

### **New Applicants**

Login to [www.e-co.lk](http://www.e-co.lk) > New User Registration > Fill & Submit  
Chamber officer will get back to you with your Username and Password.

### **Existing Applicants**

Login to [www.e-co.lk](http://www.e-co.lk) > My Profile > Edit & Submit  
Chamber officer will verify your updates.

### **Letter of Declaration**

- Print the *Letter of Declaration* on your company letter head.
- Sign by the Director on Rubber stamp.
- Send it *once in two years* to the Chamber.  
Head of the Division,  
Commercial Documents Registration Division.  
The Ceylon Chamber of Commerce.  
No. 50, Nawam Mawatha, Colombo 2.
- Keep a *color scanned softcopy* with you and attach it with each online submission.

### **How to register a Certificate of Origin?**

Upload CO > Upload External ECO > Upload  
External ECO – Attach the eCO  
Supporting Document 1 – Attach the Letter of Declaration  
Supporting Document 2 – Attach the Invoice  
Supporting Document 3 – Attach the Party's Copy (CUSDEC)

### **How to register a Commercial/Performa Invoice?**

Upload CO > New Invoice > Upload  
Invoice – Attach the Invoice  
Supporting Document 1 – Attach the Letter of Declaration  
Supporting Document 2 – N/A  
Supporting Document 3 – N/A

### **How to register any Other Document?**

Upload CO > New Other Documents > Upload  
Key Document – Attach the Document  
Supporting Document 1 – Attach the Letter of Declaration  
Supporting Document 2 – N/A  
Supporting Document 3 – N/A

### **Direct-deposit/Transfer your dues. (Please acknowledge us with reference)**

Bank	Hatton National Bank PLC
Branch	City Office
Account Name	The Ceylon Chamber of Commerce – Special A/C
Account No	002-010276741
Swift Code	HBLILKLX
Address	16, Janadhipathi Mawatha, Colombo 01, Sri Lanka.

**Help-Desk**

011-55-888- 19/86/11

[eco@chamber.lk](mailto:eco@chamber.lk)

Please note that all inquiries are catered Monday to Friday; 8:00 a.m. to 4:30 p.m.