

Serial No.

Form C

For office use

Request for Renewal of Licenses for Firearms Issued for the Protection of Property in the Government Institutions, Semi-Government Institutions, Corporations, and Boards, Statutory Institutions and Banks– Year 2024

Instructions

- Only the licenses of shot gun and repeater guns authorized for the District Secretary will be renewed by the Part (III) of the application; pistols, Revolvers and repeaters renewed by the Part (IV) should be forwarded to the Ministry of Defence.
- If one institution has several firearms, submission of one application with a list of firearms signed by the OIC or a representative of him is sufficient.
- A copy of the license of the last year should be attached to the application.
- For the application submitted to the Ministry of Defence, the payment receipt of license fees/Fines that paid to the A/C No. 0007040119 of Taprobane Branch of Bank of Ceylon on behalf of the Ministry of Defence of which included the details such as “name of the person/institution, purpose for depositing the money” should be attached to the duly completed application.
- The duly completed application with the payment receipt can be handed over to the place where hand over the letters of the Civil Security and Development Division at the Main Gate of Defence Headquarters complex or sent to the “Additional Secretary (Civil Security & Development Division), Ministry of Defence, Defence Headquarters Complex, Sri Jayawardenapura, Kotte” by registered post.

Part I

(1). Details of the Institution:-

- i. Name of the institution :
- ii. Address of the institution:
- iii. Designation of the Applicant (who is in-charge for firearm):
- iv. Telephone No. : Institution: Mobile:
- v. NIC No. :
- vi. District in which the institution located :
- vii. Divisional Secretary Division related to the institution :
- viii. Grama Niladhari Division & number related to the institution :
- ix. Police Division of the Institution :

(2) **Details of the firearm/firearms currently in the possession of the institution (Please attach a list of firearms if more than one)**

- i. Type / Nature: - Revolver/ pistol/ Shotgun/ repeater/
- ii. Serial Number of the firearm:
- iii. Number and date of the firearm license of the last year:
- iv. The reason If the license have not been obtained for the last year:
.....
- v. The year of which the license have been obtained for the last time, and No. & date of it
.....

Date:

.....
Signature of the Applicant of the Institution
(Place the Seal)

Part II

Recommendation of Senior Superintendent of Police / Superintendent of Police

The firearm mentioned on the application is in the possession of this institution/ branches of the bank and the top management of the institution are used it inline with the relevant legal procedures; therefore, recommended/Not recommended. (Send an officer designated by the OIC of the police division where the institution/branches of the bank is located to the institution/branches of the bank and make a report after examine the relevant Armory/firearms store.

Date:

.....
SSP/SP

Official Seal:

Part – III

For use of the District secretary's Office

District Secretary,

Since the above applicant have further been fulfilled the entire requirement to obtain the license for the firearm provided for the protection of his property, renewal of relevant license of Shot gun/repeater No for the year is submitted for the approval.

License fees/fines was paid.

Amount: Rs:.....

Receipt No:

Date:

Date:

.....
Officer in-Charge of Subject

Renewal of the firearm licence is approved/ not approved.

Date:

.....
District Secretary/ Officer Authorized
for District Secretary

Part – IV

For use of the Office of the Ministry of Defence

Additional Secretary/Senior Assistant Secretary,

Since the above applicant have further been fulfilled the entire requirement to obtain the license for the firearm provided for the protection of his property, renewal of relevant license of Pistol/Revolver/ No for the year is submitted for the approval.

License fees/Fines was paid.

Amount: Rs.

Receipt No:

Date:

.....
Officer in-Charge of Subject

Renewal of license relevant to the firearm bearing No is approved/not approved.

Date :

.....
Additional Secretary/ Senior Assistant Secretary
for Secretary