

# Hambantota International Port

## APPLICATION FOR LICENCE TO UNDERTAKE SHIP CHANDLING

**HIP – L1 – HSE - 054**

Issue : 01

Date : 31.01.2019

Revision : 02

Date :15.10.2025

- 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 of the owner/partner are situated at present :- .....
- 8 Membership number of the Sri Lanka Ship Suppliers Association :- .....
- 9 Year for which license is required :- .....
- 10 Details shipping agent/ shipping line for which the applicant has been appointed as ship chandler :- .....
- a) Name/s of agents :- .....
- b) Name of line of vessel :- .....
- c) Nature of work required to be done :- .....
- 11 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 :- .....
- b) Agents for whom work was undertaken during that period and nature of work done :- .....
- 12 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:-.....

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Signature of Applicant & 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: - .....

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**Important:**

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

1. Membership of Sri Lanka Ship Suppliers Association/ CASA
2. Two agent letters for respective year
3. Experience Letters
4. SLPA registration certificate (optional)
5. Companies incorporated in Sri Lanka
  - i. Copy of business registration.
  - ii. Copy of all local authority licenses (MEPA, Ministry of Energy etc where applicable)
  - 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).
6. Companies incorporated outside Sri Lanka
  - i. Details (1) of the local representative/Agent (if any)
  - ii. The relevant incorporation documents.
  - iii. Company profile.