

Hambantota International Port

APPLICATION FOR LICENCE TO UNDERTAKE SHIP REPAIRING

HIP – L1 – HSE - 056

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 & 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
 - Container Rework including Safe Handling/Stuffing/De stuffing/ Lashing/ Unlashing of Containers/ Cargo
- 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 & 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: a. For Minor/ Major Repairs: SLPA Certificate **or** confirmation of maintaining workshop under the particular service provider **or** completed checklist of HIPS After site visit.
b. For container Rework: SLPA Certificate **or** proof certificate for training through Mahapola Institute on relevant procedures.
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.