

Container 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. 1402/19 dated 22nd July 2005 all Container Operators are required to renew their licenses for the year 2026.

- **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. Approval Letter from the relevant Local Authority
5. Audit report of the last financial year
6. Letter of Conformity

- 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.

1. Detail of the Shareholders
2. Details Of the Bank Accounts
3. Details of the Directors and their ID copy or Passport copy
4. Paid up Capital


- **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 - 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: ACDO – For the circulation among its membership.

Guidance to Application Submission

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.

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

Specimen Application Form

(TO BE TYPED ON THE COMPANY LETTER HEAD)

Renewal of Container Operators' Licenses

1. Name of the Applicant:

2. Registered address.....

3. Details of Director:

Name	Designation	Nationality	E Mail ID	Contact No

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

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5. State whether Private or Public Company:

6. Particulars of Foreign Shareholding if any:

7. Paid-up Capital:

8. VAT Registration Number:

9. TIN Number:

10. Employment – (a) Permanent:

(b)Temporary:

11. Type of business:

a. Container Terminal

b. Container Depot

c. Container Freight Station

12. Particulars of Bank Guarantee:

13. Particulars of previous License No: Year:

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 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 – 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.

Checklist for submission of Mandatory Documents for Renewal of Container Operators’ Licenses for the year 2026

Name of the Company:
 Contact Details: 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.	Bank Guarantee (Original)		
4.	Approval Letter from the relevant Local Authority		
5.	Audit report of the last financial year		
6.	Letter of Conformity		
7.			
8.			
9.			
10.			

Checklist for submission of Mandatory Documents for Renewal of Container Operators’ Licenses for the year 2026

Name of the Company:

I hereby acknowledge the receipt of the below documents submitted to renew CO 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.	Approval Letter from the relevant Local Authority		
5.	Audit report of the last financial year		
6.	Letter of Conformity		
7.			
8.			
9.			
10.			

.....
 Signature

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

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

EVALUATION 2025- The Process of Renewal of Container 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.

<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:2025.10.22	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