

# Hambantota International Port

## APPLICATION FOR LICENCE TO UNDERTAKE VESSEL SURVEYING & MEASURING OR WEIGHING OF GOODS

**HIP – L1 – HSE - 055**

Issue : 01

Date : 31.01.2019

Revision : 02

Date :15.10.2025

- 1 Name of main applicant :- .....
- 2 Whether citizen of Sri Lanka or not; :- .....
- 3 Name of the company :- .....
- 4 Name of the directors,  
Proprietors or Partners :- .....
- 5 Whether the share capital is owned wholly or  
in part 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 Purpose for which the license is required :- .....
- 9 Year for which license is required :- .....
- 10 Number of surveyors who supposed to get  
register under the said company/ main  
applicant (Additional details for Form A) :- .....
- 11 Date of Issue of the certificate from the Ceylon  
Chamber of Commerce stating that the  
applicant is appointed as a Surveyor, Measurer  
or Weigher :- .....
- 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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.....  
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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. Certificate issued by Ceylon Chamber of Commerce.
2. Experience letters
3. Two agent letters for the respective year
4. SLPA registration certificate for each surveyor/ company as applicable (optional).
5. Companies incorporated in Sri Lanka
  - i. Copy of business registration.
  - ii. Copy of list of Directors (Form 1 / Form 20/ Form 48) and list of shareholders (Form 15).
  - iii. 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.

Application for permission to engage persons to assist in Surveying, Measuring or Weighing.

01. a. Name of Applicant: .....

b. License number of Chamber of Commerce: .....

02. Name of person/ persons to be engaged by the applicant with their NIC numbers & License number of Ceylon Chamber of Commerce:

Name	NIC	License number of CCC

03. The purpose for which he/ they is/are being engaged:  
.....  
.....  
.....

Date.: ..... Signature of Applicant: .....

**FOR OFFICE USE ONLY**

Port Permit Office

Please issue port entry permits for the above mentioned surveyors for the requested period on payment.