

Check List for Industry Registration

		Yes/ No
•	Certificate of Business Registration	
•	Certificate of Board of Directors Registration	
•	NIC or Passport copies of all Board of Directors	
•	Land related documents of Factories	
•	Environmental Protection License	
•	EPF/ETF Certificate	
•	List of Machineries	
•	Product Process Flow Chart	
•	Financial Report/ Statement	
•	Organizational Structure	

- **Some industries need to submit following documents (if applicable)**

Product Manufactured	Institution Where Certificate should be obtained	Yes/ No
Tea	Sri Lanka Tea Board	
Coconut and coconut base products	Coconut Development Authority	
Junk (Crude oil, used oil)	Marine Environment Protection Authority Sri Lanka Customs Ministry of Power & Energy	
Medicine	National Dangerous Drugs Control Board	
Tobacco Products	National Dangerous Drugs Control Board Department of Analyst	
Gem related products Jewel	National Gem & Jewellery Authority	
Colognes, Sanitizers	Exercise Department National Medicine Regulatory Authority	
Alcoholic based products	Exercise Department	
Live Fish, Edible Fish	Department of Fisheries	
Air rifle, Body Armour	Ministry of Defense	
Exporters	Export Development Board	

2.3 Nature of Business (mark ✓)

(Please attach the copies of Business Name Registration or Certificate of incorporation)

Sole Proprietorship.	<input type="checkbox"/>	Public Quoted Company.	<input type="checkbox"/>
Partnership.	<input type="checkbox"/>	Public Non-Quoted Company.	<input type="checkbox"/>
Private Company.	<input type="checkbox"/>	Other.	

2.4 Last Renewal Date of the Environmental Protection License.

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3. Site Information.

	Address	Divisional Secretariat & District		Date of Commenced
		DS	D	
Factory unit 1		DS	D	
Factory unit 2		DS	D	
Factory unit 3		DS	D	
Factory unit 4		DS	D	

(Please attach the copy of the Deed or Lease agreement)

4. Category of manufacturing products and numbers. (Please see annexure 01)

Category	Number

5. Production Information

Product Name	HS Code (at 6 digits)						HS National Subdivision (at 8 or 10 digits)												

5.1 Production Sale (From..... To.....) Year 20.....

Products	Unit	Quantity	Sales- (LKR)	
			Domestic	Exports
1.			Q:	Q:
			V:	V:
2.			Q:	Q:
			V:	V:
3.			Q:	Q:
			V:	V:
4.			Q:	Q:
			V:	V:
Total			Q:	Q:
			V:	V:

(Q = Quantity. V = Value)

6. Employment Details.

6.1 Details of Directors/ Partners /Sole Proprietor

(Attach Copies of N.I.C or Passport of all Directors and Certificate of Director Board Registration from ROC)

Name of Owner/ Partner/ Director Address	Contact Number	Nationality	NIC /Passport Number

7. Particulars of Employment.

EPF No:

ETF No:

	Local					Foreign				
	Managerial	Skilled	Non-Skilled	Permanent	Casual	Managerial	Skilled	Non-Skilled	Permanent	Casual
Head Office										
Factory 01										
Factory 02										
Factory 03										
Total										

(Attach copies of EPF & ETF Certificate)

8. Assets And Liabilities. (FromTo.....) Year 20.....

8.1 Assets

Assets		Value (LKR/USD)
Fixed Assets	Land & Building	
	Machinery	
	Vehicle	
	Other	
Current Assets	Stock	
	Debtors	
	Cash in Hand	
	Other	

8.2 Liabilities

Liability	Value (LKR/USD)
Capital	
Longterm Liabilities	
Current Liabilities	

9.Facilities required from the Ministry of Industries: (TIEP/ Credit facilities / Land / Tariff Concession / Recommendation to import or Export /etc:)

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10.Declaration

I..... on behalf of
..... (Name of the Industry) hereby furnish the
above particulars required under Section 3 (1) 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. There is no any objection related to the production process of the company
from the community, local government authority or private institutions. I also undertake to
send you the annual returns every year in the specified form and inform the any change
from time to time in the particulars that I furnished herewith. I furnish the information to
you on the understanding that it will be kept confidential.

- (i) Name: (ii) Contact No:
(iii) Designation: (iv) E-Mail:
(v) Signature: (vi) Date:

Category	ISIC Division No
Food/ Processed Agricultural or Marine Products	10
Beverages	11
Tobacco products	12
Textile (yarn, cloth, synthetic fabrics)	13
Wearing apparel	14
Manufacture of leather and related products	15
Wooden, products of wood and cork except furniture	16
Paper and paper products	17
Printed & published	18
Petroleum products	19
Chemical & chemical products	20
Pharmaceutical products & medical devices	21
Plastic products and Rubber products	22
Ceramic, clay & cement products	23
Basic metals (iron & steel)	24
Fabricated metal products (except machinery & equipment)	25
Manufacture of computers, electronics & optical products	26
Electrical equipment & components	27
General machinery & equipment	28
Motor vehicles, trailers & semi-trailers, Vehicle parts & accessories	29
Other transport equipment	30
Manufacture of furniture	31
Other	32