

01.10.2021

All Freight Forwarders/NVOCC Agents,

## **RENEWAL OF FREIGHT FORWARDER/NVOCC OPERATOR LICENSE FOR THE YEAR 2022**

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This is to inform that all licenses should be renewed for the year 2022 to continue to function as Freight Forwarders/NVOCC Operators. All applications should be complied with the provisions as specified in the regulation No. 1877/26 dated 28th August 2014 promulgated under the Licensing of Shipping Agents, freight forwarders, NVOCC Operators and Container Operators Act No 10 of 1972 as amended.

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 FF/NVOCC Operator 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 [FFrenewal2022@gmail.com](mailto:FFrenewal2022@gmail.com) on or before 12 Nov.2021.
  2. Heading of the e mail message should be named as “Renewal of FF/NVOCC .....(Name of the Company)”
  3. All documents should be attached as per the numbering order of the checklist included in the Annexure 7 & 8.
  4. Only originals of following documents should be submitted prior to obtain license.
    - (i) Bank Guarantee,
    - (ii) Insurance Liability
    - (iii) Bank slip of licensing fee

Thank You.

Yours Sincerely,

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

Copy: Secretary General of Sri Lanka Logistics & Freight Forwarders Association (SLFFA),  
Secretary General of Ceylon Freight Forwarders Association (CEYFA)  
Secretary General of Sri Lanka Association of NVOCC Agents (SLANA)

## LIST OF REQUIREMENTS

### Category A

1. Duly filled application (Annexure 2)
2. Copy of Bank slip Licensing Fee paid in favor of Secretary, Ministry of Ports & Shipping  
**Account Name :7040299 , Bank of Ceylon, Taprobane Branch**
  - a. The annual fee payable for a license is LKR 10,000/-
  - b. The stamp fee payable for a license is LKR1,000/-
3. Bank Guarantee for Rs.500, 000/- obtained from a bank approved by Central Bank of Sri Lanka (Annexure 3)
4. 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
5. A letter to confirm the availability of the staff officer bearing a minimum of five-year experience in the field of international transportation services.
6. A letter to confirm the availability of two employees who have completed professional training as per the section 8 (e) of the said regulation.

Following documents should be submitted to fulfill the requirements of Exchange Control regulations.

7. Details of shareholders of company (annexure 4)
8. Details of all bank account(s) maintained by company (annexure 5)
9. Audited Statement of Accounts and Audit Report for the latest financial year
10. Certificate of Conformity (Annexure 6).
11. A copy of Liner B/L (for NVOCC Agents)

### Category B

1. Duly filled application (annexure 2)
2. Copy of Bank slip of Licensing Fee paid in favor of Secretary, Ministry of Ports & Shipping

**Account Name :7040299 , Bank of Ceylon, Taprobane Branch**

The annual fee payable for a license is LKR 10,000/-

The stamp fee payable for a license is LKR 1,000/-

3. Bank Guarantee for Rs.250, 000/- obtained from a bank approved by the Central Bank of Sri Lanka (Annexure 3 )

Following documents should be submitted to fulfill the requirements of Exchange Control regulations,

4. Details of shareholders of the company (annexure 4)
5. Details of the all-bank account(s) maintained by the company (annexure 5)
6. Audited Statement of Accounts with Audit Report for the latest year
7. Certificate of Conformity (annexure 6)

## SPECIMEN APPLICATION FORM

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

**APPLICATION FOR RENEWAL OF A LICENCE TO CARRY ON BUSINESS AS A FREIGHT FORWARDER/NVOCC AGENT**

**Category: Class A**

**NVOCC**

**Class B**

1. Name of the Applicant: .....
2. Registered Address: .....
3. Contact details of Directors:

Name	Designation	Nationality	E mail ID	Contact No

4. Paid-up Capital of the Company: .....
5. Particulars of Foreign shareholding if any: .....
6. Particulars of bank guarantee: .....
7. Name of the staff officer referred to in paragraph (b) of regulation 5 and his experience in the field of international transportation service.
8. The volume of cargo handled in Sri Lanka as Laden/Empty -Imports/Transshipments/Exports in the last three years (Include a separate break down in respect of each year.)

2020

2019

2018

9. Inland Container Depots in Colombo used by Principals (for NVOCC Agents).

10. 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 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 other than under the authority of a license issued under the Licensing of Shipping Agents, Freight Forwarders, Non Vessel operating Common Carriers and Container Operators 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 Freight Forwarder/ 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.

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

## DETAILS OF SHAREHOLDERS OF THE COMPANY

**Submitted by:**
**Name of the Freight Forwarder/NVOCC Agent:** .....

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

**Company Registration No.:** .....

**(A) Details of the Shareholding Structure<sup>#</sup> as at 30th September 2022**  
**(Please use separate sheet if the space provided here is not sufficient.)**

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

*<sup>#</sup>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



**Details of the all bank account/s maintained by company as a Freight Forwarder/NVOCC Agent**

Name of the Freight Forwarder/NVOCC Agent .....

Registered Address: .....

Details of the all bank account/s maintained by our company as a Freight Forwarder/NVOCC 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 freight forwarder, 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 the license to carry out business as a shipping agent / a freight forwarder and 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),

FF

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

**CHECKLIST FOR CATEGORY A LICENSE**

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		
4	Insurance Liability Cover		
5	A letter to confirm availability of staff officer who has experience in the shipping field		
6	A letter to confirm availability of 2 officers who have completed professional training		
7	Details of Shareholders		
8	Details of Bank ACs		
9	Audited Accounts		
10	Certificate of Conformity		

.....

Name of the Company:.....

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

	Document	Mark a (√) for documents being submitted	Remarks
1	Dully filled Application		
2	Receipt of License Fee		
3	Bank Guarantee		
4	Insurance Liability Cover		
5	A letter to confirm availability of staff officer who has experience in the shipping field		
6	A letter to confirm availability of 2 officers who have completed professional training		
7	Details of Shareholders		
8	Details of Bank ACs		
9	Audited Accounts		
10	Certificate of Conformity		

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Signature

**CHECKLIST FOR CATEGORY B LICENSE**

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		
4	Details of Shareholders		
5	Details of Bank ACs		
6	Audited Accounts		
7	Certificate of Conformity		

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Name of the Company:.....

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

	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	Details of Shareholders		
5	Details of Bank ACs		
6	Audited Accounts		
7	Certificate of Conformity		

.....  
Signature