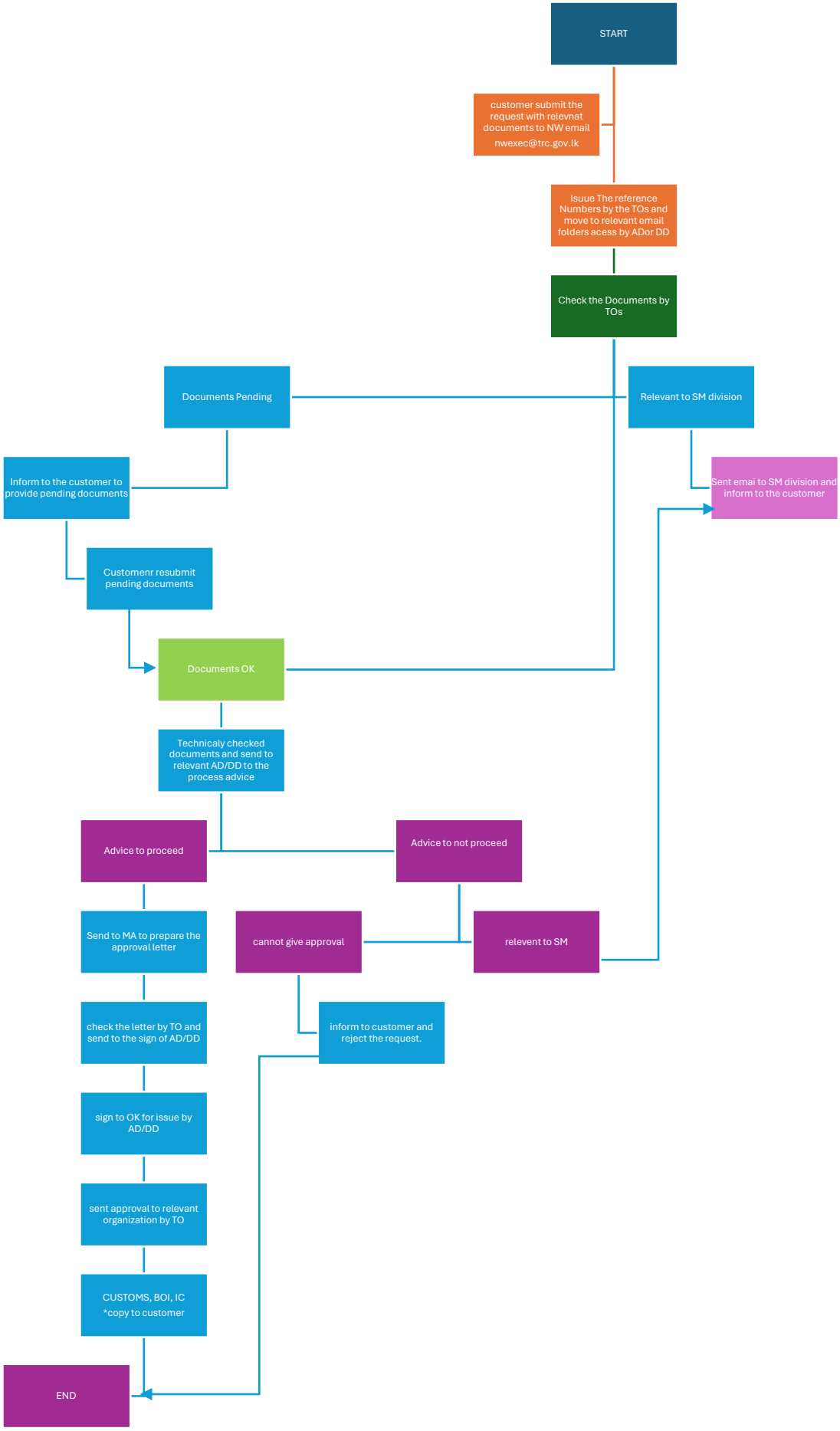
START
customer submit the request with relevnat documents to NW email nwexec@trc.gov.lk
Isuue The reference Numbers by the TOs and move to relevant email folders acess by ADor DD
Check the Documents by TOs
Documents Pending
Relevant to SM division
Inform to the customer to provide pending documents
Sent emai to SM division and inform to the customer
Customenr resubmit pending documents
Documents OK
Technicaly checked documents and send to relevant AD/DD to the process advice
Advice to proceed
Advice to not proceed
Send to MA to prepare the approval letter
cannot give approval
relevent to SM
check the letter by TO and send to the sign of AD/DD
inform to customer and reject the request.
sign to OK for issue by AD/DD
sent approval to relevant organization by TO
CUSTOMS, BOI, IC
*copy to customer
END