

## **Vendor Licence procedure**

### **A. What is a Vendor Licence**

The Vendor Licence is an authorization issued by the Telecommunication Regulatory Commission (TRC) to manufacture, import, sale, offer for sale, deal-in, hire, lease, demonstrate, maintain or repair of any telecommunications equipment or radio communication equipment in Sri Lanka.

### **B. Legal Provision**

In terms of provision of section 21 of the Telecommunication Act No.25 of 1991 as amended by Act No.27 of 1996 and Act No.39 of 2024 No person shall by way of trade manufacture, import sale, offer for sale, deal in, transfer, hire, lease, demonstrate, maintain or repair of any telecommunications apparatus except under the authority of a licence issued by the TRC.

### **C. Vendor Licence Procedure**

An application for a licence shall be made to the TRC in such form as may be determined by the TRC.

The [Application](#) for Vendor licence could be obtained from the TRC/TRCSL Website without any payment.

### **D. Applying for a Vendor Licence**

The duly completed application form should be sent to [vl@trc.gov.lk](mailto:vl@trc.gov.lk) along with the documents specified in the General Instruction Annexure in Vendor Licence Application form.

### **E. MOD Clearance**

All applications are forwarded to the Ministry of Defence (MOD) by the TRC for the security clearance.

### **F. Workshop Inspection**

After getting the MOD Security clearance workshop inspection will be arranged.

## G. Vendor Licence Fees

### # Gazette Notification (Gazette No. 2467/41 – 2025 December 16))

Based on the activities performed, annual Vendor Licence fees are charged as per the following five (05) categories.

1.

1	Manufacture/Import/ Export/Sale/ Offer for Sale/ Deal-in	6,000.00 Rs.
2	Demonstrate/Transfer/Hire/Lease	3,000.00 Rs.
3	Maintenance or Repair	3,000.00 Rs.
	Total	12,000.00 Rs.

2.

1	Sale/ Offer for Sale/ Deal-in	6,000.00 Rs.
2	Demonstrate/Transfer/Hire/Lease	3,000.00 Rs.
3	Maintenance or Repair	3,000.00 Rs.
	Total	12,000.00 Rs.

3.

1	Sale/ Offer for Sale/ Deal-in	6,000.00 Rs.
2	Maintenance or Repair	3,000.00 Rs.
	Total	9,000.00 Rs.

4.

1	Manufacture/Import/Export/ Sale/ Offer for Sale/ Deal-in Remote controlled Toys and Bluetooth Devices ( <b>Maintenance or Repair not necessary</b> )	6,000.00 Rs.
2	Total	6,000.00 Rs.

5.

1	Maintenance or Repair only	3,000.00 Rs.
	Total	3,000.00 Rs.

**Note: The Main outlet is charged as per the above categories and other outlets are charged as per the following table.**

#### Other Outlets

No	Activity/Purpose	Fee(per trading outlet)		No. of Outlets		Amount(Rs.)
		Up to ten(10) outlets	over ten(10) outlets	<10	>=10	
1	Sale/Offer for Sale/ Deal-in	Rs. 6,000.00	Rs. 3,000.00			
2	Maintenance or Repair	Rs. 3,000.00	Rs. 1,500.00			
	Total					

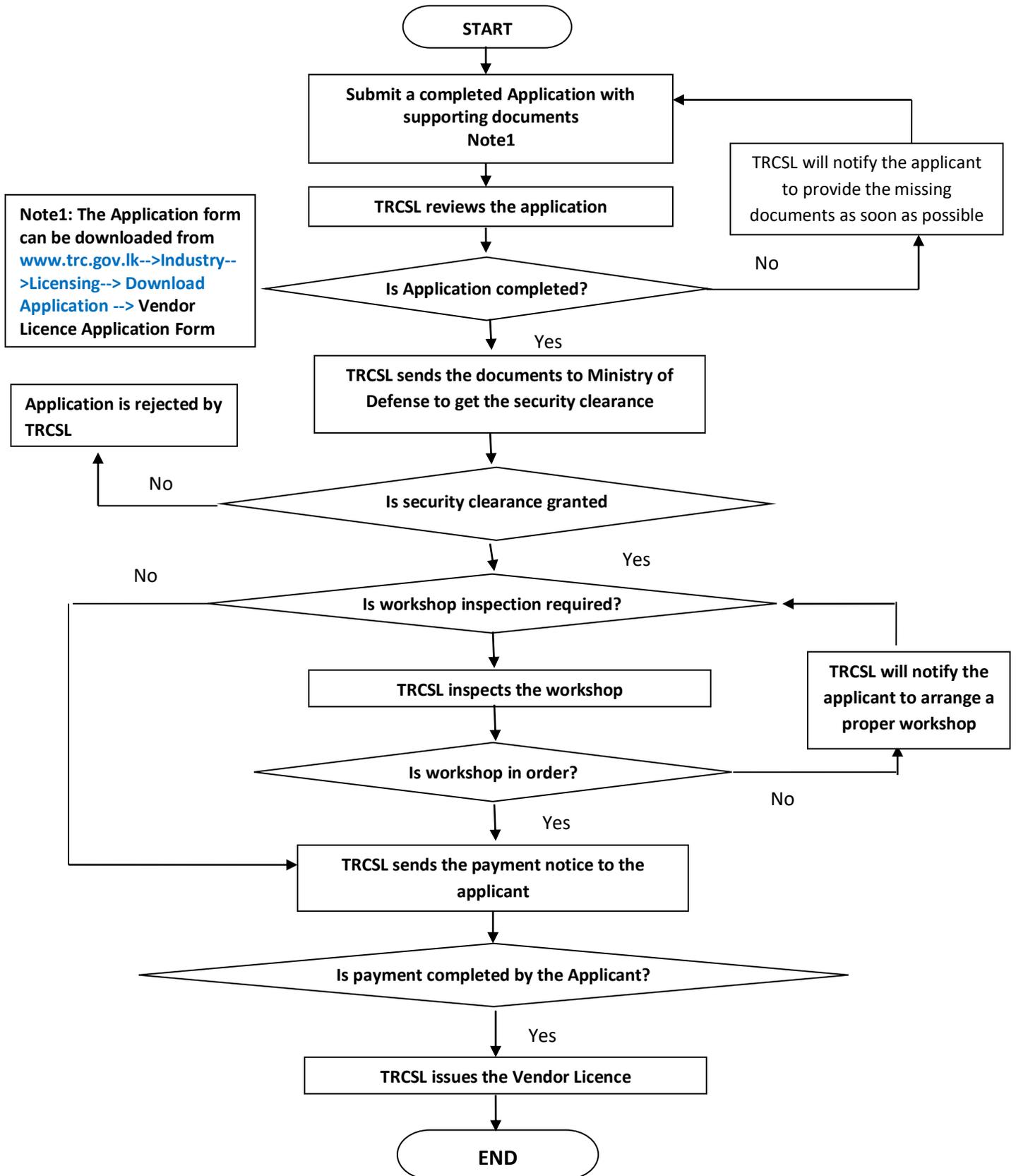
#### H. Issuance of Vendor Licence

Payment notice is issued only to successful applicants in order to process the Vendor Licence.

**Note: Those who are expecting to do Manufacture activity should follow the given instructions in the following document.**

[\*Information for Manufacturing\*](#)

## Route to get Vendor Licence



**Information to be included in Technical Proposal to Manufacture**  
**Telecommunication Products**

## 1. INTRODUCTION OF PRODUCT

Provide a brief introduction of the product you planned to manufacture.

**Wireless** – *Cellular Phones, Remote Controlled Devices, Remote Metering, Remote Monitoring, GPS Navigation, etc.*

**Wired** – *Desktop/ Wall Mount Phones, Data Storages, Data Processing Equipment, Switching Devices, etc.*

**Other** – *Antenna Structures, Antennae, Telecom Shelters, Battery Shelters, Equipment Racks, Server Racks, Server Cabinets, etc.*

## 2. TECHNICAL BACKGROUNDS

### 2.1 Necessity of the Product

Explain the background of the issues in the present context and explain why such a product is important or useful.

### 2.2 Justification for Proposed Work

Provide technical justification for the proposed product, and include any data obtained by yourselves (or on request of any others) that would support the feasibility of your idea. This section can contain many subsections such as the following (shown as an example only):

*2.2.1 Theory*

*2.2.2 Previous Experimental Results*

*2.2.3 Theoretical Modelling of Experimental Results*

*2.2.4 Identification and overcome of Critical Issues*

*2.2.5 Completion and Finalisation*

## 2.3 Block Diagram of the Proposed Product

*2.3.1 Block Diagram and Functions of each block*

*2.3.2 **Safety** – EMC, EMI, CE or any other Safety Standards and Certifications*

*2.3.3 **Approvals** - from any other authorities if there are any, and from Spectrum Management Division of TRCSL if any frequencies are involved in the item of manufacture.*

*2.3.3 Patent License*

## 2.4 Product Specifications

### 2.4.1 **General**

*Dimension and Weight, Communication Ports & Connectors, Temperature range, Battery, AC Adapter*

### 2.4.2 **Communication**

***Wireless** - (Frequency, WWAN, WLAN, BLUETOOTH, NFC, GNSS, Output power, etc.)*

***Wired** – (FAX, Ethernet Interface, Magnetic Isolation Protection, Software Support, Software Features, etc.)*

## 3. EQUIPMENT AND FACILITIES

List the equipment to be used and/or purchased at the production line. Clearly indicate what equipment is at existing capability, and what needs to be constructed or purchased, or any other method is planned to manufacture the product.

## 4. ANTICIPATED BENEFITS OF PROPOSED PRODUCT

List benefits of the proposed product in this section. This may include anything that help to justify the positive impact of economic, environmental, social or at any level making this product (personally or globally).

## 5. PRODUCT MATERIALS INFORMATION

List the Restricted Substances, Flame Retardants Used in Motherboards and Mechanical Plastic Parts, Substances used in Packaging Materials, Materials used in Batteries, Longevity and Recyclability.

## 6. ADDITIONAL REQUIREMENTS

For SIM enabled devices such as mobile phones, data modems, data devices and etc., the relevant procedures should be followed as per the requirements of Spectrum Management Division. ([Follow web page](#))

## 7. ABBREVIATIONS

*GPS – Global Positioning System*

*EMC – Electromagnetic Compatibility*

*EMI – Electromagnetic Interface*

*WWAN – Wireless Wide Area Network*

*WLAN – Wireless Local Area Network*

*NFC – Near Field Communication*

*GNSS – Global Navigation Satellite System*

*SIM – Subscriber Identification Module*