

**REQUEST FOR OBTAINING A RECOMMENDATION TO IMPORT
PETROLEUM RELATED PRODUCTS****1. Industry Information**

1.1 Name of the Industry: (If you are a business entity please state the name of the company.)

(Fill in Block Letters)

1.2 Business Registration No. (If relevant):

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1.3 Address of the Head Office:

(Fill in Block Letters)

1.4 Name of the Contact Person:

1.5 Designation of Contact Person:

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1.6 Contact Details:

Mobile:

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Telephone:

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Email:

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2. Details of Items

S. No	Performa Invoice No.	Invoice Date	Name of the Item (Trade, Generic)	H.S. Code	Quantity	Value ()
01						
02						

2.2 Country of Origin :

2.3 Exporter /Country of Shipment :

2.4 Details of the Supplier :

Supplier Name	Address	Country

3. Are you registered under the Ministry of Industries?

Yes ☐ No ☐

3.2. Registered No:

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4. Any other registration? If yes specify (e.g. BOI) Certifications if any (Eg. ISO, GMP, HACCP etc.)

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4.2. Registered No:

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5. Site Information.

	Address	Date of Commencement
Factory Unit 1		
Factory Unit 2		

6. Annual Production Information:

Product Name	Units	Quantity	Sales		Approximate Qty of the Petroleum Product per Unit
			Domestic (LKR)	Export (USD)	
1.			Q:	Q:	
			V:	V:	
2.			Q:	Q:	
			V:	V:	
			V:	V:	
			V:	V:	

(Q= Quantity V= Value) (If you have future sales orders of the company, attach the documents)

7. Petroleum Product Usage Information

Name of the Petroleum Products	Annual Requirement	
	Quantity	Value (USD)

7.2. Briefly explain the production process

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7.3. briefly explain the application of the petroleum products

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8. Investment (USD):

9. Annual Turnover (USD):

10. Any Special Remarks to mention

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11. Declaration

I certify that the above particulars are true and correct to the best of my knowledge.

- (i) Name:
- (ii) Designation:
- (iii) Signature and stamp

12. Recommendation

We hereby attest to the accuracy of the information provided by the
(Company Name)

- (i) Name of the Government Entity:
- (ii) Name of the Officer:
- (iii) Designation:
- (iv) Signature and Stamp:
- (v) Date:

Check List

1. Registration Certificate under the Ministry of Industries or Business Registration and the Association's Article or BOI registration.
2. Request a letter with details of your annual production capacity, Petroleum Products consumption for manufacturing and justification.
3. Future Sales orders of the company (If possible, submit the details of your dealers to whom you are supplying).
4. MSDS of the petroleum product
5. Details regarding the selling parties should be included if petroleum products are sold directly to third parties.