

## Step 2

### How to Submit Digital Certificate Application to LankaClear

**1. Submit Duly Filled Mandatory Documents and Make the Payment**

Below documents must be submitted to each user expecting to obtain digital certificate. Payment can be made via Direct Debit or bank transfer as per details provided in invoice or as obtained by LankaClear Helpdesk.

Issued certificate is valid for a period of one year. After the one year period, the digital certificate needs to be renewed. Security token is a one off purchase.

If there are any changes in the information provided, the organization must provide updated documents to LankaClear.

Non Sri Lanka Customs	New	Renewal
One time	Signed Digital Certificate Subscriber Agreement	-
Each User	NIC	-
	Passport or Driving License	-
	Digital Certificate Application Form	Digital Certificate Application Form

<b>Sri Lanka Customs</b>	<b>New</b>	<b>Renewal</b>
<b>One time</b>	<b>Signed Digital Certificate Subscriber Agreement</b>	-
	<b>Company Billing Proof</b>	-
	<b>Certified Copy of VAT Certificate</b>	-
	<b>Certified Copy of TIN Certificate</b>	-
<b>Each User</b>	<b>NIC</b>	-
	<b>Passport or Driving License</b>	-
	<b>Grama Sevaka Certificate</b>	-
	<b>Digital Certificate Application Form</b>	<b>Digital Certificate Application Form</b>

NIC must be certified true copies by an Attorney-at-Law.

Download Digital Certificate Application Form from our Downloads section:  
<https://www.lankaclear.com/knowledge-center/lankasign/#downloads>

Hard copies of documents were accepted at LankaClear office at the *Level 18, Bank of Ceylon HeadOffice, "BOC Square", No. 01, Bank of Ceylon Mw, Colombo 01*. Now the customers can submit scanned copies of new applications online via our Helpdesk email [helpdesk@lankaclear.com](mailto:helpdesk@lankaclear.com).