APPLICATION EVALUATION PROCESS

1. Fill out the Google Sheet with your application data using the link:
   https://www.sltda.gov.lk/en/criteria-and-application-for-vehicle-import

2. Call SLTDA 011-2426836 / Hotline - 1912 to get an appointment to submit the application.
   - If you are unable to come on the given time slot need to re- schedule the

3. Hand over your duly completed application
   Place: 3rd Floor, HR Division, SLTDA.
   Requirements: All required documents including one set of duplicate copies

4. Accept the Application
   - Fill out the check list
   - Accept the documents if all are in order

5. Provide the customer with a document acknowledgment

6. Review the details of:
   - section 1 – up to 1.1 to 1.10
   - Section 2 – Up to 2.1 to 2.8
   - All the details of Section 4
   With the Attachment 1,2, 3, 4 and 5 along with the SLTDA System

7. Go ahead if the Checking requirements are in order

8. If the application is rejected; inform the customer via email indicating the reason.

9. Review the details in the application:
   Section 1 – 1.11
   Section 3 - 3.1. to 3.2
   With the Attachment 6, 7 and 8

10. Go ahead if the Checking requirements are in order

11. If the application is rejected; inform the customer via email indicating the reason.

12. send recommendation to MOTL in prescribed format

Customer

SLTDA

1st Screening by SQA Division

2nd Screening by Finance Division

3rd Screening by S&QA Division