



இந்துசமய, கலாசார அலுவல்கள் திணைக்களம்
 හින්දු ආගමික හා සංස්කෘතික කටයුතු දෙපාර්තමේන්තුව
 Department of Hindu Religious and Cultural Affairs



APPLICATION FOR WAIVER OF CUSTOMS DUTY

INSTRUCTIONS

Duty Waiver for Statues and Pooja items for registered temples which are donated by persons, for the use of temples only is recommended by the Department. The Following documents have to be submitted.

1. Letters in English requesting Duty Waiver by the temple Authorities, Containing the details of the Statues or the Pooja items addressed to
 - i) The Director, Department of Hindu Religious & Cultural Affairs, Colombo - 04.
 - ii) The Secretary, Ministry of Buddhasasana & Religious Affairs, Colombo - 07.
 - iii) The Director, Department of Trade, Tariff & Investment Policy, Colombo - 01.
2. Duly Completed form issued by the Department.
3. A donation letter mentioning about the things are donated to the temple (by a foreign donor or an Institution)
4. Proforma Invoice received in the Name of the temple.
5. Copy of the Bill of Lading
6. A copy of the Freight Details

(3 Sets of all the above documents)

01.	Name of The Temple	
02.	Address	
03.	Registration No. of Temple	
04.	Details of goods for which duty exemption is sought	
05.	State the Value of goods (in Indian or Us Dollars)	
06.	How will the Money is remitted? Give details of import	
07.	Details of tax exemption granted previously (if any)	
08.	Justification of Waiver tax	
09.	Details of Documents attached	
10.	Signature	
	Date : 201...../...../.....	(Rubber Stamp of the Temple)

The documents to be checked by Subject Clerk

- 01. Letters in English addressed to
 - i) The Director, Department of Hindu Religious & Cultural Affairs, Colombo – 04.
 - ii) The Secretary, Ministry of Buddhasasana & Religious Affairs, Colombo – 07.
 - iii) The Director, Department of Trade, Tariff & Investment Policy, Colombo – 01.
- 02. Duly Completed form
- 03. A donation letter (by a foreign donor or an Institution)
- 04. Proforma Invoice received in the Name of the temple.
- 05. Copy of the Bill of Lading
- 06. A copy of the Freight Details

Subject Clerk

Date: 201...../...../.....

The Director's Recommendation

The Secretary,
Ministry of Buddhasasana & Religious Affairs
Colombo – 07.

Recommended and Forwarded for your perusal please

Director,
Department of Hindu Religious & Cultural Affairs

Date: 201...../...../.....

(Rubber Stamp)

The Secretary's Certification

The Director General,
Department of Trade, Tariff & Investment Policy,
Ministry of Finance and Planning,
Colombo – 01.

Recommended / not Recommended

Secretary,
Ministry of Buddha Sasana & Religious Affairs

Date : 201...../...../.....

(Rubber Stamp)