

.01.10.2021

All Shipping Agents,

## **RENEWAL OF SHIPPING AGENTS LICENSE FOR THE YEAR 2022**

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This is to inform that all shipping agent licenses should be renewed to continue to function as a shipping agent for the year 2022. All applications should be complied with the provisions stated in the regulations No. 684/9 dated 17<sup>th</sup> October 1991 and No 763/8 dated 21<sup>st</sup> April 1993.

To facilitate renewing of licenses for the year 2022, below two options have been introduced.

1. The companies may submit documents directly MSS in one single envelope to reach on or before 19 Nov.2021, to the below address. Please indicate as “**Renewal of Shipping Agency License 2022**” on the top left corner of the envelope.

Director General,  
Merchant Shipping Secretariat,  
1<sup>st</sup> Floor, Bristol Building,43-89, Colombo 01.

2. The companies may send documents using the given e mail. Below instructions should be strictly followed when sending documents by e mail.
  1. PDF documents of the Application along with other required documents can be sent by [SArenewal2022@gmail.com](mailto:SArenewal2022@gmail.com) on or before 12 Nov.2021.
  2. Heading of the e mail message should be named as “Renewal of SA .....(Name of the Company)”
  3. All documents should be attached as per the numbering order of the checklist included in the Annexure 7.
  4. Letters of appointments extending/validating agency appointment/agreement for the year 2022 should be arranged as per the numbering order of the list of principals included under the Item No 8(b) of the application (Annexure 2).
  5. The re-submission of letters of principals does not necessary, if agency appointment has given with “until further notice” & already filed at MSS.
  6. Only originals of following documents should be submitted prior to obtain Shipping Agency license.
    - (i) Bank Guarantee,
    - (ii) Letters of principals extending agency appointment/agreement for the year 2022.
    - (iii) Bank slip of licensing fee

Thank You.

Yours Sincerely,

**A.W.Seneviratne**  
**Director General of Merchant Shipping**

Copy: Secretary General, Ceylon Association of Shipping Agents (CASA)- For circulating this  
Notice to members.

## LIST OF REQUIREMENTS

01. Duly filled application (Annexure 2)
02. Copy of Bank slip of Licensing fee paid in favor of Secretary, Ministry of Ports & Shipping  
**Account Name :7040299 , Bank of Ceylon, Taprobane Branch**
  - Annual fee payable for a license up to 10 principals is LKR 35,000/-and,
  - LKR 500/- for the inclusion of each additional principal.
  - The stamp fee payable for a license is LKR 1,000/-.
03. (i) Letter(s) from principal(s) extending agency appointment(s) and /or validating agency agreement(s) for the year 2022.  
  
(ii) If new principals are to be included, applicants are requested to submit following documents.
  - For Liner Services***
    1. A letter(s) from owner of shipping line(s) appointing applicant as agent in Sri Lanka.
    2. A certified copy of agency agreement signed by local shipping agent and shipping line
  - For Non-Liner service***
    - A letter indicating the agency terms
- (iii) For a change/transfer of Shipping Agency, the provisions under the section 10 of the regulation No 684/9 are applicable.
- (iv) All Maritime Security Agencies should submit fresh letters of appointments for the year 2022 indicating their service(s) provided to foreign Maritime Security Companies.
04. Bank Guarantee for LKR 500,000/- obtained from a bank approved by the Central Bank of Sri Lanka (Annexure 3)

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

05. Details of shareholders of the company (Annexure 4)
06. Details of the all-bank account(s) maintained by the company (Annexure 5)
07. Certified copies of Audited statement of Accounts and Audit Report for the latest financial year
08. Certificate of Conformity (Annexure 6)

**SPECIMEN APPLICATION FORM**

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**(TO BE TYPED ON THE COMPANY LETTER HEAD)**

**RENEWAL OF SHIPPING AGENTS LICENSE**

01. Name of the applicant:

02. Registered addressed:

03. Details of Directors:

Name	Designation	Nationality	E mail ID	Contact No

04. Particulars of foreign shareholding:

05. Paid up capital:

06. Particulars of Bank Guarantee:

07. What business other than that of a shipping agent is carried on by the applicant:

08. a) No. of Principals:

b) Particulars of owner or principal or charterer or master.

Name of Owner /principal /Charterer/Master	Address	Liner Route	Type of the Service (Crew Supply/ Maritime Security/ Cargo Handling/ Other)
<u>Existing principals/Owners</u>			
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>New Principals/Owners</u>			
<u>1</u>			
<u>2</u>			

09. Volume of cargo loaded and discharged in Sri Lanka by lines represented by the applicant in the last 3 year (Please give breakdown separately in respect of each year)

2020

2019

2018

10. Inland Container Depots in Colombo used by Principals:

11. Particulars of previous license No. : ..... Year: .....

We 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 10 of 1972 as amended, the regulations promulgated under the said Act and the law relating to the activities covered by this license.

We hereby declare that we will not provide any service to any company, partnership, individual or corporation purporting to act as Shipping Agent or Container Operator without the authority of a license issued under the Licensing of Shipping Agents Act, No.10 of 1972.

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:

**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 and Shipping, No.43-89, York Street, Colombo 01, herein after called “The Beneficiary” for “**due performance**” to the value of **Rs. 500,000/-** (Rupees 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/- (Rupees FIVE HUNDRED THOUAND ONLY) in the event the Principal fails or neglects to perform the business of Shipping Agent 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.

This guarantee shall be valid from ..... to .....



**Annexure 5**

**Details of all bank account/s maintained by company as a shipping agent, on behalf of principal/(s)**

**Name of the Shipping Agency:** .....

**Registered Address:** .....

**Details of the all-bank account/s maintained by our company as a shipping agent, 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 shipping agency, on behalf of the principal/s and also confirmed the accuracy of the details given above.

.....  
Director/CEO

.....  
Date

.....  
Rubber Stamp

**CERTIFICATE OF CONFORMITY**

DGMS

.....  
.....

Dear Sir/Madam,

**Certification from the Auditors/Chartered Accountants for the purpose of renewal of the license to carry out business as a shipping agent**

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.

Thank you.

(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),

**SA**

Complied with Minimum Tariff

Duly receipt the remittance form Principals and keep sufficient funds to meet local expenses

Only repatriable funds have been remitted within approved limit for foreign shareholders

**CHECKLIST**

Name of the Company: .....

Name of the officer: ..... Contact Number: .....  
E mail .....

	Document	Mark a (√) for documents being submitted (by Applicant)	For MSS Office use only
1	Dully filled Application		
2	Receipt of License Fee		
3	No of Appointment Letter (s)		
	3.1 No of Existing Agents		
	3.2 No of New Agents		
4	Bank Guarantee		
5	Details of Shareholders		
6	Details of Bank ACs		
7	Audited Accounts		
8	Certificate of Conformity		

.....  
Name of the Company: .....

I hereby acknowledge the receipt of the below documents submitted to renew SA License for the year 2022.

	Document	Mark a (√) for documents being submitted	Remarks
1	Dully filled Application		
2	Receipt of License Fee		
3	No of Appointment Letter (s) ...		
	3.1 No of Existing Agents ...		
	3.2 No of New Agents ...		
4	Bank Guarantee (Original)		
5	Details of Shareholders		
6	Details of Bank ACs		
7	Audited Accounts		
8	Certificate of Conformity		

.....  
Signature