11-2671579 / 0094 - 11- 2671512**) to expedite the processing. In instances where Pre-Export COC or QC is emailed /faxed to the SLSI, same shall be followed by the original certificate.
	2. On receipt of the Notification form via on-line, the SLSI will decide whether the particular consignment should be subjected to inspection / sampling for testing or not. Once the decision appears in the status column of the online System of Import Inspection Scheme as “Invoiced”, the importer shall pay the fee applicable, to the Account No 83973974, “Sri Lanka Standards Institution”, Bank of Ceylon, Super Grade Branch, Borella.
	3. A Notification of an already cleared consignment cannot be considered as COC or QC for any purpose. Any importer or any other party shall not use the Notification as a certificate to market the imported product.