

Instructions for Registration of a Business Name

Please read the following Instructions before filling the application.

- Business Name Registration Application for Sole Proprietorship (W.P.) R1 Format
- Business Name Registration Application for Partnership (W.P.) R2 Format
- Name of the Business is approved by the Divisional Secretary

- **Type of The Business**

Should properly state whether

- Selling, Importing/ Exporting or Producing, should clearly mention the products which Import, Export or Produce
- When Supplying Rooms, Spa/ Guest House – Should submit a police clearance report and a Grama Niladari Report stating No public objections.
- Selling medicines – Recommendation of Director (Medical Technology and Supply) is needed.
- Supplying Ayurvedic Treatment – Letter of the Ayurvedic Doctor and the Photo Copy of Identity Card of Ayurvedic Medical Council.
- Spa with Ayurvedic Medical Treatments – Recommendation of Community Health Officer in charge.
- Photocopies of related Professional Certificates when Supplying Counselling Services of different professions.
- Training Certificates for Beauty Saloons
- Recommendation of Early Childhood Development Officer for Pre School and Daycare Centers.
- Laboratory Services/ External Patient investigations and Beauty Saloons – recommendation of Provincial Health Director is needed.
- Recommendation of Excise Commissioner for Cigarette, Pipe Tobacco Products.
- Recommendation of Gem and Jewelry Authority for such work.

Documents needed for registration of a New Business Name

1. Duly filled application form attached with Grama Niladari Report.
 - 1.1 Grama Niladhari report will be issued with the application.

(This must be signed by the relevant GN division's Grama Niladhari and counter signed by the Divisional Secretary. Grama Niladhari should put signature and official seal where necessary, in any case of erasing, using correction fluid or cutting)
2. Certified Deed or Lease Agreement by the Additional Land Registrar and its photocopy
 - 2.1 If the registered deed had been used for mortgage purpose a letter from the Bank Manager starting "No Objection" with the certified photo copy by the Bank Manager Should be submitted.
 - 2.2 If the Owner of the deed had passed away the death certificate, details of heritants and No Objection letters attested by Grama Niladhari Should be given.
 - 2.3 Lease Agreement should be registered by land Registrar and Photocopy should be attested by a Notary Public. Further "Land Extracts "should be submitted. In addition, an affidavit by the owner stating No Objection for the Business and NIC/ Passport/ Driving License should be submitted.
 - 2.4 If the Business is being done with the consent of the owner, Original deed with a Certified Copy of the deed by a Notary public/ lawyer, if several Parties involved in, Affidavits should be submitted stating no objection. And NIC/ Passport/ Driving License should be submitted. In addition, "Title Report" have to be produced.
 - 2.5 Tax Paying Receipts, Assessment Notices from Colombo Municipal Council/ UDA/ NHDA with No Objection Letters should be submitted.
3. Copy of the National Identity Card (Must be certified by Grama Niladhari/ Justice of Peace (JP)/ Commissioner of Oaths. Or else the identity card should be checked by presenting it to the NIC department)

3.1 Applicant should be a Sri Lankan Citizen. Should submit the proofing documents, if the applicant has dual citizenship.

- Passport/ Driving License can be submitted as a proof, only when the National Identity Card is unclear.
- Must obtain a police report from the relevant police station, if the National Identity Card was lost.
- If the old NIC was submitted to the NIC Department for obtaining a new identity card, the receipt issued by the Grama Niladhari should be produced.

Relevant Documents that can be requested by the Divisional Secretary

- For Beauty Salons, Medical Centers, Selling of Cosmetics – Recommendation from Provincial Health Service Director/ PHI and Certificates pertaining professional qualifications of such.
- For Fuel Filling Stations - Recommendation from Central Environmental Authority and consent of Lanka Petroleum Corporation.
- Recommendation from Central Environmental Authority for storage of Products of Polythene, Plastic, Paints, Acids.
- Consent of the Department of Forest Conservation is needed for Timber related Products, Tree cutting and timber transportation.
- Recommendation of the Department of Archives is needed for registration of a press.
- Consent/ agreement of Provincial Ayurveda Commissioner for businesses regarding dispensaries, hospitals, clinics, pharmacies, medical stores and plant nurseries.
- Recommendation of National Gem and Jewelry Authority for the name of the business owner, for the businesses regarding selling gems and jewelry.
- If you have to possess vocational qualifications regarding the business, must provide the copies of relevant certificates.

- Should submit the consent/ agreement of the excise commissioner for the businesses regarding raw materials, producing finished goods, storing, importing and exporting of cigarettes, pipe tobacco, cigars and beedi.
- Consent/ agreement of Medical Technology and Supply Section and registered certificate of Sri Lankan Medical Council is needed for Pharmacists.
- Should possess vocational/ professional qualifications for businesses related to counselling.
- For preschools, Western Provincial Preschool Director's recommendation is needed.
- For Day Care Centers, Early Childhood Development Assistant's recommendation along with Divisional Secretary's signature of relevant Divisional Secretariat is needed.
- Must provide an affidavit related to the start – up capital.
- A police clearance report taken for business owner's name is needed for Manpower businesses.
- A report of Divisional Secretary along with relevant Grama Niladhari's recommendation which states that there are no objections from the public and a police report from the relevant police station about the owners and the business place is needed for businesses related to Room facilities, Accommodation facilities, Guest Houses and Spas/ Massage Centers.
- Recommendation of Veterinary Surgeon for animal/livestock farms.
- Report of Public Health Inspector (PHI) for businesses related to food and beverage.
- Director General of Agriculture's recommendation for selling pesticides, insecticides and chemical fertilizers.
- The letter of appointment as an agent, if working as a sales agent of a certain business entity.

- If the business owner's residences are of a different divisional secretariat, must provide a residence verification certificate in the format of D.S.04 obtained by the relevant Grama Niladhari.
- Business Registration must be done within 14 days or within the time period allowed by the Divisional Secretary, after starting a business and will charge a late fee for applications submitted after the deadline. The fee will be decided only by the Divisional Secretary.
- For a start-up capital of Rs.1.00 – 300,000.00, a fee of Rs.500.00 will be charged, a fee of Rs.1000.00 for a capital of Rs. 300,001.00 – 500,000.00 and a fee of Rs.2500.00 for a capital more than Rs. 500,001.00 will be charged.
- The business registration certificate will be issued within 5 public working days.

Submission of Applications – 9.00 a.m. – 3.00 p.m. on Tuesday and Thursday only

Telephone Number – 011-2437247

Divisional Secretary - Colombo