

Freight Forwarders' 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 as per the regulations outlined in Gazette No. 1877/26 published on 28th August 2014, all licensed Freight Forwarders 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 for Freight Forwarders (A grade):**

1. Dully filled Application
2. Copy of the payment slips
3. Original Bank Guarantee
4. Insurance Liability Cover (Original)
5. Details Of the Bank Accounts
6. Audit report of the last financial year
7. 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.

8. Detail of the Shareholders
9. Details of the Directors and their ID copy or Passport copy
10. A letter to confirm availability of staff officer who has 5-years experience in the shipping field
11. A letter to confirm availability of 2 officers who have completed professional training
12. B/L Copy
13. Delivery Order Fee (DO Fee)
14. Paid up Capital

- **Mandatory Documents to be Submitted for Freight Forwarders (B grade):**

1. Dully filled Application
2. Copy of the payment slips
3. Original Bank Guarantee
4. Details Of the Bank Accounts
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.

7. Detail of the Shareholders
8. Delivery Order Fee (DO Fee)
9. 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 - Specimen of Certificate of Conformity Annexure
- 5 - Details of Bank Accounts Annexure
- 6 - Details of Shareholders Annexure
- 7 - Checklist for submission of Documents (Freight Forwarders - A grade) Annexure
- 8 - Checklist for submission of Documents (Freight Forwarders - B grade) 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.

Guidance to Application Submission

(1) Application for Freight Forwarder “Category A”,

01. Application as per the schedule (Annexure 2)
02. 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/-
03. Bank Guarantee for Rs.500, 000/- obtained from a bank approved by Central Bank of Sri Lanka (Annexure 3)
04. 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

Freight forwarders who obtained insurance coverage for annual license renewal should protect the freight forwarder 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.

05. 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.
06. 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).
07. A letter to confirm the availability of two employees who have completed professional training as per the section 8 (e) of the said regulation.

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

(2) Application for Freight Forwarder “Category B “

01. Application as per the schedule (Annexure 2)
02. 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.1000/-
03. Bank Guarantee for Rs.250, 000/- obtained from a bank approved by the Central Bank of Sri Lanka (Annexure 3)
04. 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 with Audit Report for the latest year
 - d) Certificate of conformity (annexure 6)

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

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 FREIGHT FORWARDER

Category: Class A

Class B

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. 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 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 Companyherein 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 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 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 Freight Forwarder 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.

Details of the shareholders of the company carrying out business as a Freight Forwarder

Submitted by:

Name of the Freight Forwarder:

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.)**

	<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						

#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

	<u>No of Shares held**</u>	<u>% held**</u>
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)

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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, on behalf of principal/(s)

Name of the Freight Forwarder:

Registered Address:

Details of the all-bank account/s maintained by our company as a Freight Forwarder, 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



Specimen of Certificate of Conformity

DGMS

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Dear Sir/Madam,

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

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 submission of Mandatory Documents for Renewal of Freight Forwarders' Licenses (Category A) – 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.	Copy of the payment slips		
3.	Original Bank Guarantee		
4.	Insurance Liability Cover (Original)		
5.	Details Of the Bank Accounts		
6.	Audit report of the last financial year		
7.	Letter of Conformity		
8.			
9.			
10.			
11.			
12.			
13.			
14.			

Checklist for submission of Mandatory Documents for Renewal of Freight Forwarders' Licenses (Category A) – 2026

Name of the Company:

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

	Document	Mark a (√) for documents being submitted	Remarks
1.	Dully filled Application		
2.	Copy of the payment slips		
3.	Original Bank Guarantee		
4.	Insurance Liability Cover (Original)		
5.	Details Of the Bank Accounts		
6.	Audit report of the last financial year		
7.	Letter of Conformity		
8.			
9.			
10.			
11.			
12.			
13.			
14.			

.....
Signature

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

Checklist for submission of Mandatory Documents for Renewal of Freight Forwarders’ Licenses (Category B) – 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.	Copy of the payment slips		
3.	Original Bank Guarantee		
4.	Details of the Bank Accounts		
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 Freight Forwarders’ Licenses (Category B) – 2026

Name of the Company:

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

	Document	Mark a (√) for documents being submitted	Remarks
1.	Dully filled Application		
2.	Copy of the payment slips		
3.	Original Bank Guarantee		
4.	Details Of the Bank Accounts		
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 Freight Forwarders' 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/FF/001	Reviewed and Approved By: DGMS
Issue No. 01			SEC. NO.	Annex- 13	LICENSING UNIT