NVOCC Operators' Licenses Renewal Notice for The Year 2026

As per the Licensing of Shipping Agents, Freight Forwarders, Non-Vessel Operating Common Carriers (NVOCC) and Container Operators Act No 10 of 1972, and in accordance with Extraordinary Gazette No. 1877/26, dated 28th August 2014, all NVOCC Operators are required to renew their licenses for the year 2026 in order to continue their business operations.

- **Deadline for the Submission:**

All required documents must be submitted to the Merchant Shipping Secretariat on or before **30th November 2025.**

- **Mandatory Documents to be Submitted**:

1. Dully filled Application
2. Receipt of License Fee
3. Original Bank Guarantee
4. Valid Appointment letters for the year 2026 from the principals
5. Details Of the Bank Accounts
6. Audit report of the last financial year
7. Letter of Conformity
8. Original Insurance Liability Cover – (If use own B/L)

- Where changes have already been duly informed to the DGMS office, the following documents need not be submitted for the renewal process. In the absence of such notification, submission of following documents is mandatory.

9. Detail of the Shareholders
10. Details of the Directors and their ID copy or Passport copy
11. A letter to confirm availability of staff officer who has 5-years experience in the shipping field
12. A letter to confirm availability of 2 officers who have completed professional training
13. B/L Copy of all principals

- If you use your own Bill of Lading, it is mandatory to obtain insurance coverage from an insurance company registered in Sri Lanka. However, if you use the Principal's Bill of Lading, obtaining insurance coverage from a Sri Lankan insurance company is not mandatory, provided that the principal's insurance coverage adequately meets the insurance requirements expected by the Merchant Shipping Secretariat (MSS).

- **Please note that this Renewal Notice consists of following annexures facilitate to preparation of documents.**

1 – Guidance to Application Submission Annexure

2 - Specimen Application Form Annexure

3 - Specimen Bank Guarantee Annexure

4 - Specimen of Certificate of Conformity Annexure

5 - Details of Bank Accounts Annexure

6 - Details of Shareholders Annexure

7 - Checklist for submission of Documents Annexure

Failure to submit the necessary documents by the deadline may result in a delay in receiving the license, which could disrupt to continuing your business operations."

For more details on the renewal process or to download the necessary forms, please visit our website or contact the Merchant Shipping Secretariat.

We urge all license holders to comply with the requirements promptly to avoid disruptions to their business.

T.H.B. Asanga Deshapriya
Director General of Merchant Shipping

Copy: SLANA, SLFFA & CEYFFA – For the circulation among its membership.

Annexure 1

Guidance to Application Submission

(1) Application for NVOCC Operators,

01. Application as per the schedule (Annexure 2)

01. Copy of Bank slip Licensing Fee paid in favor of Director General, Merchant Shipping Secretariat – Revenue Collection.
    Account Name: 7040299, Bank of Ceylon, Taprobane Branch.

    a. The annual fee payable for a license is SLRs. 20, 000/-
    b. The stamp fee payable for a license is SLRs. 1,000/-

02. Bank Guarantee for Rs.500,000/- obtained from a bank approved by Central Bank of Sri Lanka (Annexure 3)

03. Letter(s) from principal(s) extending agency appointment(s) and validating agency agreement(s) for the year 2026.

04. A letter to confirm the availability of the staff officer who has a minimum of five years experience in the field of international transportation services.

05. In order to fulfill the requirements of Exchange Control regulations, the following documents should be submitted.

    a) Details of shareholders of the company (annexure 4)
    b) Details of the all-bank account(s) maintained by the company (annexure 5)
    c) Submission of Audited Statement of Accounts and Audit Report for the latest financial year
    d) Certificate of conformity (Annexure 6).

06. A letter to confirm the availability of two employees who have completed professional training as per the section 8 (e) of the said regulation.

07. Copy of all Bill of Lading issued on behalf on principals (not essential those who have submitted to the Merchant Shipping Secretariat for obtained license initially)

08. The Insurance Liability Cover obtained from an Insurance Company registered under the Insurance Board of Sri Lanka.

- US$100,000 for All Risk Liability
- US$50,000 for Errors and Omission

• NVOCC Agency who obtained insurance coverage for annual license renewal should protect the NVOCC Agency or carrier legal responsibility for the goods in event of claim.

• Insurance policy should consist of Goods legal liability, professional indemnity (errors and omission) third party liability, fines and duties, costs and Expenses coverages.

If you use your own Bill of Lading, it is mandatory to obtain insurance coverage from an insurance company registered in Sri Lanka. However, if you use the Principal's Bill of Lading, obtaining insurance coverage from

a Sri Lankan insurance company is not mandatory, provided that the principal's insurance coverage adequately meets the insurance requirements expected by the Merchant Shipping Secretariat (MSS).

(Please note that all the copy of documents submitted should be certified and dated by an authorized person page to page.)

Annexure 2

SPECIMEN APPLICATION FORM

(TO BE TYPED ON THE COMPANY LETTER HEAD)

APPLICATION FOR A LICENCE OR FOR RENEWAL OF A LICENCE TO CARRY ON BUSINESS AS A NVOCC OPERATORES

1. Name of the Applicant: .....
2. Registered Address: .....
3. Number and the Date of Incorporation under Companies Act, No. 7 of 2007.
   (i) Company Registration No.: .....
   (ii) Date of Incorporation: .....
4. Address of Principal Place of business: .....

   Contact No.: ..... Fax No.: ..... E mail Address: .....
5. Name(s) of, Addresses and nationality of Directors:

Name	Designation	Nationality	E Mail ID	Contact No

6. State whether Private or Public Company: .....
7. Paid-up Capital of the Company: .....
8. VAT Registration Number: ……..
9. TIN Number: ……
10. Employment – (a) Permanent: ……

    (b)Temporary: ……
11. Particulars of Foreign shareholding if any: .....
12. Particulars of bank guarantee: .....
13. Name of the staff officer referred to in paragraph (b) of regulation 5 and his experience in the field of international transportation service.

14. a) No. of Principals: ……

b) Particulars of owner or principal:

Name of Principal	Address
1.Existing Principals	
2.New Principals	

15. Particulars of previous License No. (If applicable): ..... Year: .....

We hereby undertake to notify the Director-General of Merchant Shipping within 14 days, if any changes to the Board of Directors.

We hereby confirm that we are fully conversant with the provisions of the Licensing of Shipping Agents, Freight Forwarders, NVOCC Operators and Container Operators Act No 10of 1972as amended, the regulations promulgated under the said Act and the law relating to the activities covered by this license

We declare that, to the best of our knowledge and belief, all the statements contained in this application are true and correct.

Names and signatures of the directors:

Date:

Annexure 3

SPECIMEN OF BANK GUARANTEE

Whereas Company ……. herein after called "The Principal" has agreed to enter in to contract with the Director General, Merchant Shipping Secretariat, Ministry of Ports, Shipping and Aviation, No. 79, Technical Junction, Maradana Road, Colombo 10, herein after called "The Beneficiary" for "**due performance**" to the value of **Rs. 500,000/-** (Rupee FIVE HUNDRED THOUSAND)

We the ……. Bank, a banking company duly incorporated in the Republic of Sri Lanka under the companies Act No. 07 of 2007 and having its registered office at ……and the Branch ……. Herein after called "The Bank" hereby guarantee and undertake to pay on first written demand the Beneficiary a sum not exceeding Rs. 500,000/- (Rupee FIVE HUNDRED THOUAND ONLY) in the event the principal fails or neglects to perform the business of NVOCC Operator as required by the beneficiary.

A demand addressed to us under the hand of the Beneficiary (so far as we the Guarantor are concerned) be conclusive evidence that we are liable to pay the sum demanded but not exceeding the amount aforesaid and accordingly, we the Guarantor shall not be entitled to dispute in any manner any demand made on us under the hand of the Beneficiary. Every payment made by us in response to such demand, which shall be paid in Colombo, shall be deemed to be in discharge pro tanto to our liability.

Annexure 4

Details of the shareholders of the company carrying out business as a NVOCC

Submitted by:

Name of the NVOCC: .....

……...……

Registered Address : .....

……

Company Registration No. : .....

(A) Details of the Shareholding Structure[#] as at 30th September 2024
(Please use separate sheet if the space provided here is not sufficient.)

	Name of the Shareholder	NIC / Comp.Reg.No.	R*/ NR	R**/ NR	No of Shares held	% held
1						
2						

[#]R refers to "Resident in Sri Lanka" and NR refers to "Resident outside Sri Lanka" within the meaning of the Gazette (extraordinary) No. 15,007 dated 21.04.1972 under the Exchange Control Act. No. 24 of 1953

(B) **Shareholding Summary**	No of Shares held**	% held**
No of shares held by persons residents in Sri Lanka	.....	.....
No of shares held by persons residents outside Sri Lanka	.....	.....
Total		100.00%

*Individual resident in Sri Lanka or any business entity registered/incorporated in Sri Lanka

**If the shareholder listed above is a company registered in Sri Lanka, please indicate the residential status of the ultimate shareholder.

(C) Please provide details if you have obtained any approval from Board of Investment Sri Lanka in respect of foreign shareholding of your company. (Please attach copy of such approvals, if any)

.....

I/We, as registered Secretaries / Auditors / Chartered Accountants of ..... hereby confirm that the details given above is true and correct.

.....	.....	.....	.....
Name	Signature	Date	Rubber Stamp

Annexure 5

Details of the all-bank account/s maintained by company as a NVOCC Operator, on behalf of principal/(s)

Name of the NVOCC: ……
…….....
Registered Address:
.....

Details of the all-bank account/s maintained by our company as a NVOCC Operator, on behalf of our principal/(s) are given below. (Please use additional sheet/s if necessary)

##	Name of the Bank Account (as appeared in the Bank statements)	Type of Account	Bank	Branch	Account No.	Type of Currency (i.e. LKR, USD)	On behalf of: (Name of the principal & country)
1							
2							
3							
4							
5							

We here by confirm you that we have declared details of all bank account/s maintained by our company as a NVOCC Operator, on behalf of the principal/s and also confirmed the accuracy of the details given above.

....
Director/CEO Date Rubber Stamp

Annexure 6

Specimen of Certificate of Conformity

DGMS
……..
……..

Dear Sir/Madam,

Certification from the Auditors/Chartered Accountants for the purpose of renewal the license to carry out business as a NVOCC operator

We, ……..…. *(firm)* ……..……, as the Auditors/Chartered Accountants of …… *(name of the company)* …….. wish to certify that ……. Is in full compliance / non-compliance / partially compliance with the relevant regulatory requirements*. Further, during our examinations the following deficiencies/non compliances were identified and have already brought the attention of the Board of Directors.

1.

2.

3.

(Auditor/Chartered Accountant)

*Including minimum agency fees, receipts of all dues from the as due, shares held by persons resident outside Sri Lanka (direct and indirect),

NVOCC
Only repatriable funds have been remitted within approved limit for foreign shareholders
All dues from foreign counter parts has been received within ….. months
Approved limit of shares held by persons resident outside Sri Lanka

Annexure 7

Checklist for submission of Mandatory Documents for Renewal of NVOCC Operators' Licenses – 2026

Name of the Company: ……

Contact Details: Name of the officer: ……. Contact Number: ……

E mail ……

	Document	Mark a (√) for documents being submitted (by Company)	For MSS Office use only
1.	Dully filled Application		
2.	Receipt of License Fee		
3.	Bank Guarantee (Original)		
4.	No of Appointment Letter(s) …		
	7.1. No of Existing Principal …		
	7.2. No of New Principal …		
5.	Details of Bank ACs		
6.	Audited Accounts		
7.	Certificate of Conformity		
8.	Insurance Liability Cover (Original)		
9.			
10.			
11.			
12.			
13.			

……

Checklist for submission of Mandatory Documents for Renewal of NVOCC Operators' Licenses – 2026

Name of the Company: ……

I hereby acknowledge the receipt of the below documents submitted to renew NVOCC License for the year 2026.

	Document	Mark a (√) for documents being submitted	Remarks
1.	Dully filled Application		
2.	Receipt of License Fee		
3.	Bank Guarantee (Original)		
4.	No of Appointment Letter(s) …		
	7.1. No of Existing Principal …		
	7.2. No of New Principal …		
5.	Details of Bank ACs		
6.	Audited Accounts		
7.	Certificate of Conformity		
8.	Insurance Liability Cover (Original)		
9.			
10.			
11.			
12.			
13.			

……
Signature

*** Please note that all documents submitted should be certified and dated by an authorized person page by page.**

	Merchant Shipping Secretariat *Ministry of Ports & Civil Aviation*	*MSS*

MERCHANT SHIPPING SECRETARIAT

Ministry of Ports and Civil Aviation

EVALUATION 2025- The Process of Renewal of NVOCC Operators' Licenses - Feedback Form

Please take a few moments to provide us with some important feedback about our process of Renewal of Licenses. This information will be used to improve the existing process.

Aspects		***Grade***	***Remarks***
01	*Current services offered (Working Procedure)*		
02	*Payment System*		
03	*Clarity and Provision of relevant Information*		
04	*Ability to meet your requirement (satisfied)*		
05	*Timeliness and reliability of services provided (Time consume)*		
06	*Regularity and means of communication with our division*		
07	*Environment & Staff*		

Grades ***A- Excellent*** ***B - Good*** ***C - Average*** ***D - Below Average***

Comments or suggestions:

……
……
……
……
……
……
……

Thank You for your feedback.