

- 1 Name of applicant :- .....
- 2 Whether citizen of Sri Lanka or not :- .....
- 3 Name of the company (as per BR) :- .....
- 4 Name of the directors, Proprietors or Partners :- .....
- 5 Whether the share capital is owned wholly or in part by Sri Lankans (with details) :- .....
- 6 Registration number of the company :- .....
- 7 Address where the principal office & workshop of the owner/partner are situated at present :- .....
- 8 Year for which license is required :- .....
- 9 Type of Ship Repair (Select the each service which license required) :-
  - Chipping, Scrapping, Painting, Cleaning of Ships ☐
  - Removal of Sludge, Sewage, grey water, garbage or tank boiler cleaning ☐
  - Minor Repairs ☐
  - Major Repairs ☐
  - Cleaning of vessel by diving under water ☐
  - Removal of metal scraps & Junk ☐
- 10 Nature of repairs the applicant propose to carry out :- .....
- 11 Workshop Condition
  - (a) Availability of Workshop (Yes or No) .....
  - (b) If No, condition report given by HIPS after site visit (All the facilities for site visit should be arranged by the particular service provider) .....
- 12 Particulars of letters held from agents of shipping line appointing the applicant to undertake work on their behalf :- .....
- 13 a) Name/s of agents :- .....
- b) Name of line of vessels :- .....
- 14 If the applicant is already in possession of license for the preceding year, give the following particulars of such license :-
  - a) Number of the license and the date of issue .....
- 15 Contact details (Tel & Email) :- .....

I/We declare that all particulars furnished by me/us are true and accurate and that I/We am/are aware of the Quality, Health, Safety and Environment (QHSE) guidelines & other related formalities issued by the Hambantota International Port and hereby agree to strictly comply with them.

Date:-.....

Signature of Applicant &amp; the stamp

### **Office Use Only**

❖ **Recommended by QHSE Department:**

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Name: - ..... Signature: - .....

Designation: - ..... Date: - .....

❖ **Approved by CEO- HIPS / GM - HIPS**

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Signature: - .....

Date: - .....

### **Important:**

Following documents should be forwarded along with the application for registration.

1. SLPA registration certificate for respective license category. (optional)  
Note: For Minor/ Major Repairs: SLPA Certificate **or** confirmation of maintaining workshop under the particular service provider **or** completed checklist of HIPS After site visit.
2. Experience Letters.
3. Two agent letters for respective year.
4. Companies incorporated in Sri Lanka.
  - i. Copy of business registration.
  - ii. Copy of all local authority licenses (MEPA, CEA, SL Customs, Municipal Council etc as applicable to the registration category)
  - iii. Copy of list of Directors (Form 1 / Form 20/ Form 48) and list of shareholders (Form 15).
  - iv. Address of the registered office or of any changes therein (Form 13 / Form 36).
5. Companies incorporated outside Sri Lanka
  - i. Details (1) of the local representative/Agent (if any)
  - ii. The relevant incorporation documents.
  - iii. Company profile.