

Notice: RENEWAL OF CONTAINER OPERATOR'S LICENSE – 2025

This is to inform you that in order to continue functions as a Container Operator, should obtain /renew Container Operator's License for the year 2025. All Container Operators are required to comply with all appropriate provisions as specified in the regulation bearing government gazette notification extraordinary No. 1402/19 dated 22nd July 2005 promulgated under the Licensing of Shipping agents, Freight Forwarders, NVOCC Operators and Container Operators Act No 10 of 1972 as amended, and submit all relevant documents together with duly filled application to the Merchant Shipping Secretariat (MSS) for renewing of the license for 2025.

Deadline for Submission:

All required documents must be submitted to the Merchant Shipping Secretariat on or before **30th November 2024**.

Please note that this Renewal Notice consists of following annexures.

- 1 - List of Requirements Annexure
- 2 - Specimen Application Form Annexure
- 3 - Specimen Bank Guarantee Annexure
- 4 - Declaration of Compliance by Directors Annexure
- 5 - Checklist for submission of Documents

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.

S.D.G.A.K. Wilson
Director General of Merchant Shipping

Copy: ACDO

List of Requirements

01. Duly filled application (Annexure 2)
02. Copy of Bank slip of Licensing fee paid in favor of Director General, Merchant Shipping Secretariat – Revenue Collection.

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

- Annual license fee is SLRs.20,000/-,
 - The stamp fee payable for a license is SLRs.1000/-
01. Bank Guarantee for SLRs.500, 000/- obtained from a bank approved by the Central Bank of Sri Lanka(Annexure 3)
 02. A certified copy of the certificate of conformity / license/ permit issued by the Local Government Authority
 03. A certified copy of the Audited statement of Accounts with the Auditors Report for the previous financial year.
 04. A declaration from Directors on compliance with Minimum Recommended Tariff (Annexure 4)

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

Specimen Application Form

(TO BE TYPED ON THE COMPANY LETTER HEAD)

Renewal of container Operator License

01 Name of the Applicant:.....

02 Registered address.....

03 Details of Director:

Name	Designation	Nationality	E Mail ID	Contact No

04 Address of principal place of business and current Tel No. Fax & E-mail Address:
.....

05 State whether Private or Public Company:

06 Particulars of Foreign Shareholding if any:.....

07 Paid-up Capital:.....

08 Type of business:

- a. Container Terminal
- b. Container Depot
- c. Container Freight Station

09 Business other than that of a Container Operator, carried on by the Applicant:
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10 Particulars of Bank Guarantee:

11 Particulars of previous License No:Year:

13. Volume of inbound and outbound containers handled in Sri Lanka by applicant Container Operating Company in the last three years
(Please give break –down separately in respect of each year)
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We undertake to notify the Director General of Merchant Shipping 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, 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.

Note:- The following documents are attached.

1. Certified copies of Agreements entered into with foreign and local ship operators, owners or their Agents, Freight Forwarders, Container leasing companies, Importers, Exporters, Consolidators or Non – Vessel Operating Common Carriers.

Names and signatures of the directors:

Date:

SPECIMEN OF BANK GUARANTEE – For Container Operators

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

We theBank, a banking company duly incorporated in the Republic of Sri Lanka under the companies Act No. 07 of 2007 and having its registered office atand the Branch Herein after called “The Bank” hereby guarantee and undertake to pay the Beneficiary a sum not exceeding RS500,000/- (Rupee FIVE HUNDRED THOUSAND ONLY) in the event the Principal fails or neglects to perform the business of a Container 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.

Declaration of Compliance by Directors

We, the Directors of(Name of the Company).....(Registered No).....of(Address of the Registered Office) in the business of licensed Container Operator, do hereby declare that to the best of our knowledge and believe we have done everything required to be done by the Licensing of Shipping Agents Act No 10 of 1972 and the Container Operators Regulations No 1402/9 promulgated under the said Act.

We also comply with the Minimum Recommended Tariff as per the directive issued by the Supreme Court, SC (Spl) L A Application No 59/2008 on 03rd November, 2008, which was effective from 15th April, 2009.

Name/s of Director/s

Signature

- 1
- 2
- 3
- 4

Checklist for submission of documents for Renewal of Container Operator License for the year 2025

Name of the Company:.....

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

	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	Declaration of Compliance by directors		
5	Audited Accounts		
6	Certificate of Conformity issued by Local authority		

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Checklist for submission of documents for Renewal of Container Operator License for the year 2025

Name of the Company:.....

I hereby acknowledge the receipt of the below documents submitted to renew CO License for the year 2025.

	Document	
1	Dully filled Application	
2	Receipt of License Fee	
3	Bank Guarantee (Original)	
4	Declaration of Compliance by Directors	
5	Audited Accounts	
6	Certificate of Conformity issued by Local authority	

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Signature

	<i>Merchant Shipping Secretariat</i> <i>Ministry of Ports & Shipping</i>	<i>MSS</i>
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MERCHANT SHIPPING SECRETARIAT
Ministry of Ports, Shipping and Aviation

EVALUATION 2024- The Process of Renewal of Container Operator 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.

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

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

Comments or suggestions:

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Thank You for your feedback.

DOI:2017-09-13	Rev. No	00	Forms & Checklist		Prepared By : MR
Page 01 of 01	DOR:		DOC. NO.	LI/FO/CO/001	Reviewed and Approved By: DGMS
Issue No. 01			SEC. NO.	Annex- 13	LICENSING UNIT