



UPGRADE OF IMEI VERIFICATION SYSTEM PROJECT- TRCSL

Training Manual for TRCSL Vendors



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1. Introduction

This manual is designed to guide vendors through the essential processes of registering and managing their accounts, applying for vendor licenses, and tracking application statuses within the Telecommunication Regulatory Commission of Sri Lanka (TRCSL) online portal.

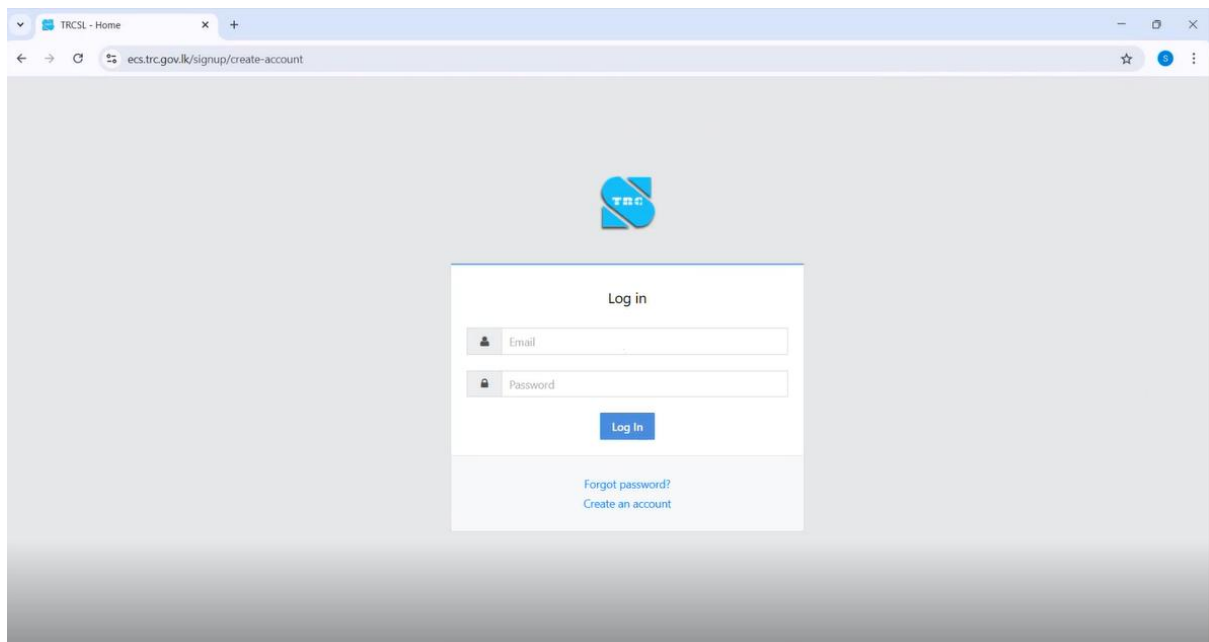
Vendors are required to ensure full compliance with TRCSL regulations throughout their operations. This includes the critical practice of purchasing and dealing only with IMEI-registered devices, which ensures that all telecommunication devices comply with national regulations for security and network integrity.

This training manual will provide step-by-step guidance on navigating the TRCSL vendor portal to successfully meet these requirements and facilitate smooth business operations with TRCSL.

2. Accessing TRCSL Vendor Portal

- Open your preferred web browser. (We recommend using Google Chrome for the best experience).
- Go to the TRCSL vendor portal URL: <https://ecs.trc.gov.lk/login>

The login page will appear as shown in below.



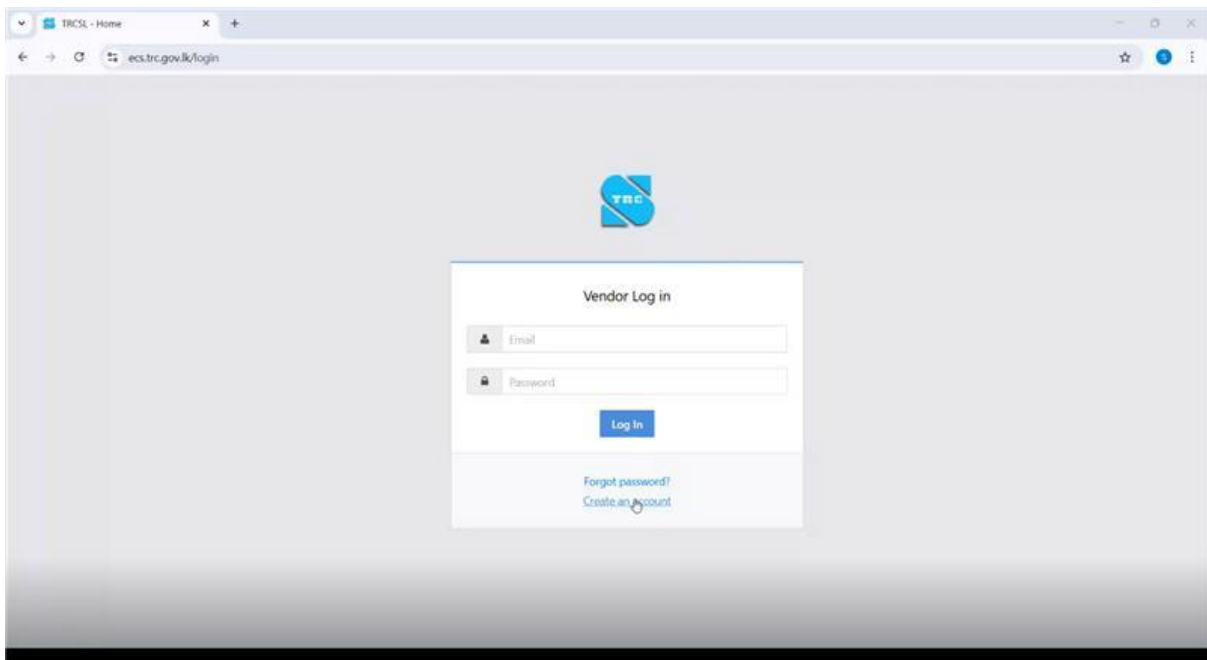


3. Vendor Registration Process

- New users must create an account before login.

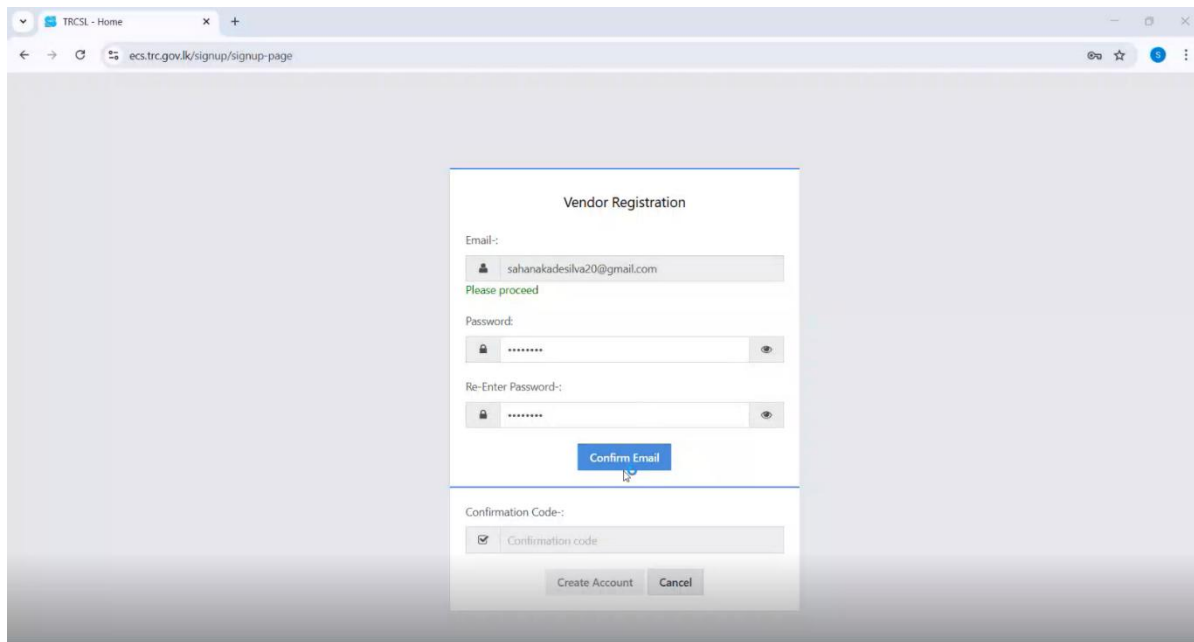
Step 1: Navigate to Create Account

- Click on located near the login form as shown as below.



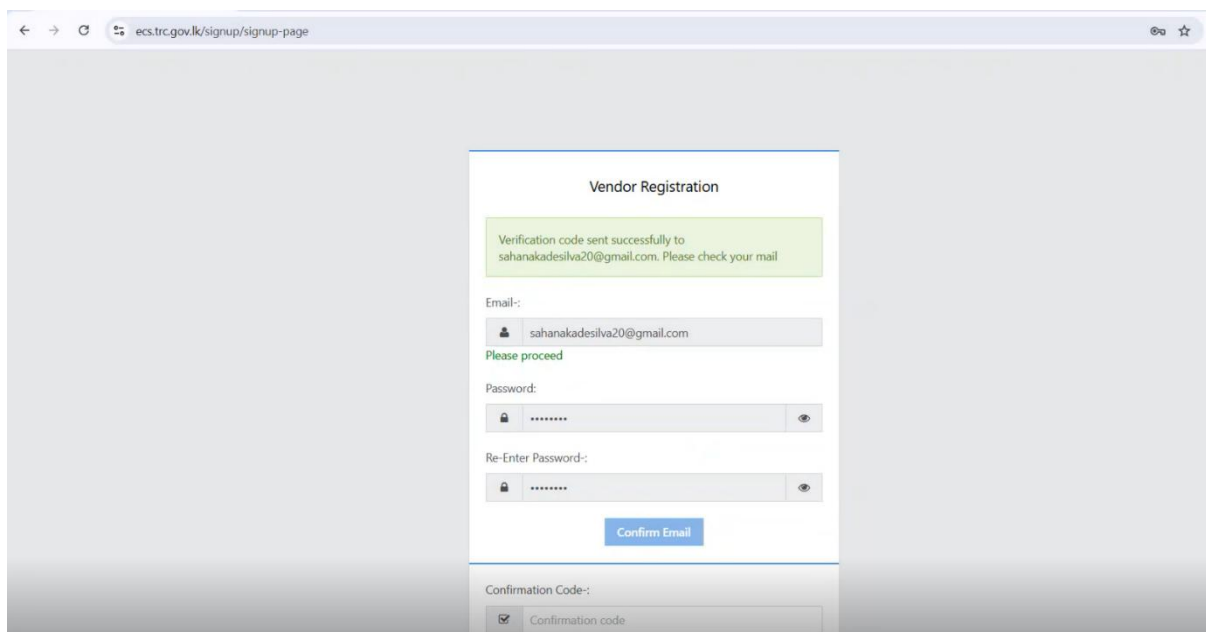
Step 2: Fill the Vendor Registration Form

- Email: Provide your valid email address
- Password: Enter a secure password.
- Re-Enter Password: Confirm your password by typing it again.
- Click the blue "Confirm Email" button. This sends a verification code to your email.



Step 3: Email Verification

- After clicking "Confirm Email," a green success message appears: "Verification code sent successfully to your provided email. Please check your mail."
- Check Your Email: Open your inbox and locate the email from TRCSL.





Step 4: Verification Code

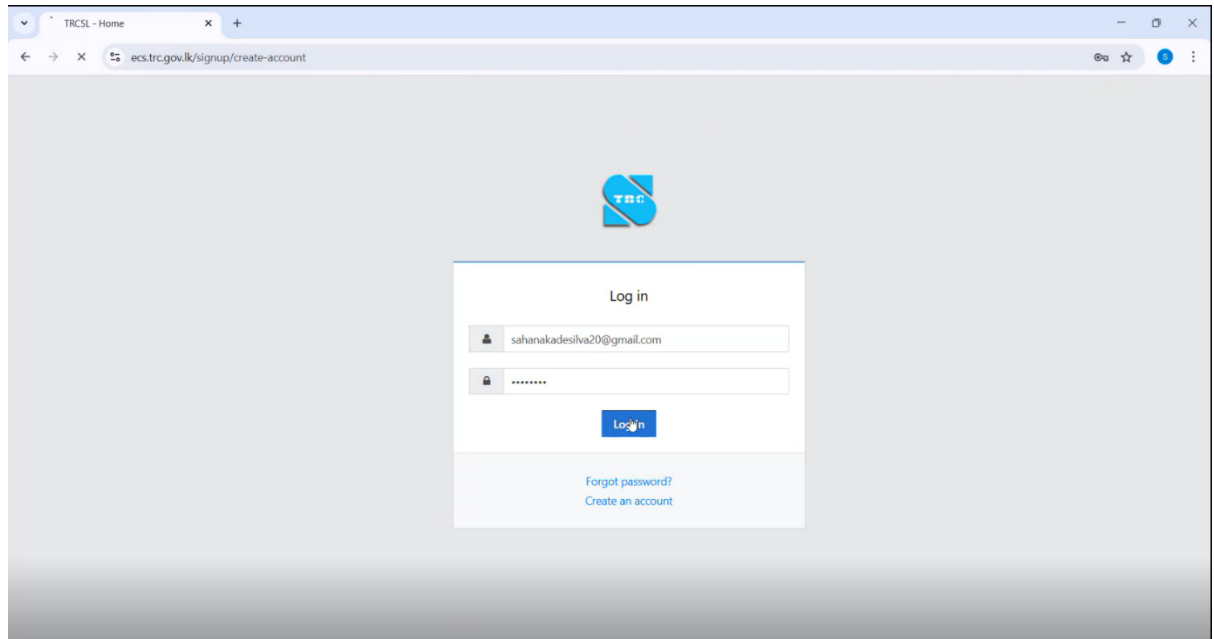
- Enter the Code: Return to the portal and input the 6-digit code in the "Confirmation Code" field.
- Create Account: Click the blue "Create Account" button.

The screenshot shows a web browser window with the URL `ecs.trc.gov.lk/signup/signup-page`. The page is titled "Vendor Registration". A green message box states: "Verification code sent successfully to sahanakadesilva20@gmail.com. Please check your mail". Below this, the "Email" field is populated with `sahanakadesilva20@gmail.com` and has a "Please proceed" status. The "Password" and "Re-Enter Password" fields are both masked with asterisks. A "Confirm Email" button is located below these fields. The "Confirmation Code" field is checked and contains the code `544986`. At the bottom, there are two buttons: "Create Account" (highlighted in blue) and "Cancel".



4. Login to the Portal

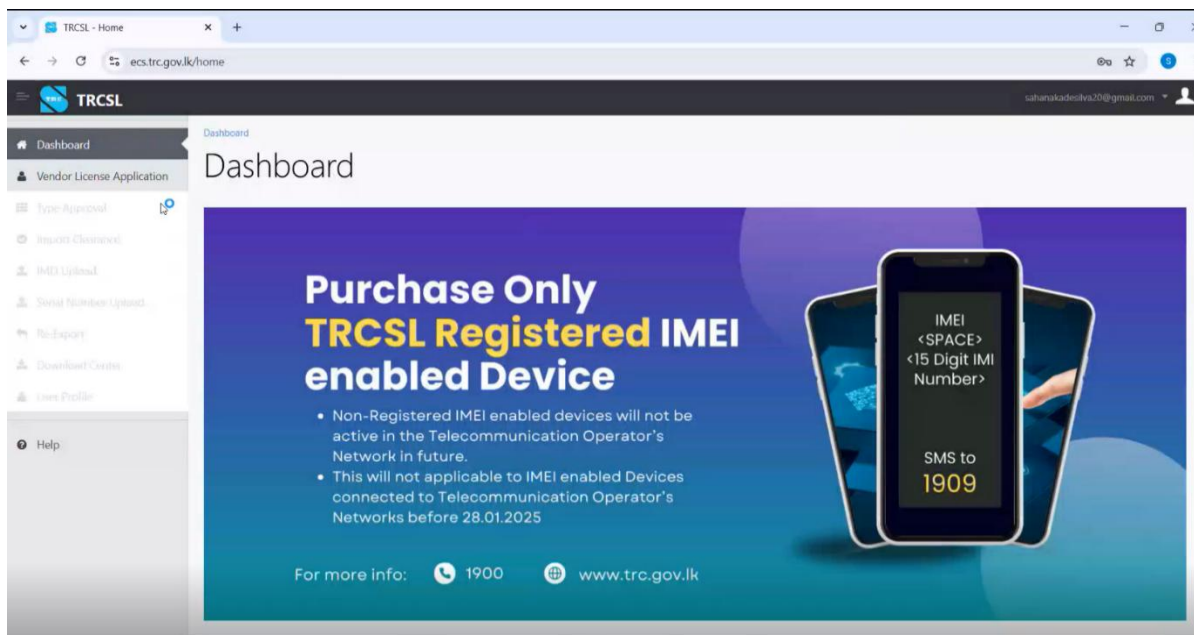
- Email: Enter your registered email.
- Password: Enter your password.
- Submit: Click the blue "Log In" button.



5. Overview of Vendor Dashboard

Upon successful login, you will see the main dashboard with the following sections.

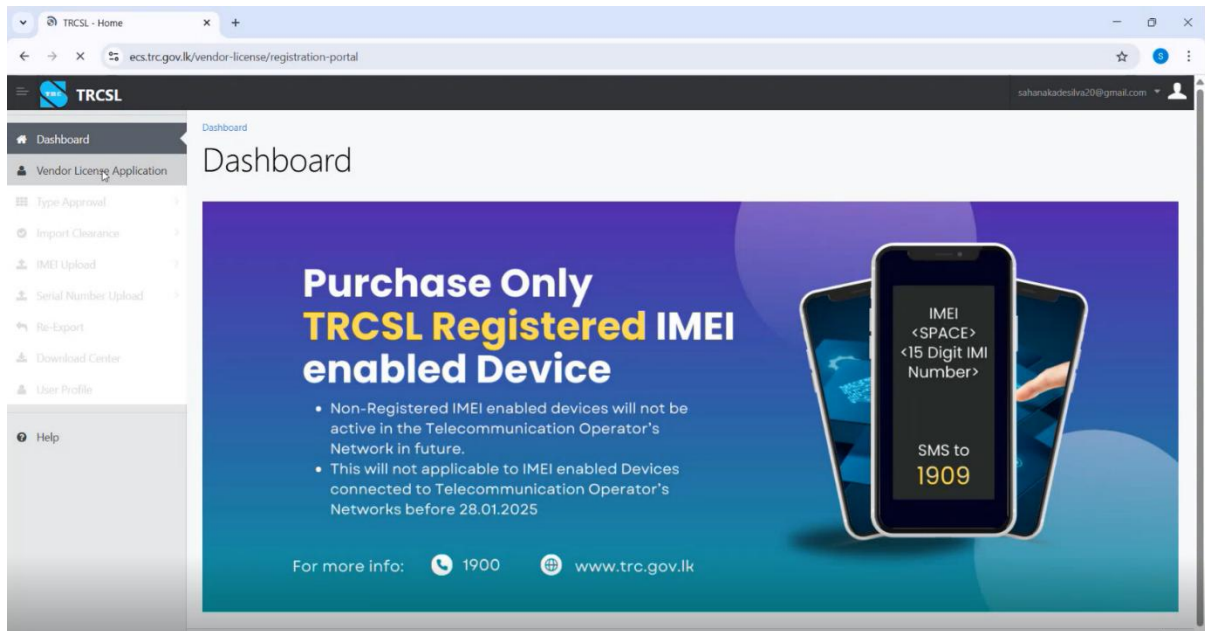
- Top Bar: TRCSL logo, Dashboard title, user profile dropdown
- Sidebar Menu:
 - Vendor License Application
 - Type Approval
 - Import Clearance
 - IMEI Upload
 - Serial Number Upload
 - Re-Export
 - Download Center
 - User Profile
 - Help
- Main Banner:



6. Vendor License Application

Step 1: Navigate to Application

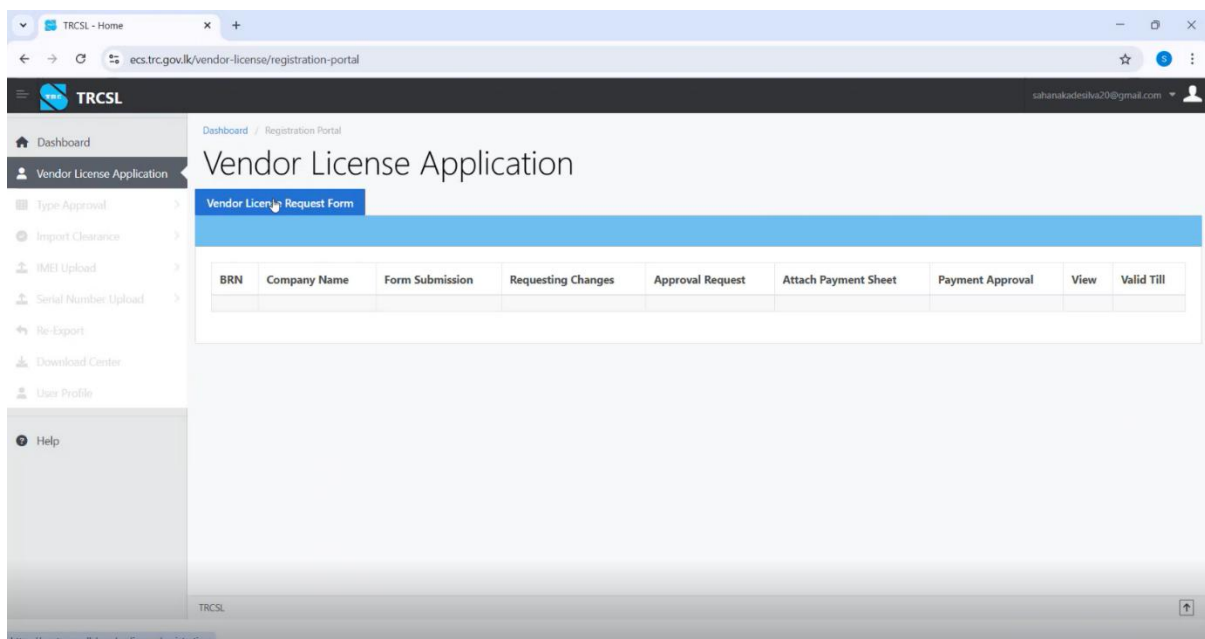
- Click "Vendor License Application" in the sidebar.



The page loads with a table for existing applications (initially empty for new users).

Step 2:

As a new user you have to click on "Vendor License Request Form" to start a new application.





Step 3 : Fill the Application Form

- Now you are in "Application for Issue of Vendor License" form Screen shown as below.
- The application form for issuing a vendor license requires the following details.

Section 1: Company Details:

- Company Name
- Business Registration Number
- Registered Business Address
- Telephone

TRCSL - Home

ecs.trc.gov.lk/vendor-license/registration

Dashboard / Registration Form

Application for Issue of Vendor License

Application Form

To be filled by the Vendor.
(Refer the list of document to be attached for the registration form before filling)

1. Company Details

Company Name: Techno Pvt. Ltd

Business Registration Number: PV00234567

Registered Business Address: 25/4 Vajira Road, Colombo 04

Telephone: 0117211333

2. Contact Details

Name of Contact Person:

Designation:



Section 2: Contact Details:

- Name of Contact Person
- Designation
- Mobile Number
- Email.

Section 3: Purpose/Activity for which a Vendor License is Required

- Select checkboxes to specify your activities:
 - Manufacture
 - Import
 - Deal-in, Sale, Offer for Sale
 - Demonstrate, Transfer

The screenshot shows a web browser window with the URL ecs.trc.gov.lk/vendor-license/registration. The page is titled "TRCSL" and includes a "Help" link. The form is divided into sections. The first section contains a "Registered Business Address" field with the value "23/A, Egoda Road, Colombo 04" and a "Telephone" field with the value "0117211333". The second section, titled "2. Contact Details", contains four fields: "Name of Contact Person" (Sahanaka De Silva), "Designation" (Managing Director), "Mobile Number" (0715678414), and "Email" (sahanakadesilva20@gmail.com). The third section, titled "3. Purpose /activity for which a vendor license is required (please tick):", contains four checkboxes: "Manufacture" (checked), "Import", "Deal-in, Sale, Offer for Sale", and "Demonstrate, Transfer".



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- Section 4: User have to select and tick on the required category / categories.

TRCSL - Home

ecs.trc.gov.lk/vendor-license/registration

satishakadesiva20@gmail.com

☐ Demonstrate, Transfer

☐ Hire, Lease

☐ Installation, Maintenance, Repair

4. Please tick the required category/categories

☒ Wired Communication Apparatus and Accessories

☐ Wireless Communication Apparatus and accessories excluding Cellular Phones, Satellite Receivers, GPS Vehicle Tracking Devices.

Do you intend to import only the following items?

☐ Remote Controlled Toys

☐ Others (please specify):

5. Addresses of:

Trading Outlet

Maintenance/Repair Centre

Section 5: Scroll to the "Addresses of" section on the form.

Fill in the Fields

- Trading Outlet: Enter the address of the primary business.
- Maintenance/Repair Center: Provide the address where maintenance or repair services are conducted.
- Stores/Warehouse: Input the address of the storage.



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TRCSL - Home x +
ecs.trc.gov.lk/vendor-license/registration

TRCSL sahanakadesivra2@gmail.com

☐ Others (please specify):

5. Addresses of:

Trading Outlet 25/4 Vajira Road, Colombo 04

Maintenance/Repair Centre 12 Station Road, Colombel

Stores/Warehouse

6. Arrangements for Maintenance, Repair, and After-Sales Service

Professional and Technical Staff

Name	Academic Qualification	Issuing Authority	Experience	
Name	Qualification	Issuing Authori	Experience	+
				-

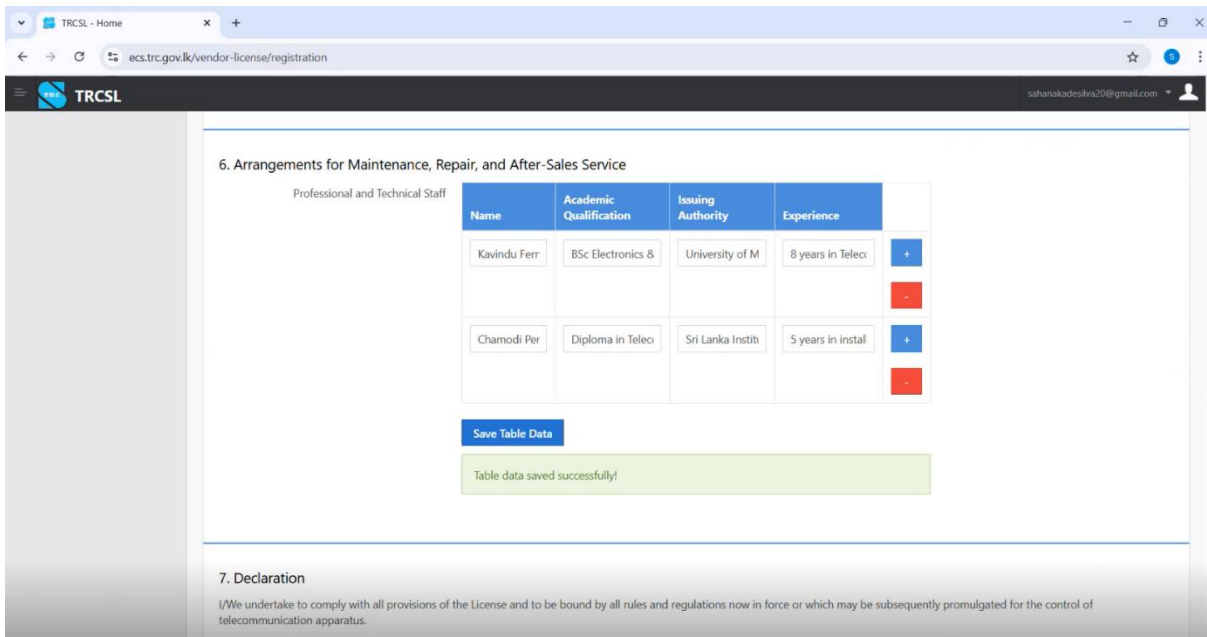
Save Table Data

Section 6: Enter Arrangements for Maintenance, Repair, and After-Sales Service

Proceed to the "Arrangements for Maintenance, Repair, and After-Sales Service" section.

Fill in the Table:

- Click the blue "+" button to add a new row for each professional or technical staff member ,For each staff member:
 - Name: Enter the full name.
 - Academic Qualification: Specify the qualification.
 - Issuing Authority: Indicate the institution or body that issued the qualification.
 - Experience: Provide years or details of relevant experience
- Save Data: Click the "Save Table Data" button to store the entries.
- Delete Rows (if needed): Use the red "X" button to remove any incorrect entries.



6. Arrangements for Maintenance, Repair, and After-Sales Service

Professional and Technical Staff

Name	Academic Qualification	Issuing Authority	Experience	
Kavindu Ferr	BSc Electronics &	University of M	8 years in Telec	+
				-
Chamodi Per	Diploma in Telec	Sri Lanka Institi	5 years in install	+
				-

Save Table Data

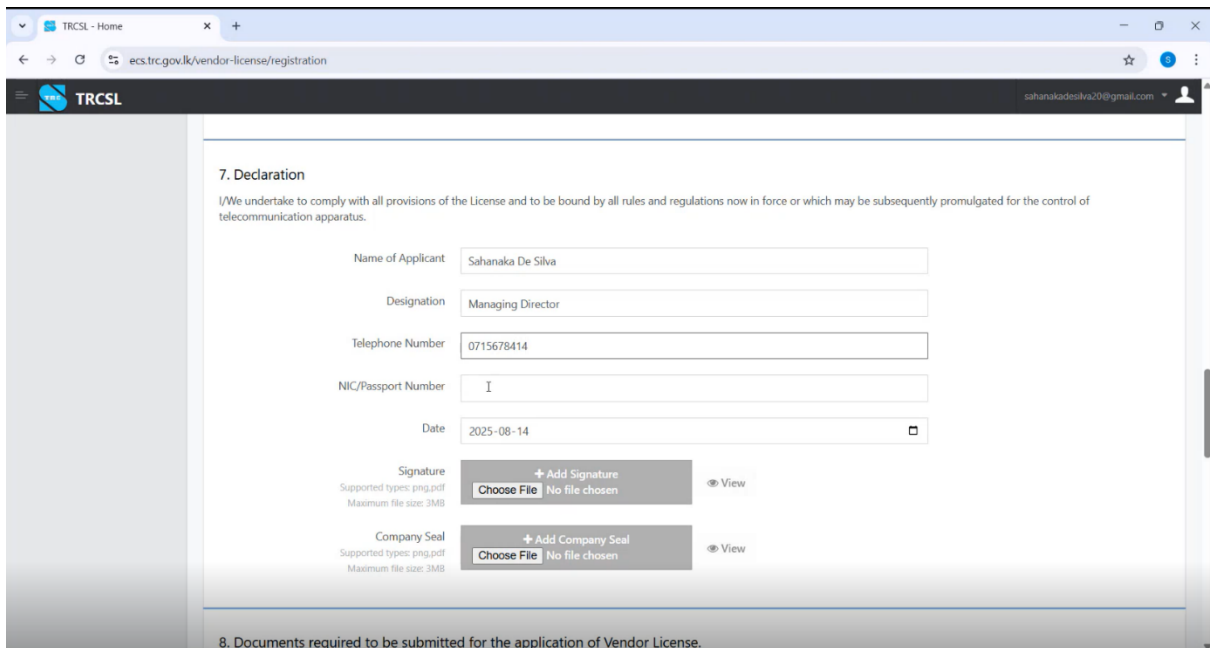
Table data saved successfully!

7. Declaration

I/We undertake to comply with all provisions of the License and to be bound by all rules and regulations now in force or which may be subsequently promulgated for the control of telecommunication apparatus.

Section 7: Declarations.

- Scroll down to the Declaration section.
- Fill in the required fields:
 - Name of Applicant
 - Designation
 - Telephone Number
 - NIC / Passport Number
 - Date
- Upload the following:
 - Signature (PNG or PDF, max size 3 MB)
 - Company Seal (PNG or PDF, max size 3 MB)
- Verify all details and files are uploaded correctly, Shown as following.



The screenshot shows a web browser window with the URL `ecs.trc.gov.lk/vendor-license/registration`. The page title is "TRCSL". The user is logged in as "sahanakadesilva20@gmail.com". The main content area is titled "7. Declaration" and contains the following text: "I/We undertake to comply with all provisions of the License and to be bound by all rules and regulations now in force or which may be subsequently promulgated for the control of telecommunication apparatus."

The form fields are as follows:

- Name of Applicant: Sahanaka De Silva
- Designation: Managing Director
- Telephone Number: 0715678414
- NIC/Passport Number: I
- Date: 2025-08-14

Below the form fields, there are two sections for file uploads:

- Signature:** Supported types: png,pdf. Maximum file size: 3MB. Buttons: + Add Signature, Choose File, No file chosen, View.
- Company Seal:** Supported types: png,pdf. Maximum file size: 3MB. Buttons: + Add Company Seal, Choose File, No file chosen, View.

At the bottom of the form, there is a section titled "8. Documents required to be submitted for the application of Vendor License."



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TRCSL - Home

ecs.trc.gov.lk/vendor-license/registration

TRCSL

I/We undertake to comply with all provisions of the License and to be bound by all rules and regulations now in force or which may be subsequently promulgated for the control of telecommunication apparatus.

Name of Applicant: Sahanaka De Silva

Designation: Managing Director

Telephone Number: 0715678414

NIC/Passport Number: 668050047v

Date: 2025-08-14

Signature: + Add Signature
Supported types: png,pdf
Maximum file size: 3MB
Choose File No file chosen View

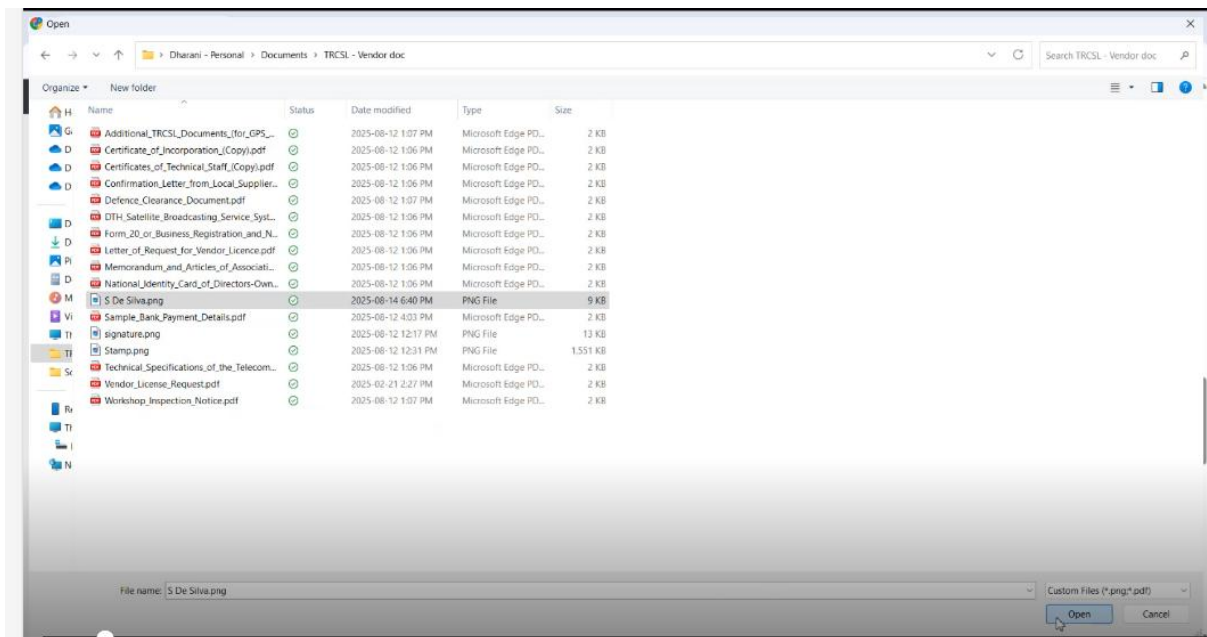
Company Seal: + Add Company Seal
Supported types: png,pdf
Maximum file size: 3MB
Choose File No file chosen View

8. Documents required to be submitted for the application of Vendor License.

Documents submitted for the application of Vendor License should be .pdf format and file size not exceed 3MB.

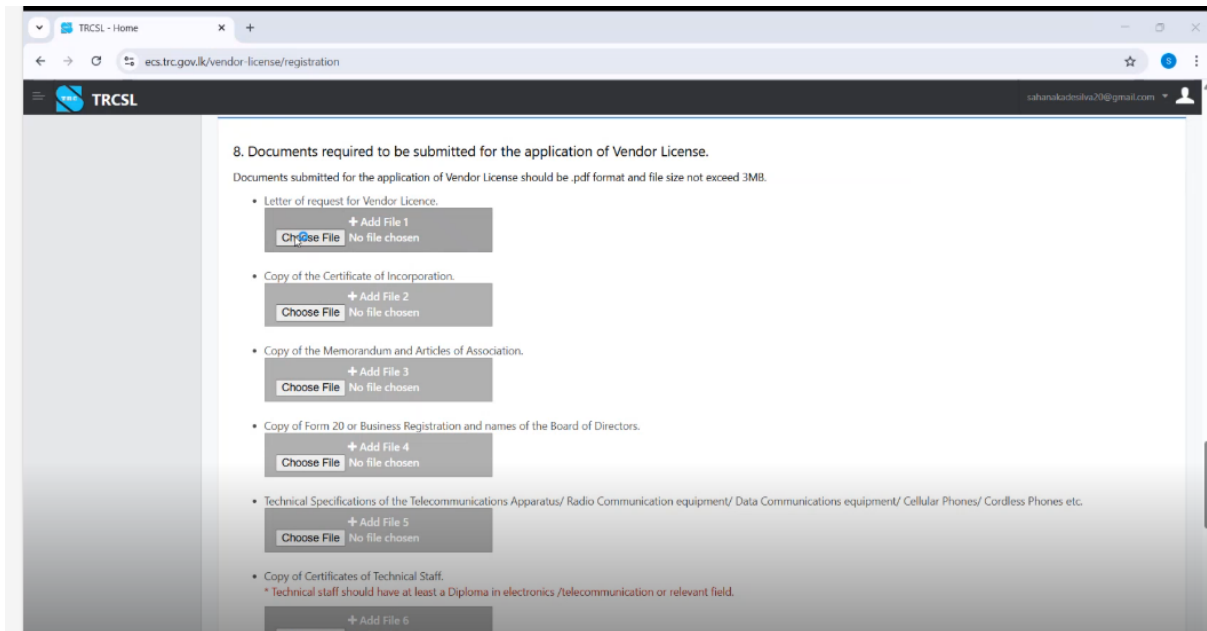
- Letter of request for Vendor Licence.

+ Add File 1



Section 8: Documents required to be submitted for Vendor License

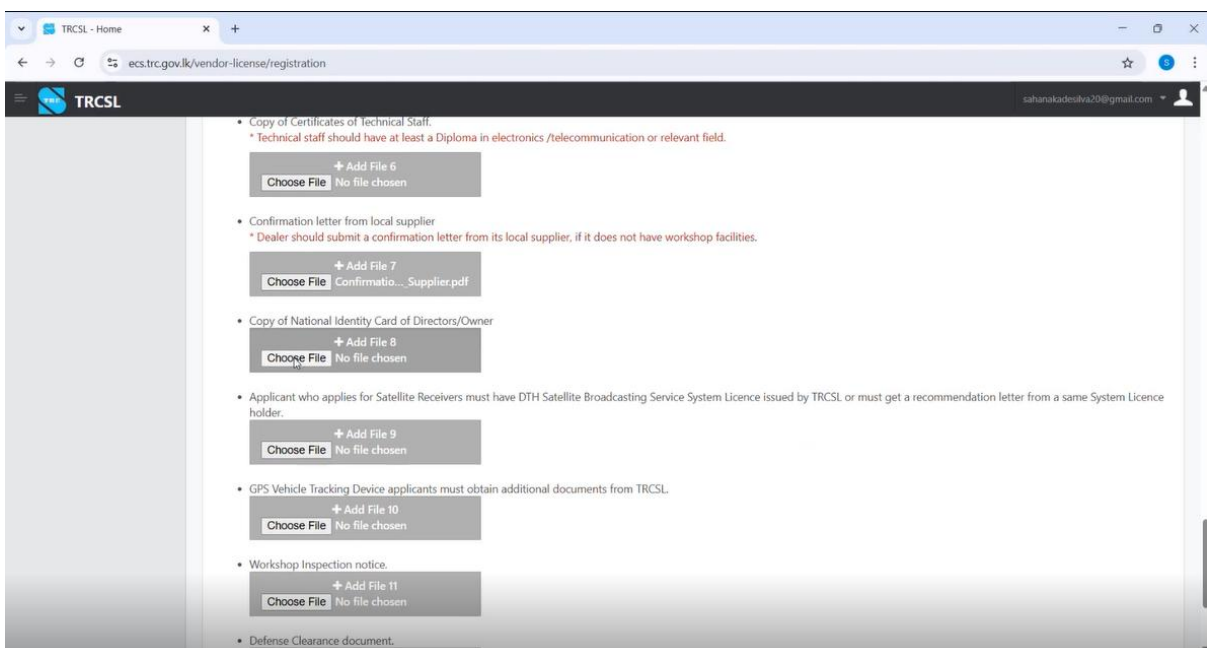
- Scroll down to the documents required section.
- Upload the requested documents as mentioned.
- Prepare each document in PDF format (max size 3 MB).
- After uploading, confirm that each files are uploaded correctly, then Save and continue to submission as follow.



8. Documents required to be submitted for the application of Vendor License.

Documents submitted for the application of Vendor License should be .pdf format and file size not exceed 3MB.

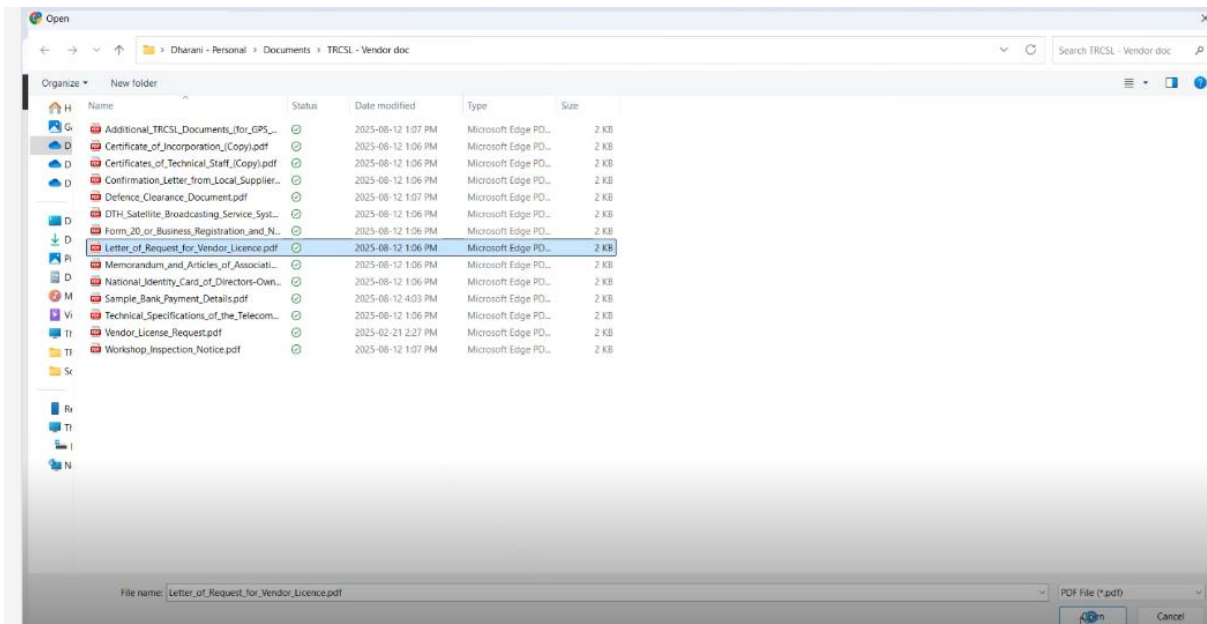
- Letter of request for Vendor Licence.
+ Add File 1
Choose File No file chosen
- Copy of the Certificate of Incorporation.
+ Add File 2
Choose File No file chosen
- Copy of the Memorandum and Articles of Association.
+ Add File 3
Choose File No file chosen
- Copy of Form 20 or Business Registration and names of the Board of Directors.
+ Add File 4
Choose File No file chosen
- Technical Specifications of the Telecommunications Apparatus/ Radio Communication equipment/ Data Communications equipment/ Cellular Phones/ Cordless Phones etc.
+ Add File 5
Choose File No file chosen
- Copy of Certificates of Technical Staff.
* Technical staff should have at least a Diploma in electronics /telecommunication or relevant field.
+ Add File 6
Choose File No file chosen



- Copy of Certificates of Technical Staff.
* Technical staff should have at least a Diploma in electronics /telecommunication or relevant field.
+ Add File 6
Choose File No file chosen
- Confirmation letter from local supplier
* Dealer should submit a confirmation letter from its local supplier, if it does not have workshop facilities.
+ Add File 7
Choose File Confirmation... Supplier.pdf
- Copy of National Identity Card of Directors/Owner
+ Add File 8
Choose File No file chosen
- Applicant who applies for Satellite Receivers must have DTH Satellite Broadcasting Service System Licence issued by TRCSL or must get a recommendation letter from a same System Licence holder.
+ Add File 9
Choose File No file chosen
- GPS Vehicle Tracking Device applicants must obtain additional documents from TRCSL.
+ Add File 10
Choose File No file chosen
- Workshop Inspection notice.
+ Add File 11
Choose File No file chosen
- Defense Clearance document.



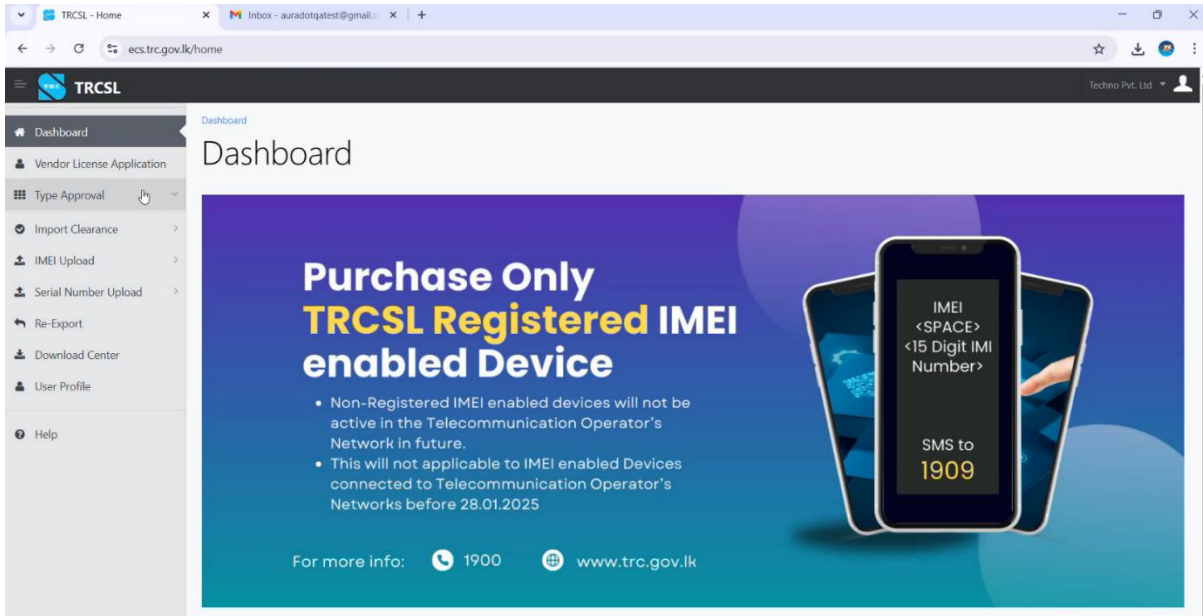
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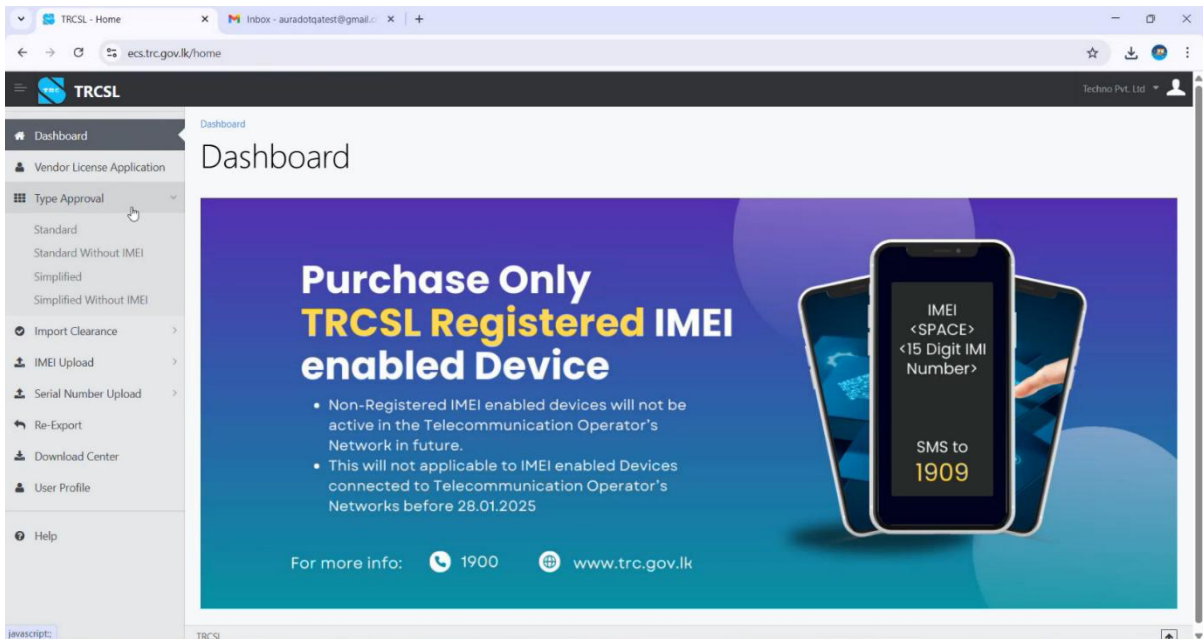
7. Type Approval Process

Step 1: Accessing Type Approval Section

- Navigate to the "Type Approval" section from the left-hand navigation menu.



- By click on "Type Approval" & you can select the type approval request type, In here, **Type Approval->> Standard**





Step 2: Adding a New Stranded Type Approval Request

- Click on the "Add New Type" button to start a new application.

TRCSL - Home | Dashboard | Standard Type Approval Request Portal

Standard Type Approval Request Portal

Show 10 entries

Ref number	Requested date and time	Brand Name	Process	Status	Requesting Change	Action	Tentative Completion Date	Approval Status	Download Letter
No data available in table									

Showing 0 to 0 of 0 entries

The completion date is subject to change based on conditions outside the scope of TRCSL.

Previous Next

- Give the device model number in displayed search box and search.
- Enter the device model number to check if a request already exists.

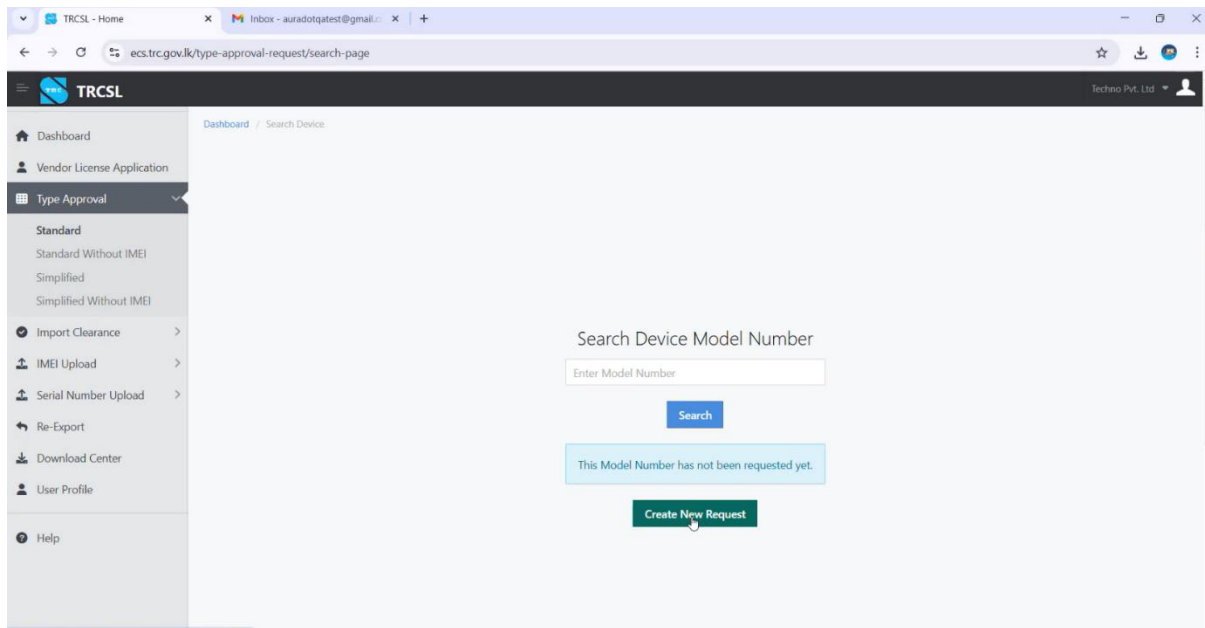
TRCSL - Home | Dashboard | Search Device

Search Device Model Number

24129PN74

Search

- If the search model number is a new one that not yet requested it display as follow, then click on green color "Create New Request" button.



Step 3: Fill Applicant Details (Section 1 – A, B)

- Fill in the following applicant information:
 - Category of Applicant (tick the appropriate box, e.g., Vendor License Holder or New Application)
 - You can choose fast track or normal track path.
 - Name of Company/Applicant
 - Business Registration Number
 - Name of Authorized Representative
 - NIC Number of Representative
 - Vendor License File Number
 - Address of Applicant
 - Telephone number
 - Fax (if any)
 - Email address
- Once filled, click Next to proceed as follow.



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TRCSL - Home | Inbox - auradotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-1/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL | Techno Pvt. Ltd.

Dashboard | Vendor License Application | Type Approval | Standard Type Approval Request step-1

Section 1 | Section 2 | Section 3 | Section 4 | Section 5

A. Category of the Applicant (tick appropriate)

Vendors License Holder* ☒

New Application* ☒

Fast Track* ☐ Fast ☐ Normal

B. Details of Applicant

Name of Company/Applicant: Dinesh Perera

Business Registration Number: PV00234567

Name of Authorised Representative: Dinesh Perera

TRCSL - Home | Inbox - auradotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-1/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL | Techno Pvt. Ltd.

Dashboard | Vendor License Application | Type Approval | Standard Type Approval Request step-1

Section 1 | Section 2 | Section 3 | Section 4 | Section 5

A. Category of the Applicant (tick appropriate)

Vendors License Holder* ☒

New Application* ☒

Fast Track* ☐ Fast ☒ Normal

B. Details of Applicant

Name of Company/Applicant: Dinesh Perera

Business Registration Number: PV00234567

Name of Authorised Representative: Dinesh Perera

NIC Number: 713131536v



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The screenshot shows a web browser window with the TRCSL logo and a user profile form. The form contains the following fields:

Field	Value
Name of Company/Applicant	Dinesh Perera
Business Registration Number	PV00234567
Name of Authorised Representative	Dinesh Perera
NIC Number	713131536v
Vendor's License File Number	TRCSL/SM/V/1015/25/CELL
Address	25/4 Vajira Road Colombo 04
Telephone	0715678414
Fax	0112623646
E-mail	auradotqatest@gmail.com

At the bottom of the form, there are two buttons: "Clear" and "Next".

Step 4: Provide RTTE Information (Section 2 - C)

- Enter the TAC number and click on blue color "Find Data" button as shown below.

The screenshot shows the TRCSL Standard Type Approval Request step-2 form. The form is divided into five sections: Section 1, Section 2, Section 3, Section 4, and Section 5. Section 2 is currently selected and contains the following fields:

Field	Value
TAC Number	86478307
Brand Name	
Model Number	
Trade Name (If any)	
Intended Use	Commercial Use
Hardware Version	
Software/Firmware Version	
Country of Manufacture	AFGHANISTAN

A "Find Data" button is located next to the TAC Number field.



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TRCSL - Home | Inbox - auradotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-2/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL

Dashboard | Type Approval Request Portal | Standard Type Approval Request Step-2

Standard Type Approval Request step-2

Section 1 | Section 2 | Section 3 | Section 4 | Section 5

C. RTE Information

TAC Number: 86478307 [Find Data]

Brand Name: [Loading]

Model Number: [Loading]

Trade Name (If any): [Loading]

Intended Use: Commercial Use

Hardware Version: [Loading]

Software/Firmware Version: [Loading]

Country of Manufacture: AFGHANISTAN

- After entering the TAC number and clicking 'Find Data,' some details will be automatically fetched based on the TAC number. You only need to fill in the remaining fields manually.

TRCSL - Home | Inbox - auradotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-2/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL

Dashboard | Type Approval Request Portal | Standard Type Approval Request Step-2

Standard Type Approval Request step-2

Section 1 | Section 2 | Section 3 | Section 4 | Section 5

C. RTE Information

TAC Number: 86478307 [Find Data]

Brand Name: XIAOMI

Model Number: 24129PN74I

Trade Name (If any): 24129PN74I

Intended Use: Commercial Use

Hardware Version: [Loading]

Software/Firmware Version: [Loading]

Country of Manufacture: AFGHANISTAN



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home | Inbox - aurdotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-2/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL | Techno Pvt. Ltd.

Dashboard / Type Approval Request Portal / Standard Type Approval Request Step-2

Standard Type Approval Request step-2

Section 1 | Section 2 | Section 3 | Section 4 | Section 5

C. RTE Information

TAC Number: 86478307 [Find Data](#)

Brand Name: XIAOMI

Model Number: 24129PN74I

Trade Name (If any): 24129PN74I

Intended Use: Commercial Use

Hardware Version: 11

Software/Firmware Version: 1.5

Country of Manufacture: SOUTH KOREA

Step 4: Manufacturer Details (Section 2 - D)

- Provide following manufacturer's details and click "Next".
 - Company Name
 - Contact Person
 - Address
 - Telephone
 - Fax
 - Email

TRCSL - Home | Inbox - aurdotqatest@gmail.com | ecs.trc.gov.lk/type-approval-request/type-request-step-2/d1106eae-2a48-4b47-a7aa-389a6432241c

TRCSL | Techno Pvt. Ltd.

Software/Firmware Version: 1.5

Country of Manufacture: SOUTH KOREA

Year of Manufacturing: 2025

D. Details of Manufacturer

Company Name: Xiaomi Communications Co Ltd

Contact Person: Dinesh De Silva

Address: 30/8 Higelevel Road, Colombo 06

Telephone: 0777770238

Fax: 0112655305

E-mail: I

[Clear](#) [Next](#)



TRCSL | Upgrade of IMEI Verification System Project

Step 5: Type of RTTE (Section 3)

- Tick on Appropriate details and Click on “Next” to proceed.

Step 6: Technical Specification of RTTE (Section 4)

- Fill the related requested details about the devices and Click on “Next” to proceed.



Step 7: Section 5

G - Test Report

- Fill required fields shown on screen under Test Report section and scroll down.

H. Declaration of Conformity

- Enter the relevant details and scroll in to section “I”.
- Read the declaration text and tick the confirmation checkbox.
- Date field: this is auto-fetched by the system and cannot be changed by you.
- And scroll in to below part.

TRCSL

Dashboard / Type Approval Request Portal / Standard Type Approval Request Step-5

Standard Type Approval Request step-5

Section 1 • Section 2 • Section 3 • Section 4 • Section 5

G. Test Reports

Name of Laboratory Test Report Issued

BMC Test Report Number/Date mm/dd/yyyy

Radio Test Report Number/Date mm/dd/yyyy

SAR Health and Safety Test Report Number/Date mm/dd/yyyy

H. Details of Declaration of Conformity

Issuing Body

Issuing Date mm/dd/yyyy

Validity

I. DECLARATION

☐ I, applicant, hereby certify that the information and documents given in this application form are true and correct in all respects. I confirm that the submitted sample is representative of the RTTE as stated in this application form.
I agree to comply with any terms, conditions or restrictions which the Commission may impose and to be bound by the Act and Rules/Regulations in force.
I shall abide by the terms and conditions upon which the Type Approval is granted. I accept that Type Approval Certificate may be revoked if it is established that I have been granted the Type approval based on incorrect information.

Date 08/26/2025

Supporting Documentations and Representative Samples



Supporting Documentation & Representative Sample

- You must add the required documents here. Submission is blocked until all compulsory items are attached.
- You can choose the relevant files from your device and attach for the relevant point.
- Each attachment must be PDF/PNG, file size not exceed 10 MB.

1. Technical Construction File (TCF) — *has 5 parts*
 - Part a — Compulsory
 - Part b — attach if applicable.
 - Part c — attach if applicable.
 - Part d — attach if applicable.
 - Part e — Compulsory
2. Proof of Approved TAC by GSMA for mobile devices — Compulsory
3. Proof of Payment of applicable Type Approval Fees — Compulsory
 - Select Payment Date (from the date picker).
4. Any Other Documents (if applicable)
 - Mention the file type and add a short description of the document.

TRCSL

Supporting Documentation and Representative Samples

Already uploaded documents

The following list of documents and a representative sample of the RTE should be submitted along with the application.

Attachments should be .png or .pdf format & file size not exceed 10MB

1. Technical Construction File (TCF). (The Section 10 of the RTE Rules more fully describes how to compile TCF)

a. Declaration of Conformity issued by the manufacturer of the RTE

➔ Add File 1
[Choose File] No file chosen

b. Technical/operational documentation of the RTE including user manual

➔ Add File 2
[Choose File] No file chosen

c. Test Reports of accredited laboratory

➔ Add File 3
[Choose File] No file chosen

d. Circuit diagram, PCB layout, part lists, and other relevant design information

➔ Add File 4
[Choose File] No file chosen

e. Test reports issued by accredited testing laboratories recognized by the Commission as per Section 14 of the RTE Rules

➔ Add File 5
[Choose File] No file chosen

2. Proof of approved TAC by GSMA for Mobile Devices

➔ Add File 6
[Choose File] No file chosen

3. Proof of Payment of applicable Type Approval Fees

Payment amount for the Standard type approval is LKR 60,000.00 ⓘ

➔ Add File 7
[Choose File] No file chosen

Payment Date
mm/dd/yyyy

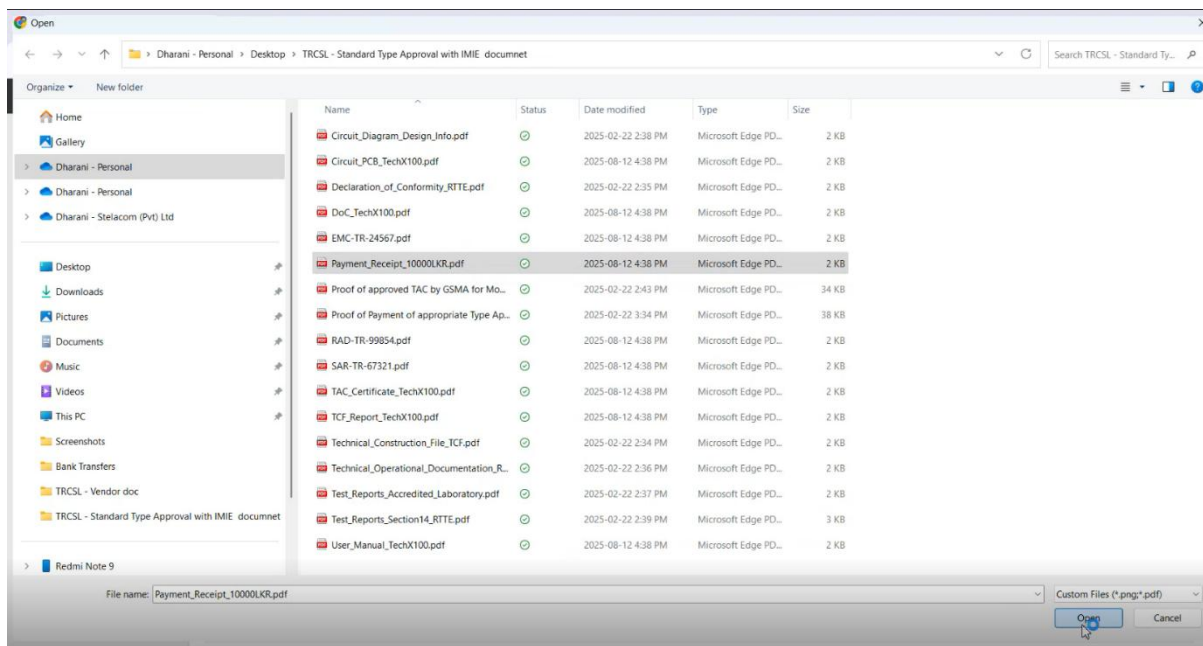
4. Other

File Type
Description

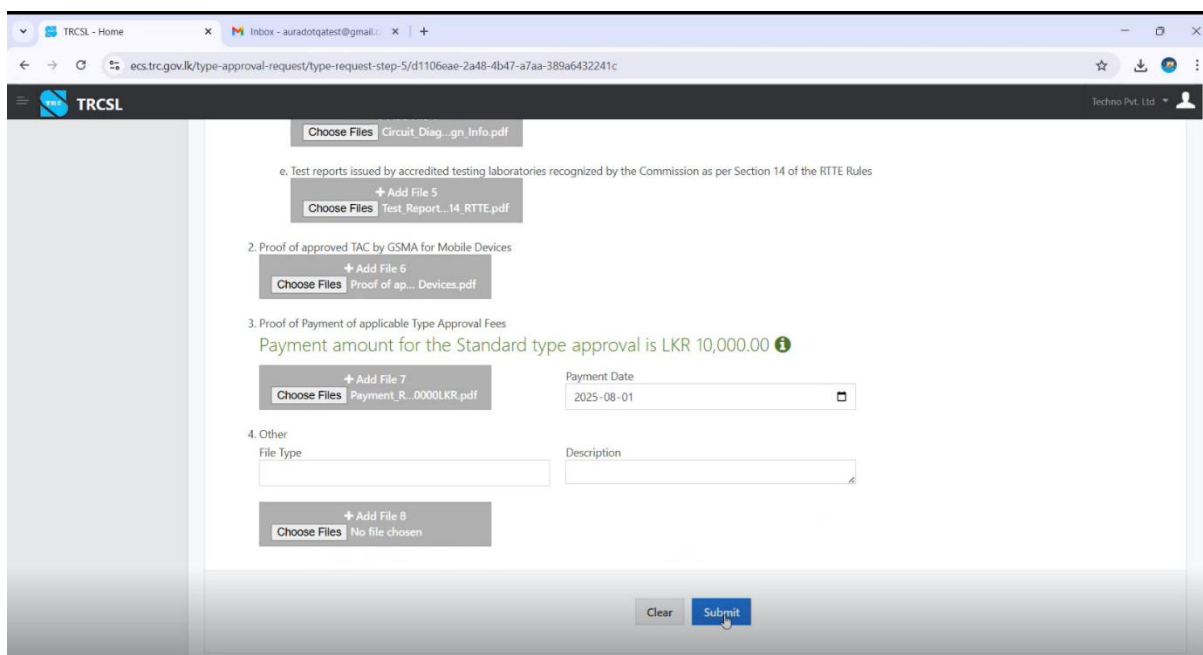
➔ Add File 8
[Choose File] No file chosen

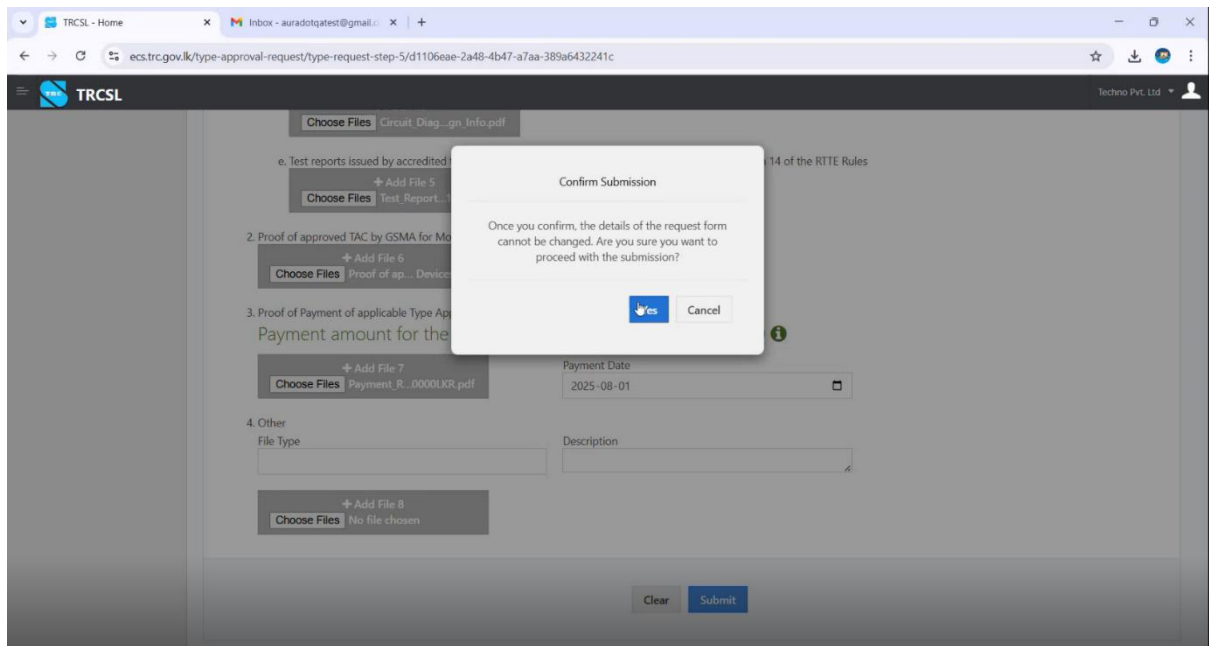


TRCSL | Upgrade of IMEI Verification System Project



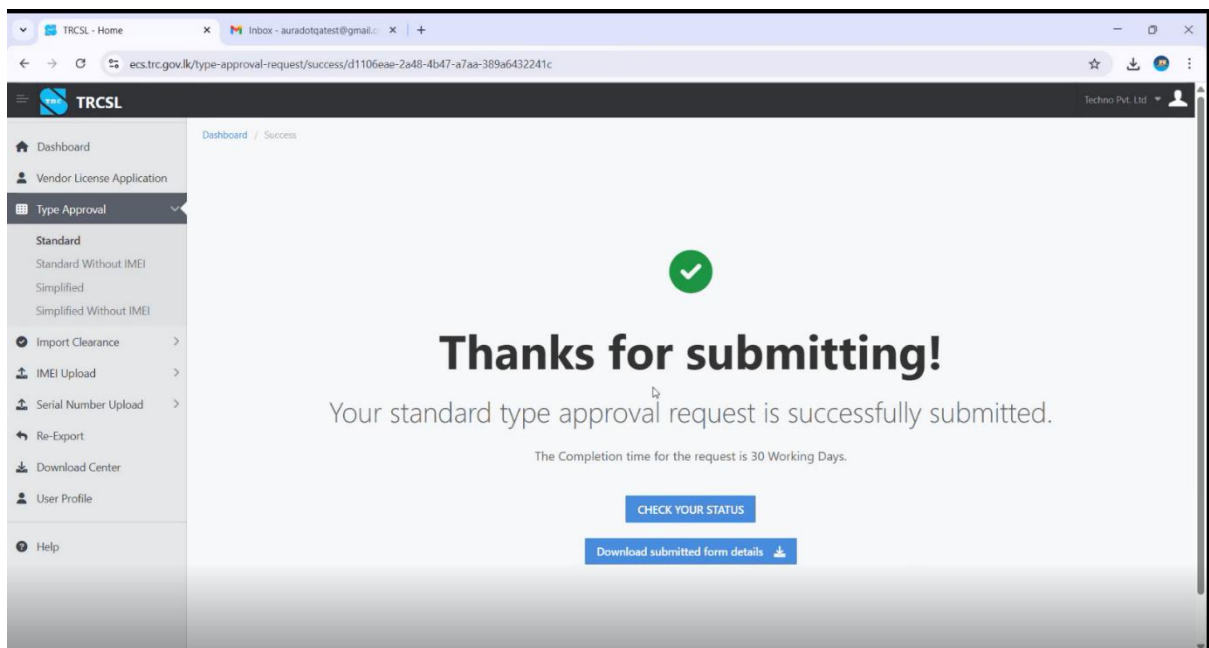
- Final Checks & Submit





The screenshot shows the TRCSL web application interface. A modal dialog titled "Confirm Submission" is displayed in the center, asking the user to confirm their submission. The dialog text states: "Once you confirm, the details of the request form cannot be changed. Are you sure you want to proceed with the submission?". There are "Yes" and "Cancel" buttons. In the background, the form fields are visible, including sections for "Test reports issued by accredited", "Proof of approved TAC by GSMA for Mo", "Proof of Payment of applicable Type Approval", and "Other". The "Payment Date" is set to "2025-08-01".

- After a successful submission you can view the screen as below,

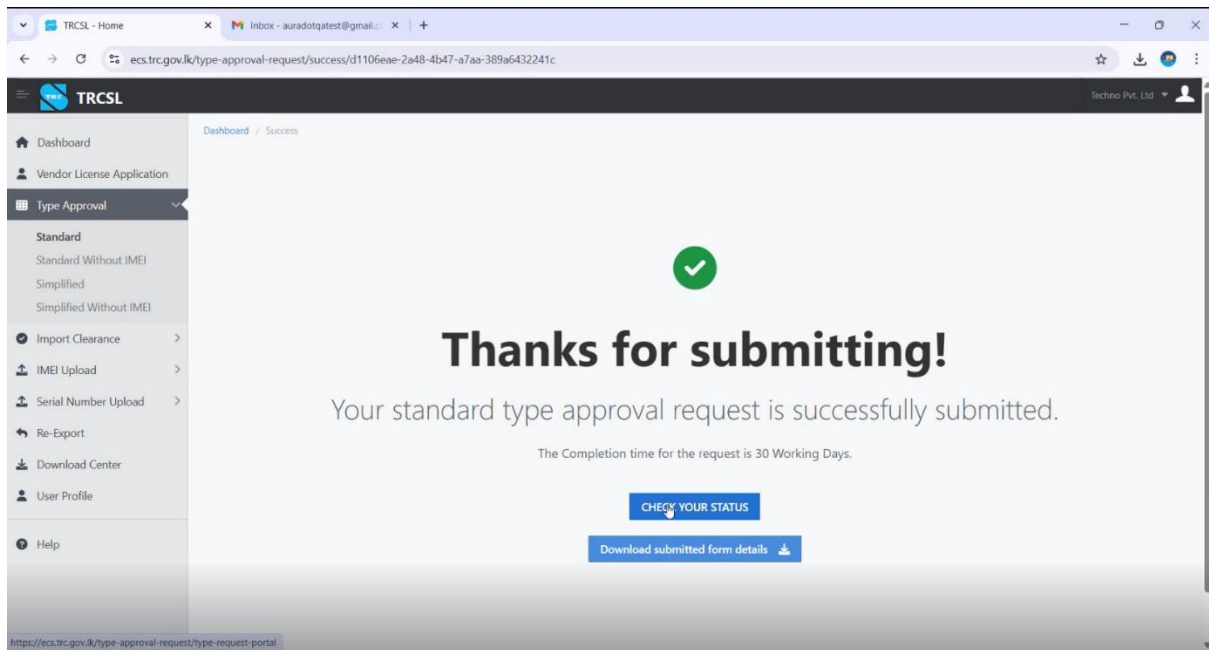


The screenshot shows the TRCSL web application interface after a successful submission. The page displays a large green checkmark icon and the text "Thanks for submitting!". Below this, it states "Your standard type approval request is successfully submitted." and "The Completion time for the request is 30 Working Days." There are two buttons: "CHECK YOUR STATUS" and "Download submitted form details". The left sidebar menu is visible, showing options like "Dashboard", "Vendor License Application", "Type Approval", "Import Clearance", "IMEI Upload", "Serial Number Upload", "Re-Export", "Download Center", "User Profile", and "Help".

- By click on the blue color "Check Your Status" button you are directed to the Standard Type Approval Request Portal and you can view the status of your request as below screens,



TRCSL | Upgrade of IMEI Verification System Project



The screenshot shows the TRCSL Success page. The browser address bar displays `ecs.trc.gov.lk/type-approval-request/success/d1106eae-2a48-4b47-a7aa-389a6432241c`. The left sidebar contains navigation links: Dashboard, Vendor License Application, Type Approval (selected), Import Clearance, IMEI Upload, Serial Number Upload, Re-Export, Download Center, User Profile, and Help. The main content area features a green checkmark icon, the text "Thanks for submitting!", and "Your standard type approval request is successfully submitted." Below this, it states "The Completion time for the request is 30 Working Days." and provides two buttons: "CHECK YOUR STATUS" and "Download submitted form details".

Dashboard / Success

Thanks for submitting!

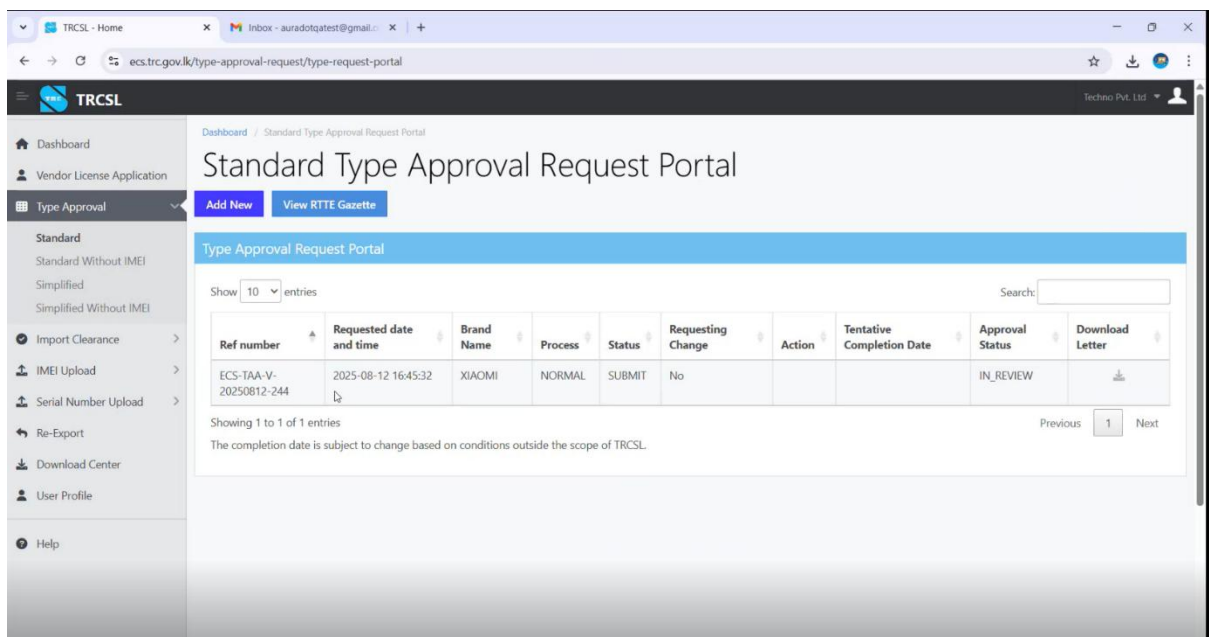
Your standard type approval request is successfully submitted.

The Completion time for the request is 30 Working Days.

[CHECK YOUR STATUS](#)

[Download submitted form details](#)

<https://ecs.trc.gov.lk/type-approval-request/type-request-portal>



The screenshot shows the TRCSL Standard Type Approval Request Portal. The browser address bar displays `ecs.trc.gov.lk/type-approval-request/type-request-portal`. The left sidebar is identical to the previous screenshot. The main content area is titled "Standard Type Approval Request Portal" and includes links for "Add New" and "View RTTE Gazette". Below the title, there is a "Type Approval Request Portal" section with a table of entries. The table has columns: Ref number, Requested date and time, Brand Name, Process, Status, Requesting Change, Action, Tentative Completion Date, Approval Status, and Download Letter. A single entry is shown with Ref number "ECS-TAA-V-20250812-244", Requested date and time "2025-08-12 16:45:32", Brand Name "XIAOMI", Process "NORMAL", Status "SUBMIT", Requesting Change "No", and Approval Status "IN_REVIEW". The table also shows "Showing 1 to 1 of 1 entries" and "The completion date is subject to change based on conditions outside the scope of TRCSL."

Dashboard / Standard Type Approval Request Portal

Standard Type Approval Request Portal

[Add New](#) [View RTTE Gazette](#)

Type Approval Request Portal

Show 10 entries

Ref number	Requested date and time	Brand Name	Process	Status	Requesting Change	Action	Tentative Completion Date	Approval Status	Download Letter
ECS-TAA-V-20250812-244	2025-08-12 16:45:32	XIAOMI	NORMAL	SUBMIT	No			IN_REVIEW	Download Letter

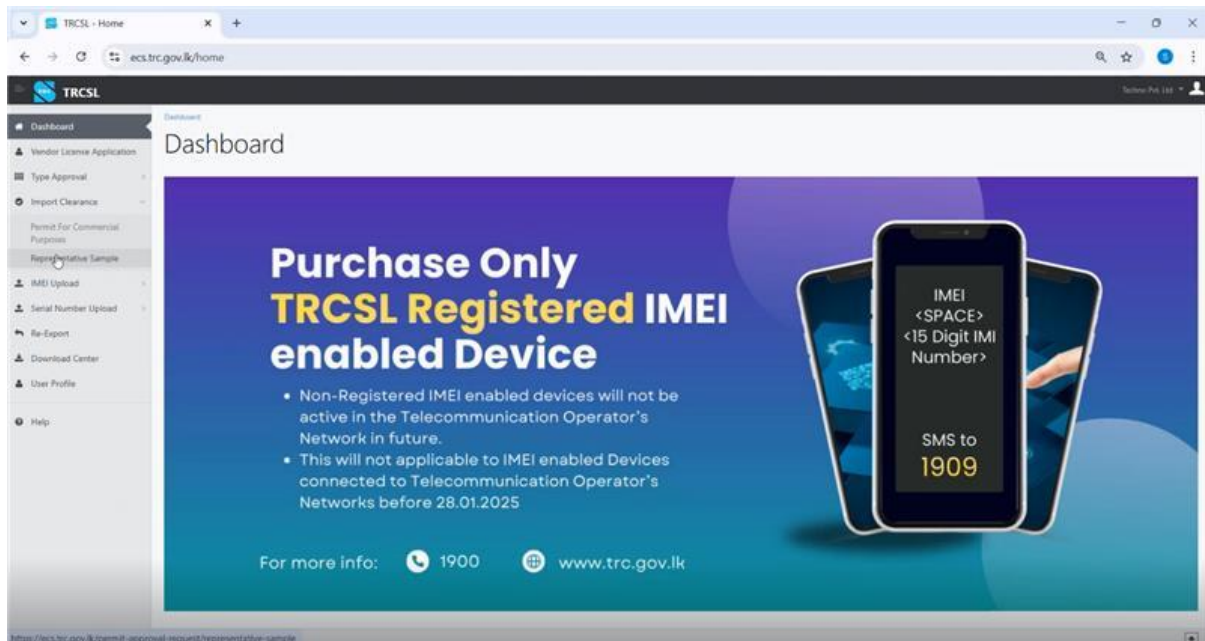
Showing 1 to 1 of 1 entries

The completion date is subject to change based on conditions outside the scope of TRCSL.

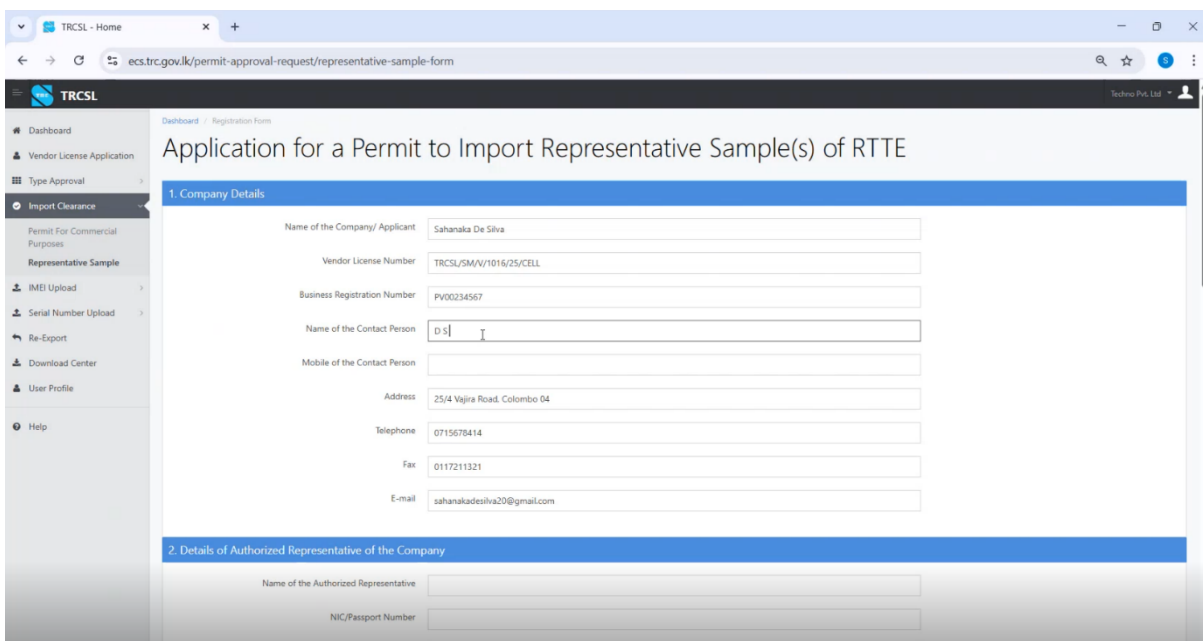
8. ICL Process

Step 1: Accessing Import Clearance Section

- Navigate to the "Import Clearance" section from the left-hand navigation menu.
- Then access to the, **Import Clearance->> Representative Sample**



- By click on Representative sample You are direct in to the below shown screen,
- You have to fill the relevent requested details.
- Fill in your company details and authorized representative details.



The screenshot shows the TRCSL Representative Sample Form. The form is titled "Application for a Permit to Import Representative Sample(s) of RTTE". It contains two main sections: "1. Company Details" and "2. Details of Authorized Representative of the Company". The "Company Details" section includes fields for Name of the Company/Applicant, Vendor License Number, Business Registration Number, Name of the Contact Person, Mobile of the Contact Person, Address, Telephone, Fax, and E-mail. The "Details of Authorized Representative of the Company" section includes fields for Name of the Authorized Representative and NIC/Passport Number.



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home

ecs.trc.gov.lk/permit-approval-request/representative-sample-form

TRCSL

Download Center

User Profile

Help

Mobile of the Contact Person: 075506771

Address: 25/4 Vajira Road, Colombo 04

Telephone: 0715678414

Fax: 0117211321

E-mail: sahanakadesiva20@gmail.com

2. Details of Authorized Representative of the Company

Name of the Authorized Representative: T H De Silva

NIC/Passport Number: 199976701771

Mobile: 07

E-mail:

3. RTE Information

Name of Manufacturer:

Frequency License Number (if applicable):

Performa Invoice Number:

Performa Invoice Date: yyyy-mm-dd

- Enter **RTTE details** – manufacturer, model, invoice number/date, frequency license (if any), and whether it has an IMEI.

TRCSL - Home

ecs.trc.gov.lk/permit-approval-request/representative-sample-form

TRCSL

Download Center

User Profile

Help

Fax: 0117211321

E-mail: sahanakadesiva20@gmail.com

2. Details of Authorized Representative of the Company

Name of the Authorized Representative: T H De Silva

NIC/Passport Number: 199976701771

Mobile: 0763123333

E-mail: theshadesiva1123@gmail.com

3. RTE Information

Name of Manufacturer: Kim Bam

Frequency License Number (if applicable): FLN2025/88

Performa Invoice Number:

Performa Invoice Date: yyyy-mm-dd

Does IMEI include? ☐ Yes ☒ No

Equipment Details (Please fill up the table below) [Add Equipment](#)



TRCSL | Upgrade of IMEI Verification System Project

- Click **Add Equipment**, then fill in equipment details (type, make, model, frequency, power, quantity – max 2 units, price, cost).
- After fill the equipment details click on “Add” button to add the equipment.

Mobile: 0763123333
E-mail: theshudsilva1123@gmail.com

3. RTE Information

Name of Manufacturer: Kim Bam
Frequency License Number (if applicable): FLN-2025/80
Performa Invoice Number: 800
Performa Invoice Date: 2025-08-18
Does IMEI Include? ☒ Yes ☐ No

Equipment Details (Please fill up the table below)

Type	Approval Reference	Model	Make	HSCode	Date of previous Importation	Quantity in order	Units price (CIF) in USD	Cost in USD	Action
------	--------------------	-------	------	--------	------------------------------	-------------------	--------------------------	-------------	--------

Add Equipment

ECS-TAA-V-20250815-262

Type of Equipment: Analogue Base Station
Model: 24129PN74I
Make: XIACMI
HSCode: hu701
Operating Frequency: 894
Tx Power: 200000
Date of previous Importation: 2025-08-18
Quantity in order: 1
Units price (CIF) in USD:
Cost in USD:
Remarks:
Cancel Add



TRCSL | Upgrade of IMEI Verification System Project

- Upload the supporting documents (request letter, Performa invoice, vendor license, technical specifications, and any other required files).

The screenshot shows the TRCSL permit approval request form. The top section displays a table with application details: Application ID: 262, ECS-TAA-V: 24129PN74I, XIAOMI, hs701, 2025-08-18, 1, 1.00, 2000, and a Total Cost in USD of 3,000.00. Below this is the '4. Supporting Documents' section, which lists various documents to be uploaded: Request Letter, Proforma Invoice, Copy of Vendor License, Application Declaration Form, Device Specification Attachment, Data Sheet (Technical Specification), Wireless output power confirmation, MOD Personal Details, and Other. Each document has a 'Choose Files' button and a file name. The '5. Declaration' section is partially visible at the bottom.

Application ID	ECS-TAA-V	Device	Model	Brand	IMEI	Quantity	Unit Price	Total Cost in USD
262	24129PN74I	XIAOMI	hs701			1	1.00	2000

Total Cost in USD: 3,000.00

4. Supporting Documents

Document Type	File Name	Upload Button
Request Letter	Request_Letter.pdf	+ Add File 1 Choose Files
Proforma Invoice	Proforma_Invoice.pdf	+ Add File 2 Choose Files
Copy of Vendor License	Copy of Ve... License.pdf	+ Add File 3 Choose Files
Application Declaration Form	Application...n_Form.pdf	+ Add File 4 Choose Files
Device Specification Attachment	No file chosen	+ Add File 5 Choose Files
Data Sheet (Technical Specification)	Data_Sheet.pdf	+ Add File 6 Choose Files
Wireless output power confirmation	No file chosen	+ Add File 7 Choose Files
MOD Personal Details	No file chosen	+ Add File 8 Choose Files
Other	No file chosen	+ Add File 9 Choose Files

5. Declaration

☐ I, the applicant, hereby certify that the information supplied in this application form is true and in all respects.

I acknowledge that the Commission has right to reject the application in the case where any statement made herein is found to be false or the Commission is not satisfied in respect to any aspect of the application.

- Read and accept the declaration, then click Submit and confirm.

The screenshot shows the TRCSL permit approval request form, specifically the '5. Declaration' section. It contains a checkbox for the applicant to certify that the information is true and in all respects. Below this is a date field with the value '2025-08-25'. At the bottom, there are 'Clear' and 'Submit' buttons.

5. Declaration

☐ I, the applicant, hereby certify that the information supplied in this application form is true and in all respects.

I acknowledge that the Commission has right to reject the application in the case where any statement made herein is found to be false or the Commission is not satisfied in respect to any aspect of the application.

Date: 2025-08-25

Clear Submit



TRCSL | Upgrade of IMEI Verification System Project

The screenshot shows a web browser window with the URL `ecs.trcs.gov.uk/permit-approval-request/representative-sample-form`. The page is titled "4. Supporting Documents" and contains two columns of file upload sections. Each section has a "Choose Files" button and a file name. The left column includes: Request Letter (Request_Letter.pdf), Proforma Invoice (Proforma_Invoice.pdf), Copy of Vendor License (Copy_of_Va..._License.pdf), Application Declaration Form (Application...n_Form.pdf), and Device Specification Attachment (No file chosen). The right column includes: Data Sheet (Technical Specification) (Data_Sheet.pdf), Wireless output power confirmation (Wireless_out...rmation.pdf), MOD Personal Details (No file chosen), and Other (No file chosen). Below these sections is a blue header for "5. Declaration". It contains a checked checkbox for "I, the applicant, hereby certify that the information supplied in this application form is true and in all respects." and a text area for a declaration. A date field shows "2025-08-25". At the bottom are "Clear" and "Submit" buttons.

- After submission, you'll see a confirmation page and by click on the blue color "Check Your Status" button you can view the status of your request as below screens,

The screenshot shows a web browser window with the URL `ecs.trcs.gov.uk/permit-approval-request/permit-sample-success/3fe0eb5-e900-4a24-ad8a-4b1051ebe26d`. The page is titled "Dashboard / Success" and features a large green checkmark icon. The main heading is "Thanks for submitting!". Below it, the text reads "Application for a Permit to Import Representative Sample(s) is successfully submitted." There are two buttons: "CHECK YOUR STATUS" and "Download submitted form details" with a download icon. A sidebar on the left contains navigation links: Dashboard, Vendor License Application, Type Approval, Import Clearance (selected), Permit For Commercial Purposes, Representative Sample, IMEI Upload, Serial Number Upload, Re-Export, Download Center, User Profile, and Help.



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home

ecs.trc.gov.lk/permit-approval-request/representative-sample

TRCSL

Dashboard | Permit Request for Import Representative Sample(s) of RTTE

Application for a Permit to Import Representative Sample(s) of RTTE for Type Approval

[Add New Permit](#)

Show 10 entries

Ref number	Company/applicant	Requested date	NIC	Mobile	Requesting Change	IMEI	Status	Action	Approval Status	Download Letter
ECS-ACL-VS-20250625-255	Sahanaka De Silva	2025-06-25	199976701771	0715678414	No	Yes	SUBMIT		IN_REVIEW	Download Letter

Showing 1 to 1 of 1 entries

The completion date is subject to change based on conditions outside the scope of TRCSL.

Previous 1 Next

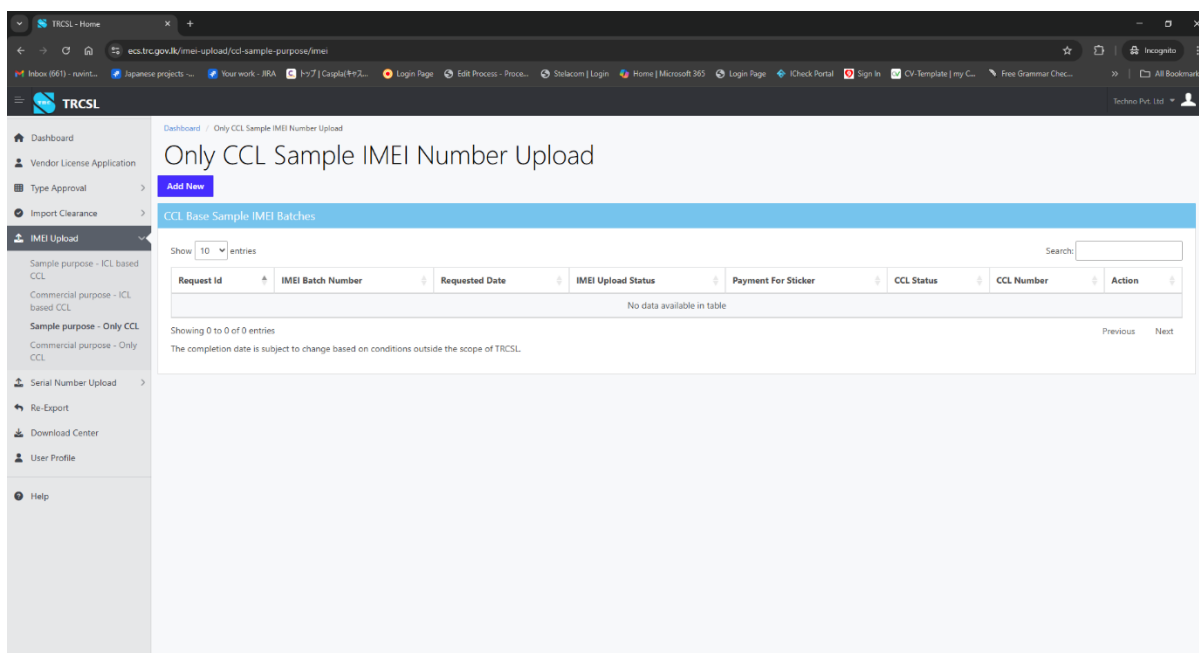
TRCSL



9. CCL Process

Step 1: Accessing Import Clearance Section

- Navigate to the "IMEI Upload" section from the left-hand navigation menu.
- Then access to the, **IMEI Upload->> Sample purpose –Only CCL**
- By click on Sample purpose –Only CCL , Your are direct in to the below shown screen,



- On that above displayed page click the **Add New** button.
- Fill out the application form with User details and Invoice details.



TRCSL | Upgrade of IMEI Verification System Project

Step 2: IMEI Upload for Vendor User

1. User Details

Name of the Company: Sahanaka De Silva
Address: 25/4 Vajira Road, Colombo 04
Contact Number: 0715678414
Vendor License No: TRCSL/SM/V/1016/25/CELL
Date of Expiry of Vendor License:
Date: 08/25/2025

Invoice Details

Proforma Invoice No:
Date of Proforma Invoice: mm/dd/yyyy
Commercial Invoice No:
Date of Commercial Invoice: mm/dd/yyyy

Device Table

- Select the Date of Performa invoice and Date of Commercial invoice from the date picker as below.

1. User Details

Name of the Company: Sahanaka De Silva
Address: 25/4 Vajira Road, Colombo 04
Contact Number: 0715678414
Vendor License No: TRCSL/SM/V/1016/25/CELL
Date of Expiry of Vendor License: 15/10/2027
Date: 08/25/2025

Invoice Details

Proforma Invoice No: PIN-1
Date of Proforma Invoice: 08/12/2025
Commercial Invoice No:
Date of Commercial Invoice:
August 2025
Su Mo Tu We Th Fr Sa
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
Clear Today

Device Table

Add Device Model

Show 10 entries

Model Name	ICL Manufacturer	Manufacturer	Country of Manufacturer	Foreign Supplier	SAR Value	Action
No data available in table						



TRCSL | Upgrade of IMEI Verification System Project

Sample purpose - ICL based CCL
Commercial purpose - ICL based CCL
Sample purpose - Only CCL
Commercial purpose - Only CCL

Serial Number Upload
Re-Export
Download Center
User Profile
Help

Address: 25/4 Vajira Road, Colombo 04
Contact Number: 0715678414
Vendor License No: TRCSL/SM/N/1016/25/CELL
Date of Expiry of Vendor License: 15/10/2027
Date: 08/25/2025

Invoice Details

Proforma Invoice No: PIN-1
Date of Proforma Invoice: 08/12/2025
Commercial Invoice No: CIN-1
Date of Commercial Invoice: 07/28/2025

Device Table

July 2025

↑ ↓

Su Mo Tu We Th Fr Sa

29 30 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9

Clear Today

Search:

Model Name	ICL Manufacturer	Country of Manufacturer	Foreign Supplier	SAR Value	Action
No data available in table					

- By scroll in to down you need to add Device Model under Device table section.
- Click on the Blue color “Add Device Model”

Proforma Invoice No: PIN-1
Date of Proforma Invoice: 08/12/2025
Commercial Invoice No: CIN-1
Date of Commercial Invoice: 07/28/2025

Device Table

Add Device Model

Show 10 entries

Search:

Model Name	ICL Manufacturer	Manufacturer	Country of Manufacturer	Foreign Supplier	SAR Value	Action
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

Device IMEI List

IMEI CSV: Choose File No file chosen

Clear Submit



TRCSL | Upgrade of IMEI Verification System Project

- Then fill the requested details and click **Add Device Model** to save the device model details as shown in the following screen.

The screenshot shows the TRCSL web application interface. A modal form titled "Add Device Model" is open, allowing users to enter device details. The form includes the following fields:

- Model Name: 24129PN74I
- ICL Manufacturer: ICL Manufacture-2
- Manufacturer: South Korea
- Country of Manufacturer: China
- Foreign Supplier: China
- SAR Value: SAR-1

Buttons at the bottom of the modal are "Cancel" and "Add Device Model". In the background, the "Device Table" is visible, showing a table with columns: Model Name, ICL Manufacturer, Manufacturer, Foreign Supplier, SAR Value, and Action. The table contains one entry: SM-A166P/DS, ICL Manufacture 1, Manufacture 1, China, SAR-1. The "Device IMEI List" section below the table shows a "Choose File" button and a "Submit" button.

- Then choose and upload IMEI csv from your computer under **Device IMEI List** section.
- Click on the below submit button on the screen.

The screenshot shows the TRCSL web application interface. The "Device IMEI List" section is active, displaying a "Choose File" button and a "Submit" button. A file upload dialog box is open, showing the "Downloads" folder. The dialog lists several files, including "IMEI Sheet (60)", "IMEI Sheet (59)", "IMEI Sheet (58)", "IMEI Sheet (57)", "IMEI Sheet (56)", "IMEI Sheet (55)", and "IMEI Sheet (54)". The "File name" field is empty, and the "File type" is set to "Microsoft Excel Comma Separated". The "Open" button is highlighted.



TRCSL | Upgrade of IMEI Verification System Project

Proforma Invoice No PIN-1

Date of Proforma Invoice 08/12/2025

Commercial Invoice No CIN-1

Date of Commercial Invoice 07/28/2025

Device Table

[Add Device Model](#)

Show 10 entries

Model Name	ICL Manufacturer	Manufacturer	Country of Manufacturer	Foreign Supplier	SAR Value	Action
SM-A166P/DS	ICL Manufacture 1	Manufacture 1	South Korea	China	SAR-1	Edit Delete

Showing 1 to 1 of 1 entries

Device IMEI List

IMEI CSV [Choose File](#) IMEI Sheet (60).csv

[Clear](#) [Submit](#)

- Then proceed with yes to complete submission.

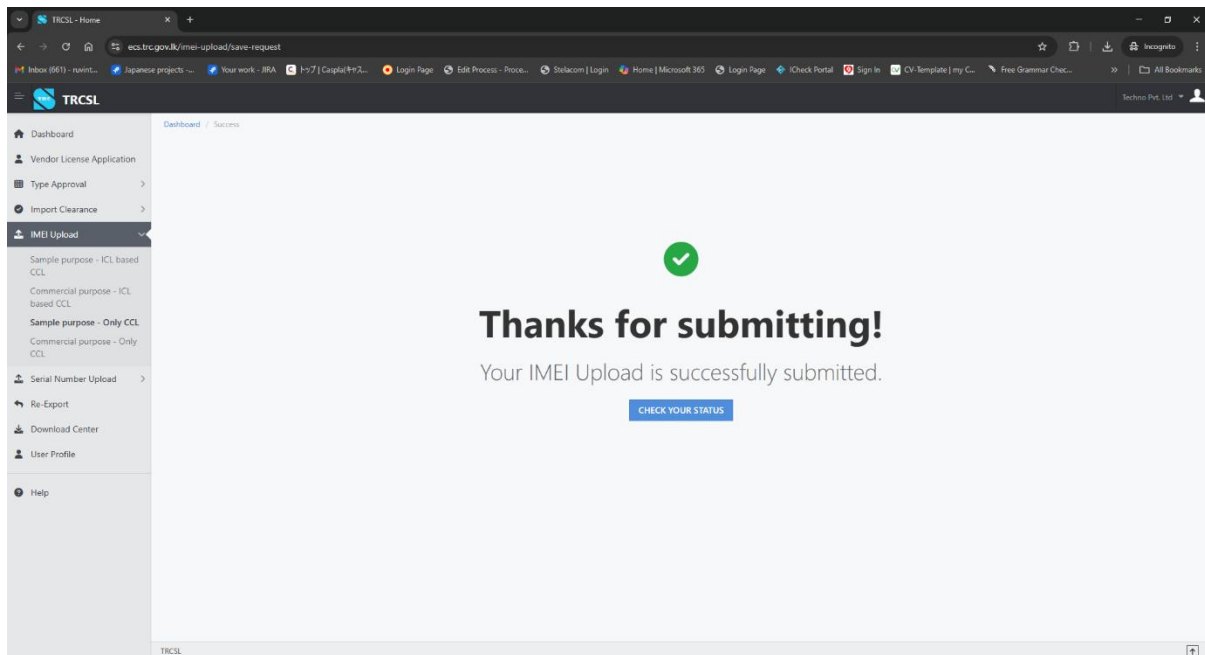
Are you sure you want to create IMEI?

[No](#) [Yes](#)

- After submission, you'll see a below confirmation page.

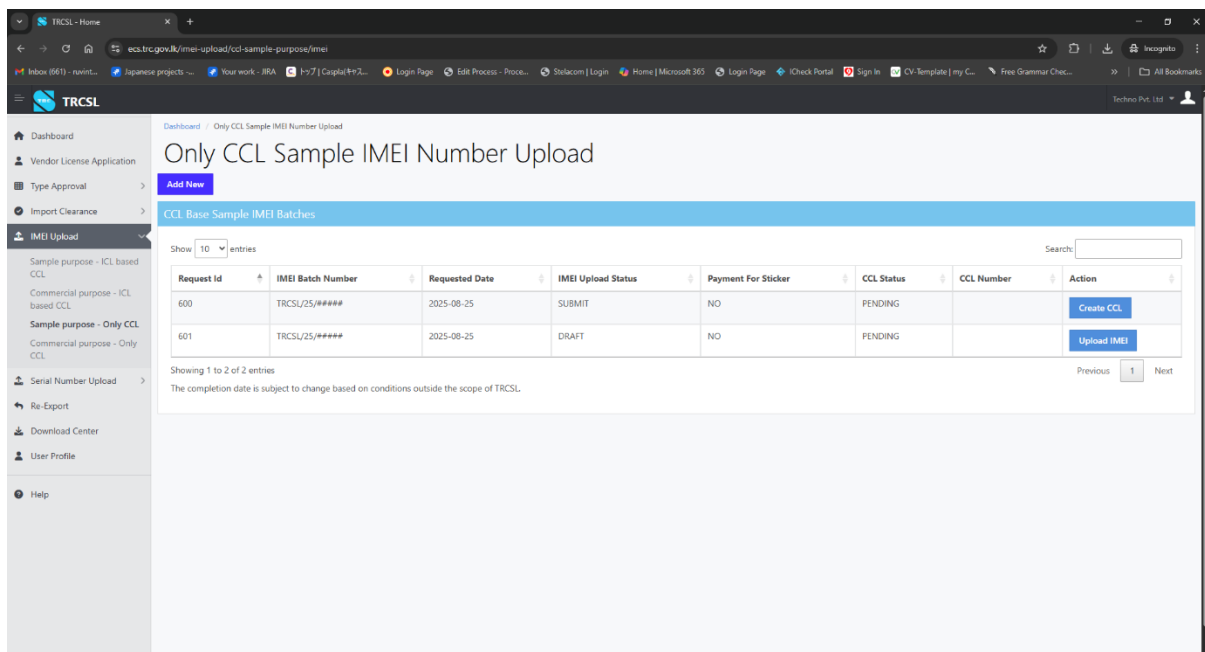


TRCSL | Upgrade of IMEI Verification System Project



Step 3: Create CCL

- After upload IMEI.
- Click on the **Check your status** button in the confirmation page.
- It will direct you to the below screen.
- Then click on the **Create CCL**.



- By clicking on create CCL you are direct in to the below screen.
- Then fill the form with requested details



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home

ecs.trc.gov.lk/custom-clearance/cd-form/IMEI/true/600

TRCSL

Dashboard / Custom Clearance of RTTE for Representative Sample

Application for Custom Clearance of RTTE for Representative Sample

1. Company Details

Name of the Company/ Applicant	Sahanaka De Silva
Vendor License Number	TRCSL/SM/W/1016/25/CELL
Business Registration Number	PV00234567
Address	25/4 Vajira Road, Colombo 04
Company Telephone	0715670414
Company Fax	0117211321
Company Email	sahanakadesilva20@gmail.com

2. Details of Authorized Representative of the Company

Name of the Authorized Representative	Sahanaka De Silva
NIC Number	668050047v
Mobile Number	
Email	

TRCSL - Home

ecs.trc.gov.lk/custom-clearance/cd-form/IMEI/true/600

TRCSL

Sample purpose - ICL based CCL
Commercial purpose - ICL based CCL
Sample purpose - Only CCL
Commercial purpose - Only CCL

Serial Number Upload
Re-Export
Download Center
User Profile
Help

Vendor License Number	TRCSL/SM/W/1016/25/CELL
Business Registration Number	PV00234567
Address	25/4 Vajira Road, Colombo 04
Company Telephone	0715670414
Company Fax	0117211321
Company Email	sahanakadesilva20@gmail.com

2. Details of Authorized Representative of the Company

Name of the Authorized Representative	Sahanaka De Silva
NIC Number	668050047v
Mobile Number	0712440619
Email	ruvinthak@gmail.com

(If applicant is importing RTTE for the use of other party, duly signed authorization letter from the user should be attached to the application. The letter should provide contact details and NIC number of the user)

3. Details of RTTE

Equipment Details (Please fill up the table below)

[Add Equipment](#)

- Under the Details of RTTE section , Click **Add Equipment**, then fill in equipment details.
- After fill the equipment details click on “Add” button to add the equipment.



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home

ecs.trc.gov.lk/custom-clearance/cd-form/IMEI/truc/600

Company Email: sahanakadesiva20@gmail.com

2. Details of Authorized Representative of the User

Name of the Authorized Representative

NIC Number

Mobile Number

(If applicant is importing RTE for the use of other party, duly signed authorization letter from the user should be attached to the application. The letter should provide contact details and NIC number of the user)

3. Details of RTE

Add Equipment

Type Approval Reference

Model

4. Other Details

Commercial Invoice Number

Commercial Invoice Date

Airway Bill Number

5. Declaration

I, the applicant, hereby certify that the information supplied in this application form is true in all respects.
I acknowledge that the Commission has right to reject the application in the case where any statement made herein is found to be false or the Commission is not satisfied in respect to any aspect of the application.

I hereby accept the above declaration. ☐ Date: 08/25/2025

TRCSL - Home

ecs.trc.gov.lk/custom-clearance/cd-form/IMEI/truc/600

Email: nuvinthak@gmail.com

(If applicant is importing RTE for the use of other party, duly signed authorization letter from the user should be attached to the application. The letter should provide contact details and NIC number of the user)

3. Details of RTE

Add Equipment

Equipment Details (Please fill up the table below)

Type Approval Reference	Model	Make	HSCode	Date of previous Importation	Quantity in order	Units price (CIF) in USD	Cost in USD	Action
ECS-TAA-V-20250815-262	24129PN74I	XIAOMI	HS-1	2025-08-13	2	320.00	66,000.00	Delete
Total Cost in USD							66,000.00	

* If space is not sufficient, please provide electronically

4. Other Details

Commercial Invoice Number

Commercial Invoice Date

Airway Bill Number

5. Declaration

I, the applicant, hereby certify that the information supplied in this application form is true in all respects.
I acknowledge that the Commission has right to reject the application in the case where any statement made herein is found to be false or the Commission is not satisfied in respect to any aspect of the application.

I hereby accept the above declaration. ☐ Date: 08/25/2025

- Then fill the Other Details Section with required details.
- Then under the **Declaration** section, tick the box next to "I hereby accept the above declaration." The current date will automatically appear in the date field.



TRCSL | Upgrade of IMEI Verification System Project

Type Approval Reference	Model	Make	HSCode	Date of previous Importation	Quantity in order	Units price (CIF) in USD	Cost in USD	Action
ECS-TAA-V-20250815-262	24129N74I	XIAOMI	HS-1	2025-08-13	2	320.00	66,000.00	Delete
Total Cost in USD							66,000.00	

- Under **Supporting Documentations**, click **Choose File** for upload the necessary documents.
- Finally, click the **Submit** button and Yes button to complete your application.

1. NIC of the applicant

2. Letter to the Controller of Imports & Exports

3. Import permit issued by the Controller of Imports & Exports

4. Frequency License (if applicable)

5. Commercial Invoice which should be certified by the bank responsible for transfer of funds/ Original Invoice (Original should be produced for verification purposes)

6. Packing list



TRCSL | Upgrade of IMEI Verification System Project

The screenshot shows a web browser window with the TRCSL logo in the top left corner. The browser address bar displays the URL: ecs.trc.gov.lk/custom-clearance/cd-form/IMEI/true/600. The page contains a form with several sections, each with a "Choose Files" button and a "No file chosen" status:

- 3. Import permit issued by the Controller of Imports & Exports
- 4. Frequency License (if applicable)
- 5. Commercial Invoice which should be certified by the bank responsible for verification purposes
- 6. Packing list
- 7. Airway Bill
- 8. Please upload the sticker payment slip. The payable amount is calculated as Rs.25 per device (Rs.25 × Number of devices).
- 9. Others

A "Confirm Submission" dialog box is displayed in the center of the screen. It contains the following text:

Confirm Submission

After Pressing the confirm button you can not change the details of the request form. Do you want to continue?

Buttons: Cancel, Yes

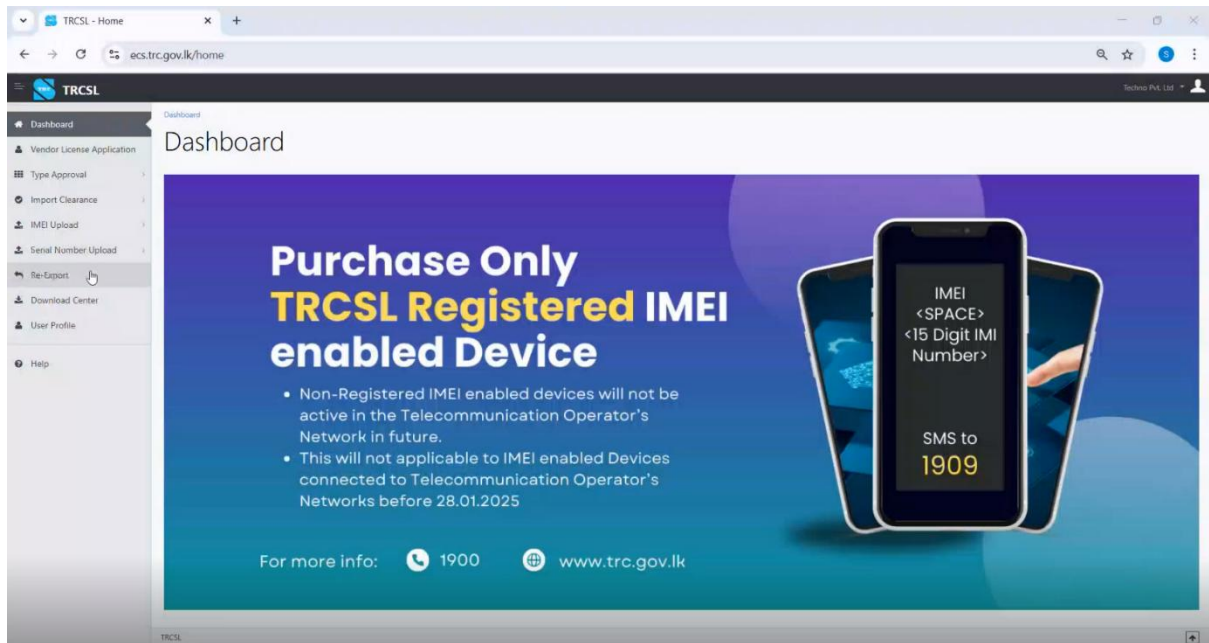
At the bottom of the form, there are "Clear" and "Submit" buttons.

- After submission, you'll see a confirmation page

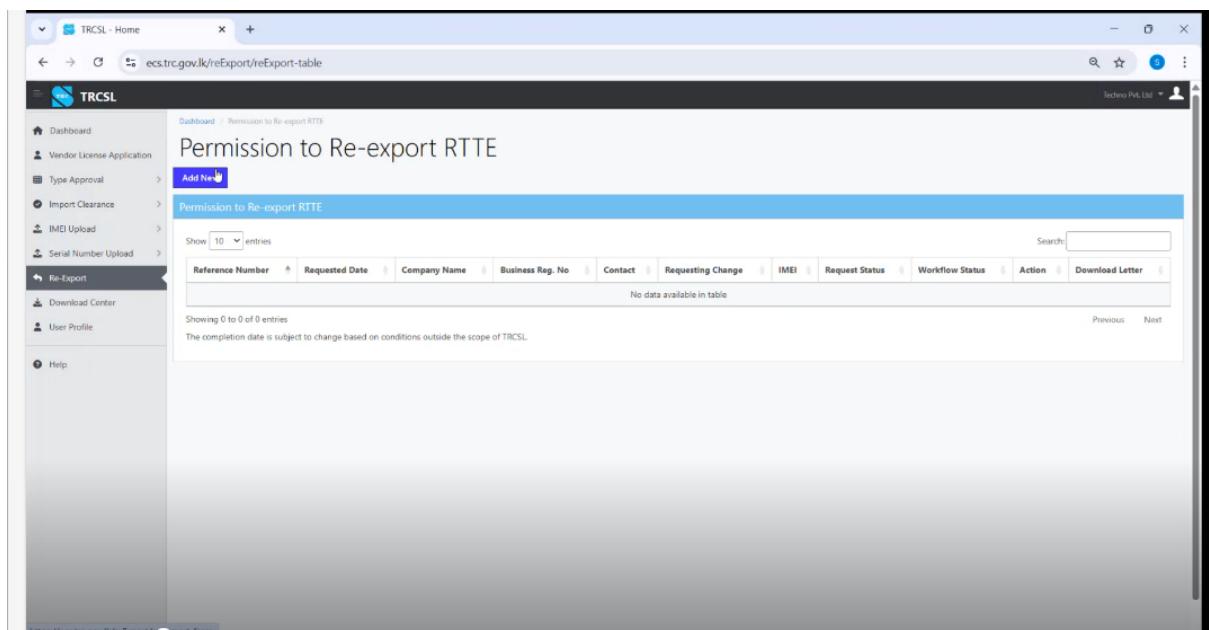
10. Re-Export Application Process

Step 1: Accessing Re-Export Section

- Navigate to the “Re-Export” section in the left-hand navigation menu.



- By click on Re- Export section your are direct in to the below shown screen,
- On that below displayed page click the **Add New** button.



- You can view your company details in the 1st section.



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- Scroll down and fill out the application form with Contact details of Authorized Representative of the company.

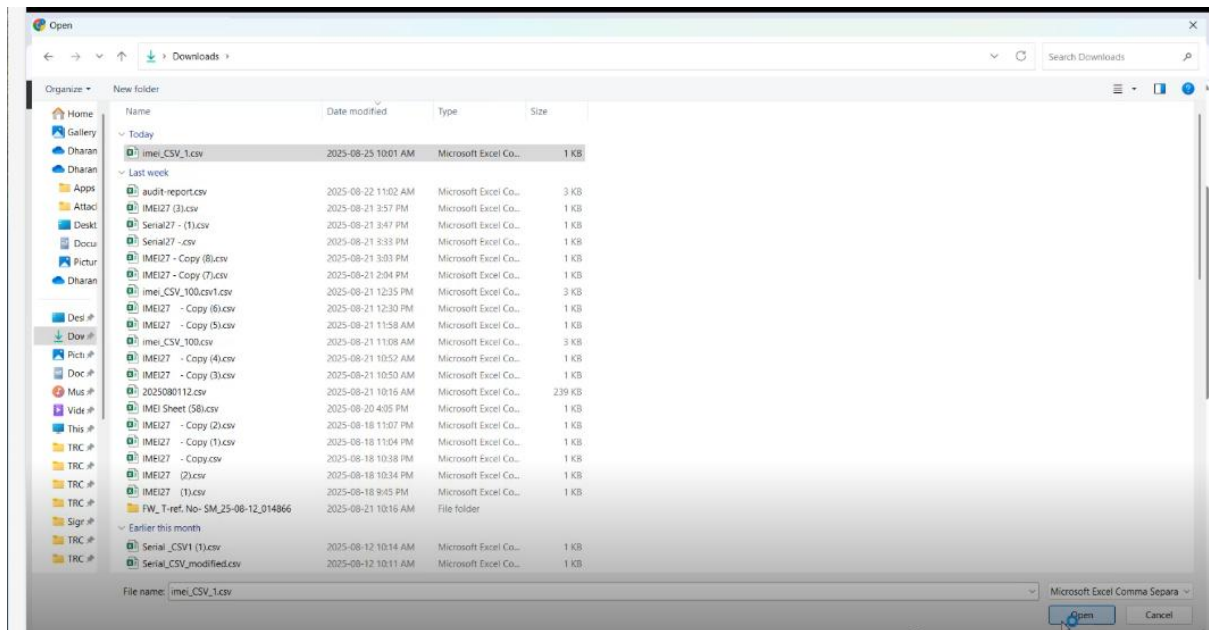
The screenshot shows the TRCSL re-export form at the URL ecs.trc.gov.lk/reExport/re-export-form. The form is divided into sections. The first section contains company contact information: Company Telephone (0715678414), Company Fax (0117211321), and Company Email (sahanakadesilva20@gmail.com). The second section, titled '2. Contact Details of Authorized Representative of the Company', contains fields for Name (D S De Silva), NIC Number (199976701771), Mobile Number (0763123333), and Email (thesilvadesilva1123@gmail.com). The third section, titled '3. Details of RTE', contains a radio button for 'IMEI Status' (selected 'With IMEI'), a 'List of RTE with Serial/IMEI Numbers' section with a 'Choose File' button, and fields for 'Reference Number of the no Objection Letter for the Custom Clearance issued by the Commission' and 'Locations of RTE Installed'.

- As below,
 - In the **Details of RTE** section, select whether the device has an **IMEI Status** of "With IMEI" or "Without IMEI"
 - Click the **Choose File** button and select the CSV file containing the list of RTE serial and IMEI numbers from your computer.

This screenshot is identical to the one above, showing the TRCSL re-export form. It highlights the '3. Details of RTE' section, which includes the 'IMEI Status' radio buttons (selected 'With IMEI'), the 'List of RTE with Serial/IMEI Numbers' section with a 'Choose File' button, and the 'Reference Number of the no Objection Letter for the Custom Clearance issued by the Commission' and 'Locations of RTE Installed' fields.

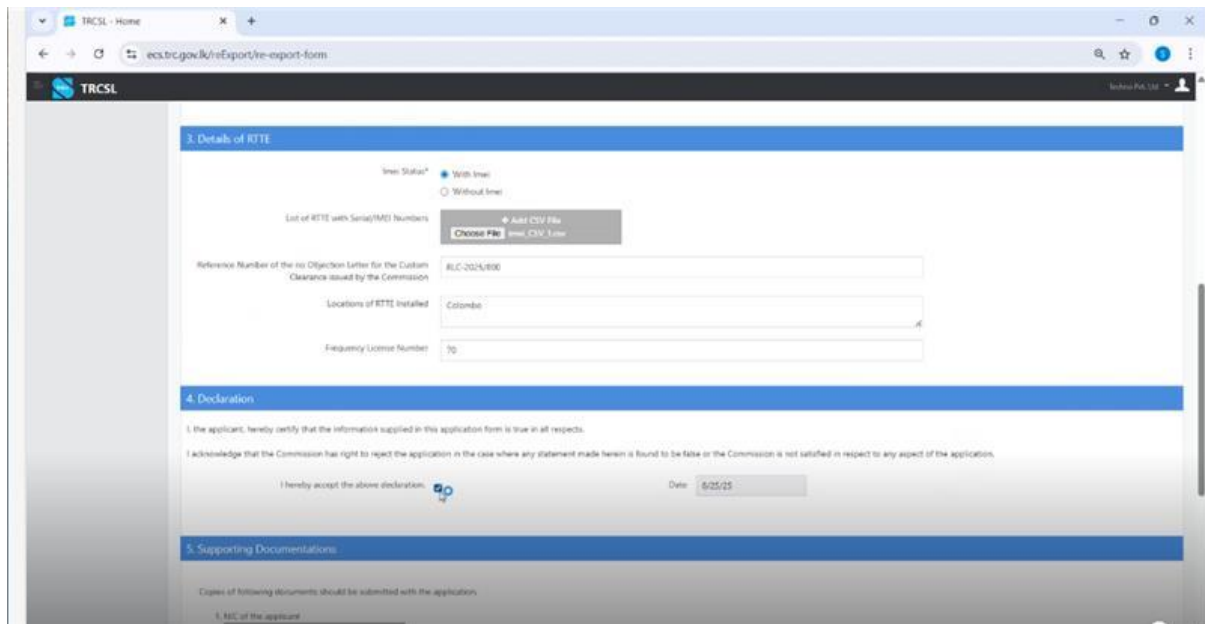


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- Then as the below screen,
 - Enter the Reference Number of the no objection letter for customs clearance.
 - Type in the Locations of RTTE Installed.
 - Enter the Frequency License Number (if applicable).

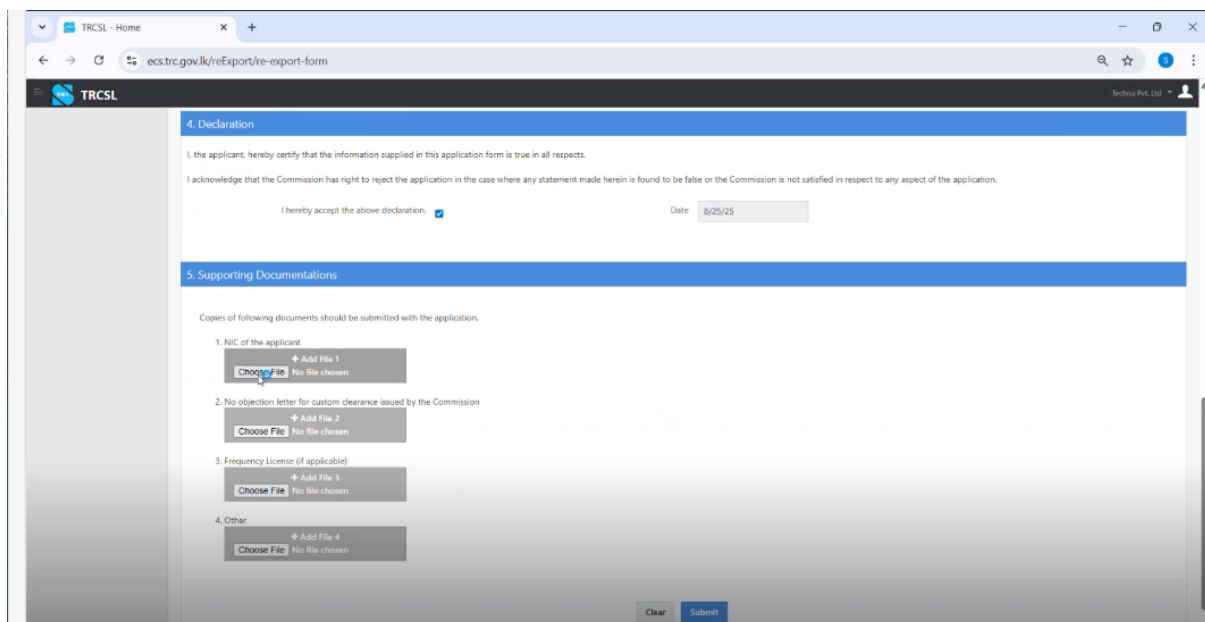
- Then under the **Declaration** section, tick the box next to "I hereby accept the above declaration." The current date will automatically appear in the date field.



The screenshot shows the TRCSL re-export form with the following sections:

- 3. Details of RTTE:** Includes radio status selection (With/Without IMEI), a list of RTTE with Serial/IMEI numbers, a reference number field (RLC-2024/000), a location dropdown (Colombo), and a frequency license number field (70).
- 4. Declaration:** Contains a declaration statement and a date field (6/25/25).
- 5. Supporting Documentations:** Lists required documents for upload.

- Under **Supporting Documentations**, click **Choose File** for the "NIC of the applicant" and "No objection letter for custom clearance issued by the Commission" sections to upload the necessary documents from your computer as below.

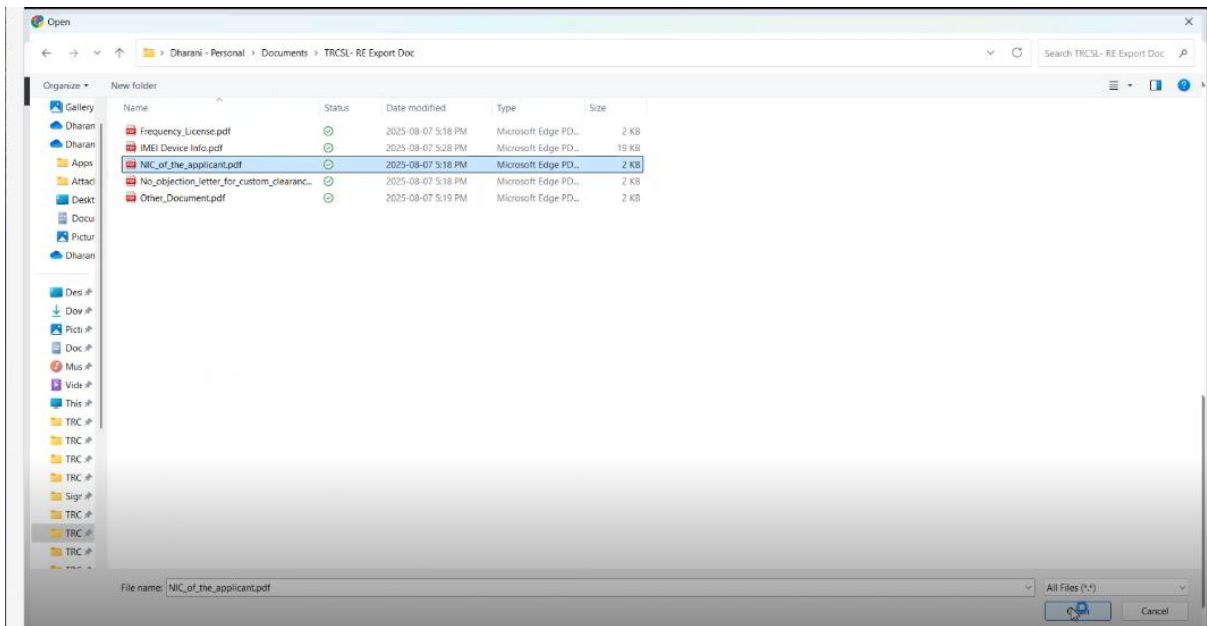


The screenshot shows the TRCSL re-export form with the following sections:

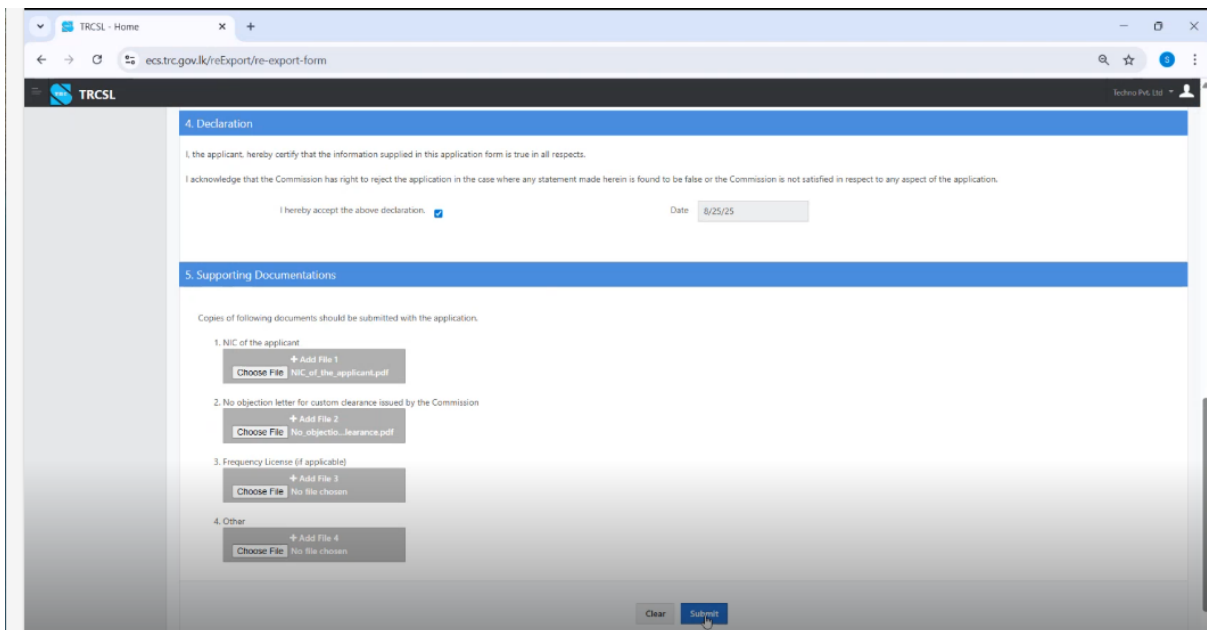
- 4. Declaration:** Includes a declaration statement and a date field (6/25/25).
- 5. Supporting Documentations:** Lists required documents for upload with 'Choose File' buttons:
 - NIC of the applicant
 - No objection letter for custom clearance issued by the Commission
 - Frequency License (if applicable)
 - Other



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- Finally as below, click the **Submit** button to complete your application.





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TRCSL - Home

ecs.trc.gov.lk/reExport/re-export-form

TRCSL

Techno Pvt. Ltd.

4. Declaration

I, the applicant, hereby certify that the information supplied in this application for re-export is true and correct to the best of my knowledge and belief. I acknowledge that the Commission has right to reject the application in the case where the information supplied is not satisfied in respect to any aspect of the application.

I hereby accept the above declaration. ☒

5. Supporting Documentations

Copies of following documents should be submitted with the application.

1. NIC of the applicant
Add File 1
Choose File
nic_of_the_applicant.pdf
2. No objection letter for custom clearance issued by the Commission
Add File 2
Choose File
no_objection_letterance.pdf
3. Frequency License (if applicable)
Add File 3
Choose File
No file chosen
4. Other
Add File 4
Choose File
No file chosen

Clear Submit

Confirm Submission

After Pressing the confirm button you can not change the details of the request form. Do you want to continue?

Cancel Yes

- After submission, you'll see a confirmation page and by click on the blue color "Check Your Status" button you can view the status of your request as below screens,

TRCSL - Home

ecs.trc.gov.lk/reExport/reExport-table

TRCSL

Techno Pvt. Ltd.

Dashboard / Success

Dashboard

Vendor License Application

Type Approval

Import Clearance

IMEI Upload

Serial Number Upload

Re-Export

Download Center

User Profile

Help

✓

Thanks for submitting!

Your Application for Permission to Re-export RTTE is successfully submitted.

The Completion time for the request is 30 Working Days.

CHECK YOUR STATUS

Download submitted form details



TRCSL | Upgrade of IMEI Verification System Project

TRCSL - Home

ecs.trc.gov.lk/reExport/reExport-table

TRCSL

Dashboard / Permission to Re-export RTTE

Permission to Re-export RTTE

Add New

Show 10 entries

Reference Number	Requested Date	Company Name	Business Reg. No	Contact	Requesting Change	IMEI	Request Status	Workflow Status	Action	Download Letter
ECS-RCL-V-20250625-51	2025-06-25	Sahanaka De Silva	PV00234567	0715678414	No	Yes	SUBMIT	IN_REVIEW		

Showing 1 to 1 of 1 entries

The completion date is subject to change based on conditions outside the scope of TRCSL.

Previous 1 Next