



<b>FOR OFFICE USE ONLY</b>				Document Version: 1.0			
Customer Id		Acct No/Notes					
Enterer Signature		Verifier Signature					
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				M	Y	Y	Y

## Declarant Pre-Registration Form for Online Storage Payments

**\*\*\*Please see the guidelines.**

### 1. Company Details

Declarant company details

Company Name <i>[The establishment which is declared as Declarant to the Customs Department in case of delivery of cargo]</i>	
Company Address	
Company TIN Number	
Declarant CHA Number/s	
Company Telephone Number	
Company Email Address	

### 2. Declarant Details

Declarant Name	
Designation	
Contact Number	
Email Address	

### 3. Terms and Conditions

Please read and agree to our Terms and Conditions bellow

<b>Terms and Conditions</b>	<b>Privacy Policy</b>
Visit <a href="https://www.sagt.com.lk/terms-conditions.html">https://www.sagt.com.lk/terms-conditions.html</a>	Visit <a href="https://www.sagt.com.lk/privacy-policy.html">https://www.sagt.com.lk/privacy-policy.html</a>

**3.1 RESPONSIBILITIES FOR SECURITY**

We as the Declarant company is aware that it is our responsibility to obtain and maintain any equipment which may be necessary for using SAGT Online Payment facility, in proper working condition and with adequate safeguards against malicious threats to such equipment or to SAGT Online Payment facility.

We shall and will set up and maintain adequate measures to safeguard SAGT Online Payment facility (including all information and data relating to payments) from disclosure to, and from access or use by anyone who is not authorized to do so.



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We shall inform SAGT immediately in writing, authenticated e-mail or via the e-mail address stated in this application, if we become aware of any unauthorized use of or unauthorized access to SAGT Online Payment facility by any party who is not authorized by us to do so through the User ID's issued to us by SAGT and the Password/s of our Delegate/s. Until such notification is received by SAGT, we are solely liable for the transactions executed using such User ID's and passwords.

We further undertake to and assure SAGT that we shall not divulge or disclose any details pertaining to our account numbers, User IDs, passwords or any other details pertaining to or relating to our account/s and/or SAGT Online Payment facility used by us to any party and here by absolve SAGT from any liability arising out of any such divulgence or disclosure done by us and/or these delegates intentionally or unintentionally.

**3.2 OBLIGATION TO KEEP SAGT ONLINE PAYMENT FACILITY INFORMATION CONFIDENTIAL**

We shall keep all User ID's assigned to us and cause the Passwords created by our Delegates for this purpose to be kept strictly confidential and undertake not to reveal such information to any person at any time or under any circumstances except to the extent of disclosing the User ID's to the relevant Delegates.

We shall keep all information, techniques, data and designs relating to SAGT Online Payment facility completely confidential. We shall not disclose any of them to any other party.

**3.3 CHANGING THE TERMS AND CONDITIONS**

We agree that SAGT shall at any time be entitled to amend, supplement or vary any of these terms and conditions and at its absolute discretion or when it deems necessary with notice to us and such amendment, supplement or variation shall be binding on us.

SAGT shall determine the privileges attached to the use of SAGT Online Payment facility and shall have absolute discretion to change, vary, add or amend these privileges and conditions attached thereto, from time to time, as SAGT deems fit.

SAGT may from time to time introduce new facilities / options into SAGT Online Payment facility. We hereby agree to abide by the terms and conditions applicable to such services, though added subsequent to this application made by us whether or not we expressly register to avail ourselves of such services.

We have read and agree to the terms and conditions above.

We here by certified that above finished details are true and accurate to the best of my knowledge.

.....  
 Signature on Company Seal                      Name of the Declarant                      Designation                      Date

### **Follow the guidelines given bellow to register with SAGT Online payment facility**

#### **Step 1:**

Fill the form with relevant information and submit the form with **Company Request Letter** with copies of **Company TIN Certificate** and **Declarant CHA** to SAGT Doc Center at 15, Lotus Road, Colombo 1.

#### **Step 2:**

After receiving the confirmation for the pre-registration, visit <https://eport.sagt.com.lk/Account/Register/ConsigneeDeclarant.aspx> and register as a Declarant.

#### **Step 3:**

After receiving system access confirmation from Doc Center, visit <https://eport.sagt.com.lk/DCPayments/Login/> and login to the payment facility with your user id and the password.

Read the User Guide provided within the payment facility to know what features available and how to use those features.