

**Submission of Information Relating to Citizen/Client Charter
Technical Division**

S/N	Service/Services ProPvided	Requirement to be fulfilled before providing service	Documents/Applications/Forms to be submitted	Amount/fee levied	Maximum duration taken for providing service (No. of working days)	Name/Designation (Rank) and TP No. of the officer to be contacted
1	Granting security clearance for the release of GPS communication equipment from the Customs on their importation.	The applicant or the entity should submit the request letter and the related documents to this Ministry through the Telecommunications Regulatory Commission	<ol style="list-style-type: none"> 1. Letter of the Telecommunication Regulatory Commission (Request letter of the applicant or the entity) 2. A clear photocopy of the NIC/Passport or driving license in the case of the applicant being a person. 3. Sales receipt of the GPS communication equipment 4. Catalogue of the GPS communication equipment imported 5. Vender license, if available 6. Recommendation form for submission to the Department of Import and Export 	Not levied	<p>3 days for persons</p> <p>About 21 days for entities</p>	R.C.Wijekoon USP psc Communication Advisor, Ministry of Defence TP- 0761305399 Division- 0112437923
2	Granting security clearance for the use of communication equipment of the owners of the fishery vessels.	The request letter along with the relevant documents should be submitted to this Ministry through the Department of Fisheries and Aquatic Resources	<ol style="list-style-type: none"> 1. Application submitted from the fisheries office 2. A clear photocopy of the NIC/Passport or driving license 	Not levied	About 21 days	
3	Granting security clearance for the release of remote controlled toys from the Customs on their importation.	The applicant or the entity should submit the relevant documents to the Ministry of Defence via e-mail through Telecommunications Regulatory Commission (TCRSL)	<ol style="list-style-type: none"> 1. Letter of the Telecommunication Regulatory Commission (Request letter of the applicant or the entity) 2. A clear photocopy of the NIC/Passport or driving license in the case of the applicant being a person, and the business registration certificate and the sales permit, in the case of an entity. 3. A copy of the Invoice or a copy of the Custom Detention Note of the Import and Export Control Department. 4. Photos and catalogues of remote controlled toys 5. The applicant or the entity should 	Not levied	About 21 days	

			complete the application issued by the Import and Export Control Department and submit to this Ministry.			
4	Granting security clearance for the release of high capacity motorcycles from the Customs on their importation, and for using them within the country for sports activities.	The applicant should submit the necessary documents along with the request letter to the Ministry of Defence.	<ol style="list-style-type: none"> 1. A clear photocopy of the NIC/Passport or driving license 2. A copy of the registration certificate with the Federation of Motor Cycle Sport 3. Type of the Motorcycle 4. Model of the Motorcycle 5. Capacity of the Motorcycle 6. Engine No. and Chassis No. of the Motorcycle 7. A copy of the registration with the Department of Motor Traffic 	Not levied	About 3 days	R.C.Wijekoon USP psc Communication Advisor, Ministry of Defence TP- 0761305399 Division- 0112437923
5	Granting security clearance in the establishment of new television and broadcasting institutions, changing the Board of Directors, initiation of new operations, and for obtaining broadcasting licenses.	The Ministry of Mass Media should submit the request letter along with the necessary documents to the Ministry of Defence.	<ol style="list-style-type: none"> 1. Letter of the Ministry of Mass Media (with the request letter of the institution) 2. Relevant business registration certificate 3. Personal information of the members of the Board of Directors 4. A clear photocopy of the NIC/Passport or driving license 	Not levied	About 21 days	
6	Granting security clearance for importing colour photocopy machines/printers institutionally or personally	Institutions/Companies/Persons should submit necessary documents along with the request letter to the Ministry of Defence.	<ol style="list-style-type: none"> 1. Request letter of the Institutions/Companies/Persons 2. Relevant business registration certificate (in the case of forwarding applications by companies) 3. Form No.01 and 20 in forwarding applications by companies 4. Catalogues of photocopy machines to be imported 5. Sales receipt or the Custom Detention Note 6. Copies of NICs of the members of the Board of Directors (in forwarding applications by companies) 7. Recommendation form to submit to the Department of Import and Export. 	Not levied	About 3 days	

7.	Granting security clearance for importing communication equipment (Hand Helds, Walkie Talkie, Satellite, Receiver, Antenna) to the country institutionally or personally.	The request letter together with the relevant documents should be submitted to this Ministry through the Telecommunication Regulatory Commission.	<ol style="list-style-type: none"> 1. Request letter submitted by the Telecommunication Regulatory Commission 2. Relevant business registration certificate (in the case of forwarding applications by companies) 3. Form No.01 and 20 in forwarding applications by companies 4. Catalogues of equipment 5. Sales receipt or the Custom Detention Note of the equipment 6. Copies of NICs of the members of the Board of Directors (in forwarding applications by companies) 7. Recommendation form to submit to the Department of Import and Export. 	Not levied	About 21 days	R.C.Wijekoon USP psc Communication Advisor, Ministry of Defence TP- 0761305399 Division- 0112437923	
8.	Granting security clearance for Vendor License	The request letter with recommendations and relevant documents should be submitted to this Ministry through the Telecommunication Regulatory Commission.	<ol style="list-style-type: none"> 1. Letter of the Telecommunication Regulatory Commission (with the request letter of the applicant or the entity) 2. Relevant business registration certificate 3. Form No.01 and 20 in forwarding applications by companies 4. Copies of NICs of the members of the Board of Directors 5. Application approved by the Telecommunication Regulatory Commission 	Not levied	About 21 days		
9.	Granting security clearance for the release of aircrafts' spare parts from the Customs on their importation.	Relevant documents along with the request letter of the applicant or the entity should be submitted to this Ministry	<ol style="list-style-type: none"> 1. Request letter of the applicant or the entity 2. Performa Invoice related to the aircrafts' spare parts 3. Catalogues of the aircrafts' spare parts imported 4. Recommendation form to submit to the Department of Import and Export. 	Not levied	About 21 days		

10.	Granting security clearance for importing Detectors to the country.	Relevant documents along with the request letter of the applicant or the entity should be submitted to this Ministry	<ol style="list-style-type: none"> 1. Request letter of the applicant or the entity 2. A clear photocopy of the NIC/Passport or driving license 3. Performa Invoice related to the Detectors 4. Catalogues of the Detectors to be imported 5. Approval letter from the regulatory authority (Geological Survey and Mines Bureau/ National Gem and Jewellery Authority)(walk-through scanners and Hand-held metal detectors for security purposes could be apply directly) 	Not levied	About 21 days	R.C.Wijekoon USP psc Communication Advisor, Ministry of Defence TP- 0761305399 Division- 0112437923
11	Granting security clearance for the release of Drones from the Customs and approval for visiting tourists	Relevant documents along with the request letter of the applicant or the entity should be submitted to this Ministry (These documents are required to submit to the Civil Aviation Authority for the type approval if it is not listed in the approval list of CAASL by the time of importation.	<ol style="list-style-type: none"> 1. Request letter of the applicant or the entity 2. A copy of the NIC in the case of local applicants and a copy of the Passport in the case of foreign applicants/ business registration certificate and a copy of the certificate of registration with the Civil Aviation Authority 3. Invoice bill of the Drones 4. Catalogues/Specifications of the Drones imported 5. Recommendation form to submit to the Department of Import and Export. 	Not levied	About 3 days for persons 21 days for institutions	
			<p><u>Incase of tourists</u></p> <ol style="list-style-type: none"> 1. A request letter 2. Copy of the pass port 3. Copy of Bill/Invoice 4. Drone Specification / photos of Drone / Serial Number 5. ICL request format 			
12	Granting security clearance for the release of Unmanned Surface / Submersible vessels from the Customs and approval for visiting tourists (Only for	Relevant documents along with the request letter of the applicant or the entity should be submitted to this Ministry (These documents are required to submit to the SL Navy/	<ol style="list-style-type: none"> 1. Request letter of the applicant or the entity 2. A copy of the NIC in the case of local applicants and a copy of the Passport in the case of foreign applicants/ business registration 	Not levied	About 3 days for persons 21 days for institutions	

	photographic and recreational purpose)	NARA/DFAR according to the type of the Unmanned Surface / Submersible vessels imported	<p>certificate and a copy of the of the certification of the request by the clearance from the SL Navy / SL Cost Guard with the NARA/ DFAR.</p> <p>3. Invoice bill of the Unmanned Surface / Submersible vessels</p> <p>4. Catalogues/Specifications of the Unmanned Surface / Submersible vessels imported</p> <p>5. Photograph of the USV including serial number</p> <p>6. Recommendation form to submit to the Department of Import and Export.</p> <p><u>Incase of tourists</u></p> <p>7. A request letter</p> <p>8. Copy of the pass port</p> <p>9. Copy of Bill/Invoice</p> <p>10. Specification of the Unmanned Surface/Submersible vessel (photos of Unmanned Surface/ Surface vessels/ Serial Number/Extention)</p> <p>ICL request format</p>			
13	Granting security clearance for importing other communication equipment to the country. Night vision binoculars	Relevant documents along with the request letter should be submitted to this Ministry according to the relevant equipment.	<p>1. Request letter</p> <p>2. Catalogues of the equipment imported</p> <p>3. Performa Invoice or Custom Detention Note of the communication equipment</p> <p>4. A copy of the NIC of the applicant</p>	Not levied	About 3 days	
14	Granting security clearance for granting Amateur Radio license and import of Radio equipment with in the amateur radio frequency band	Relevant documents along with the request letter should be submitted to this Ministry through the Telecommunication Regulatory Commission	<p>1. Request letter of the applicant or the entity</p> <p>2. Letter of the Telecommunication Regulatory Commission</p> <p>3. Performa Invoice or Custom Detention Note of the communication equipment</p> <p>4. A clear photocopy of the NIC/Passport or driving license</p>	Not levied	About 3 days	
15	Granting security clearance for importing communication equipment (Marine GPS, Antenna, Hand set, AIS	Relevant documents along with the request letter should be submitted to this Ministry through the	<p>1. Request letter of the applicant or the entity</p> <p>2. Letter of the Telecommunication Regulatory Commission</p>	Not levied	About 3 days	

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	Fishing Net, Buoy) needed for naval activities to the country	Telecommunication Regulatory Commission	3. Performa Invoice or Custom Detention Note of the communication equipment 4. A clear photocopy of the NIC/Passport or driving license (when the application is submitted by an individual) 5. Catalogue of the communication equipment imported. 6. Recommendation form to submit to the Department of Import and Export.			R.C.Wijekoon USP psc Communication Advisor, Ministry of Defence TP- 0761305399 Division- 0112437923
16	Granting security clearance for the registration of Vessels. Radio Station	Relevant documents along with the request letter should be submitted to this Ministry through the Telecommunication Regulatory Commission	1. Letter of the Telecommunication Regulatory Commission 2. Request letter of the entity 3. A copy of the business registration certificate 4. A copy of the ship registration issued by the Ministry of Ports and Shipping.	Not levied	About 3 days	
17	Granting security clearance in the issuance of Aircraft Station License- (two-way radiotelephones, radar, radio navigation equipment, and emergency locator transmitters (ELTs))	Relevant documents along with the request letter should be submitted to this Ministry through the Telecommunication Regulatory Commission	1. Letter of the Telecommunication Regulatory Commission (including request letter of the applicant or the entity) 2. A clear photocopy of the NIC/Passport or driving license when the application is submitted by an individual. If the applicant is an entity, a copy of the business registration certificate and copies of the NICs of the Board of Directors 3. The certificate of registration with the Civil Aviation Authority	Not levied	About 3 days	

NB: The durations fixed in this connection may vary based on the external information submitted by the applicant.

It is notified that the relevant formats may be revised, as new technological methods are due to be applied in connection with other institutions during the process of granting security clearances in the year 2024.

Submission of Information Relating to Citizen/Client Charter
Technical Division- Engineering Consultancy Division

S/N	Service/Services Provided	Requirement to be fulfilled before providing service	Documents/Applications/Forms to be submitted	Amount/fee levied	Maximum duration taken for providing service (No. of working days)	Name/Designation (Rank) and TP No. of the officer to be contacted
1.	Granting security clearance for construction and development of buildings within the High Security zones (In the vicinity of Parliamentary, fuel storages at Kolonnawa, Muthurajawela Sapugaskanda and Orugodawatta)	Following the submission of recommendations and conclusions for the documents required for applying security clearance to this Ministry by Overall Operational Command Headquarters (Western Province and Puttalam District), Army Library Building, Army Cantonment, Panagoda, Homagama, the final clearance will be provided by this Ministry.	Documents requested by the Overall Operational Command Headquarters (Western Province and Puttalam District)	Not levied	Three days	N/64656 Lieutenant Colonel I.P.Hettiarachchi Engineering Consultant (Ministry of Defence) 0112393049, 0712633444, 0773633444
2.	Granting security clearance for construction of buildings in the vicinity of the Temple Trees building, Presidential Secretariat and High Security zone.	Necessary documents for obtaining security clearance should be directly submitted to the Ministry of Defence. To the Additional Secretary (Technical)	<ul style="list-style-type: none"> 1. Application form for security clearance 2. Four copies of the approved building plan 3. Four copies of the approved plan of the land 4. Four copies of the approved deed of the land 5. Four copies of the letter approved by the Urban Development Authority 6. Four coloured copies of the Google Map indicating the location of the land 	Not levied	Twenty one days	
3.	Granting security clearance for hotel projects constructed throughout the island.	Necessary documents for obtaining security clearance should be directly submitted to the Ministry of Defence. To the Additional Secretary (Technical)	<ul style="list-style-type: none"> 1. Application form for security clearance 2. Copies of the project report 3. Four copies of the approved building plan 4. Four copies of the plan of the land 5. Four copies of the deed of the land 6. Four copies of the letter approved by the Urban Development 	Not levied	Twenty one days	

			Authority			
			7. Four coloured copies of the Google Map indicating the location of the land			
4.	Granting security clearance for the constructions around the Defence Headquarters Complex	Necessary documents for obtaining security clearance should be directly submitted to the Ministry of Defence. To the Additional Secretary (Technical)	1. Application form	Not levied	Fourteen days	N/64656 Lieutenant Colonel I.P.Hettiarachchi Engineering Consultant (Ministry of Defence) 0112393049, 0712633444, 0773633444
			2. Four copies of the building Plan			
			3. Four copies of the plan of the land			
			4. Four copies of the deed of the land			
			5. Four coloured copies of the Google Map indicating the location of the land			

NB: The durations fixed in this connection may vary based on the external information submitted by the applicant.

It is notified that the relevant formats may be revised, as new technological methods are due to be applied in connection with other institutions during the process of granting security clearances in the year 2024.