

CONFIDENTIAL

MINISTRY OF INDUSTRY AND COMMERCE
APPLICATION FOR REGISTRATION OF AN INDUSTRIAL UNDERTAKING
 UNDER SECTION 2 OF INDUSTRIAL PROMOTION ACT NO. 46 OF 1990
(All cages must be filled, if space is not adequate, additional pages could be annexed.)

1. Name of the Industrial Undertaking :

2. Registered under Company Act Registered under Business Registration Ordinance 2.1 Company/Business Registration No : 2.2 Date of Registration:/...../.....
(yyyy/mm/dd)2.3 Form of Business: Public Quoted Company Public Non-Quoted Company
Private Company Partnership
Proprietorship Other -
(Please Specify)2.4 If Registered in BOI - Registered under BOI Section 16 BOI Section 17 (Mark 'x' in the relevant cage)

3. Business Address :

3.1 Name of the Contact Person : 3.2 NIC No :

3.3 Telephone : 3.4 Facsimile : 3.5 Mobile :

3.6 Email Address : 3.7 Website :

4. Full name and Address of Directors/Partners/Sole Proprietors/Principle Shareholders
(Holding more than 5% of Total number of Shares)

Name	Nationality	Address	Contact Numbers	Shares (%)
1.				
2.				
3.				
4.				
5.				

5. Capital Structure – Rs:
(as at the date of declaration)

	Foreign*	Local*
Equity		
Loan		
Reserves (Loss)		
Other		
Total		

6. Assets – Rs:
(as at the date of declaration)

	Value*
Land & Building	
Machinery & Equipment	
Working Capital	
Vehicle & Other	
Total	

*Give values in LKR

7. Location & Operation Details :

Address	Date of Commencement	District (D) & Divisional Secretariat Division (DS)	Land Area			Building /Factory Floor Area (Sq. Ft.)	Number of Employees		
			A	R	P		Managerial & Office Workers	Factory Workers	
								Permanent	Casual
Head Office		D							
		DS							
Factory/ Unit 1		D							
		DS							
Factory/ Unit 2		D							
		DS							
Factory/ Unit 3		D							
		DS							
Total									

8. Capacity – Production and Sales of each Product: (Year)

Product	Unit	Maximum Capacity	Shifts Per Day	Quantity in.....*	Actual Sales in Year	
					Domestic	Exports
1.					Q-	Q-
					V-	V-
2.					Q-	Q-
					V-	V-
3.					Q-	Q-
					V-	V-
4.					Q-	Q-
					V-	V-

*Preceding Year - if company was in operation

*Give values in LKR

Q- Quantity

V- Value

I, on behalf of hereby furnish the above particulars required under section 3 (i) of the Industrial Promotion Act No: 46 of 1990, and I certify that the above particulars are true and correct to the best of my knowledge. I also undertake to send you annual returns every year in the specified form and returns of changes from time to time informing any material changes in the particulars furnished herewith. I furnish the information to you on the understanding that it will be kept confidential.

Signature:

Name :

Designation:

Date :

Company Name:

Company Seal:

(All cages must be properly filled, if space is not adequate, additional pages could be annexed)

Ministry of Industrial Development

Documents required to be submitted with the application for Registration of an Industrial Undertaking

(Under the provisions of section 2 of the Industrial Promotion Act No .46 of 1990)

(A set of photocopies of the following documents should be submitted along with the originals for certification)

(1) Registration Certificates :

- ❖ Business Registration
- ❖ Certificate of Incorporation (Companies 65)
- ❖ Certificates issued under the Companies Act (Form 36,48 etc)
or
- ❖ Certificate of Registration issued by the Provincial Council
or
- ❖ Certificate of Registration issued by the Divisional Secretariat etc.

(2) Environmental Protection License:

- ❖ Issued by Central Environmental Authority
or
- ❖ Issued by the relevant Local Government Authority etc.

(3) Registration Certificates / Licenses from relevant authorities:

- ❖ Ministry of Health Care & Nutrition (Food Control Administration Unit)
- ❖ Consumer Affairs Authority
- ❖ Food Control Administration Unit
- ❖ Sri Lanka Export Development Board (EDB)
- ❖ Sri Lanka Tea Board
- ❖ Department of Fisheries & Aquatic Resources
- ❖ Department of Textile & Handloom
- ❖ Ministry of Indigenous Medicine
- ❖ National Gem & Jewellery Authority
- ❖ Exercise Department
- ❖ National Dangerous Drugs Control Board
- ❖ Ministry of Defense
- ❖ National Geological Survey & Mining Bureau
- ❖ Certificates or Licences obtained from other relevant agencies

(4) Brief Description of the Industry including Business Activities, Product Range, Production Capacity etc.

(5) Process Flow Chart

(6) Organizational Structure

(7) Financial Report.

(8) Any other documents required by the Ministry

For further information contact:

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Services rendered for the Registered Industrialists by the Ministry of Industrial Development

1. Exemptions from Income Tax up to 10 years*
2. Relief of Income Tax on the investment made*
3. Deduction of relocating cost from taxable income with regard to industries relocating from Colombo and Gampaha Districts to a location outside.*
4. Exemption of Customs Duty and VAT on importation of plant and machinery.*
5. Tax exemptions for the interest income derived by any lending institution arising from any credit facility granted to industries.*
6. Land with infrastructure facilities from Industrial Estates developed by the Ministry to locate industries on long term lease.
7. Assistance to obtain State Land/Land belongs to Government Institutions on long term lease.
8. Assistance to obtain Tax and Duty relief for importation of Raw Materials for Export Oriented Industries (TIEP)
9. Assistance to obtain services of foreign professionals/experts.
10. Assistance in providing training facilities both Local and Abroad for selected industries.
11. Facilitating the adoption of Cleaner Production Processes in Industries.
12. Assistance, coordination and making recommendations to relevant authorities on issues pertaining to Tariff and other Taxes faced by the industrialists.
13. Facilitating domestic manufacturers to gain market access through bilateral and multilateral trade agreements.
14. Assistance to conduct Energy Saving & Water Saving Audits for industrial units.
15. Assistance to enhance Value Addition on Industrial Products.
16. Assistance to enhance Productivity.
17. Facilitation for the determination of standards of industrial products.
18. Assistance to develop selected industries with the coordination of the donor agencies.
19. Assistance to obtain Advanced Technology.
20. Assistance and coordination with relevant authorities to overcome the problems related to infrastructure facilities of the industries.
21. Assistance to comply with the requirements under the Chemical Weapons Convention.
22. Implementation of programmes to promote growth of specified industrial sectors.
23. Assistance and coordination with relevant authorities to address issues pertaining to Environment Management.
24. Assistance to form Industrial Associations.
25. Cost free advertising through the Ministry Web-Site on the Job Vacancies of Industrial Units.

All concessions are subjected to the terms and conditions stipulated time to time by the Government of Sri Lanka.

** Incentives provided under the "Gamata Karmantha" project.*

**Let us Strengthen Local Industries
and Build a Proud Nation**

www.industry.gov.lk



Ministry of Industrial Development