

**TELECOMMUNICATIONS REGULATORY COMMISSION OF SRI LANKA**

**APPLICATION FOR ISSUE OF VENDOR LICENCE**

<b>To be filled by TRC staff</b>

Ref. No.

---

**To be filled by the Vendor.**

(Refer General Instructions (Annex – A) and Licence Fee Schedule (Annex – B) before filling)

1. Company Name: .....  
.....
2. Business Registration Number: .....
3. Registered Business Address: .....  
.....  
.....  
Telephone Nos: .....
4. Name of the Contact Person : .....  
  
Designation : .....  
  
Mobile No : ..... Email : .....
5. Purpose /activity for which a vendor license is required (please tick):
  - i.  Manufacture
  - ii.  Import
  - iii.  Export
  - iv.  Deal-in, Sale , Offer for Sale
  - v.  Demonstrate, Transfer
  - vi.  Hire, Lease
  - vii.  Installation, Maintenance, Repair

6. Please tick the required category/categories.

- i.  Wired Communication Apparatus and Accessories
- ii.  Wireless Communication Apparatus and accessories excluding Cellular Phones, Satellite Receivers, GPS Vehicle Tracking Devices.

If there is a requirement to add following categories to the Licence please tick (Conditions applied)

- a  Cellular Phones
- b  Satellite Receivers
- c  GPS Vehicle Tracking Devices

Do you intend to import only the following items?

- iii.  Remote Controlled Toys
- iv.  Others (please specify): .....

7. Address of :

- i Trading outlet : .....
- ii Maintenance/Repair Centre : .....
- iii Stores/Warehouse: .....

8. Arrangements for maintenance, repair and after sales service:

Professional and Technical Staff:

<u>Name of Staff Member</u>	<u>Academic Qualification</u>	<u>Issuing Authority</u>	<u>Experience</u>
i. ....	.....	.....	.....
ii. ....	.....	.....	.....
iii. ....	.....	.....	.....

I/We undertake to comply with all provisions of the License and to be bound by all rules and regulations now in force or which may be subsequently promulgated for the control of telecommunication apparatus.

Name of the Applicant : .....

Designation.....Telephone No .....

National Identity Card No/ Passport No:.....

Date:.....

Signature: .....  
(Company Seal)

**LICENCE FEE SCHEDULE**

No	Purpose/Activity	Fee per Annum	
		Up to ten (10) outlets	Over ten (10) outlets
1	Manufacture / Import / Export/Deal-in /Sale / Offer for sale of Telecommunication Apparatus by way of Trade	Rs.6,000.00 (per factory/trading outlet)	Rs.3,000.00 (per factory/trading outlet)
2	Transfer/Hire/Lease/Demonstration of Telecommunication Apparatus by way of Trade	Rs.3,000.00 (per trading outlet)	Rs.1,500.00 (per trading outlet)
3	Maintenance or Repair of Telecommunication Apparatus by way of Trade	Rs.3,000.00 (per trading outlet)	Rs.1,500.00 (per trading outlet)

## GENERAL INSTRUCTIONS

Documents required to be submitted for the application of Vendor Licence.

1. Letter of request for Vendor Licence
2. Dully filled application form
3. Copy of the Certificate of Incorporation.
4. Copy of the Memorandum and Articles of Associations.
5. Copy of the Form (20) or Business registration and names of the Board of Directors.
6. Technical Specifications of the Telecommunications Apparatus/ Radio Communication equipment/ Data Communications equipment/ Cellular Phones/ Cordless Phones etc.
7. Copy of the Certificates of Technical staff (Technical staff should have at least a Diploma in electronics/telecommunication or relevant field).
8. Dealer should submit a confirmation letter from its local supplier, if it does not have workshop facilities.
9. Income Tax Report along with a copy of the last quarter payment slip.
10. If any amendments are to be made at the renewal, A new application form should be completed and submitted to the Commission along with necessary supporting documents.
11. Applicant who applies for Satellite Receivers must have DTH Satellite Broadcasting Service System Licence issued by TRCSL or must get a recommendation letter from a same System Licence holder.
12. Copy of National Identity card of Directors/Owner.
13. Applicants who apply for GPS Vehicle Tracking Devices must obtain additional documents from TRCSL.
14. Applicants are requested to forward application along with the documents to TRCSL or send the scan copies of all documents (should be sent separately in PDF format) to [vl@trc.gov.lk](mailto:vl@trc.gov.lk) mail account.

*Note: If Applicants are unable to submit documents online, such Applicants should hand over the documents to TRCSL personally. If anyone else is submitting the documents, an authorization letter should be submitted stating that the person who is handing over the application is an employee of that organization.*

Tel Nos. TRCSL (General No) : (011) 2689345      Ext : 5115, 5117, 5118  
            Networks Division : (011) 2683861