

Serial No.

Form G

For office use

**Request for Renewal of Licenses for Firearms Issued to the Private Security Agencies – 2024**

**Instructions:**

- If there are several firearms for an institution, submission of one application is sufficient, and a list of firearms should be obtained with the signature of the Officer-in-Charge of the Police Station or his representative.
- A copy of the valid license to operate a Private Security Agency should be attached.
- A copy of the previous year license should be attached to the application.
- All the license fees/fines should be paid to the A/C No. 0007040119 of Taprobane Branch of Bank, Ceylon on behalf of the Ministry of Defence including the details such as “name of the person/institution, purpose for depositing money”, and the original copy of the receipts of payment should be attached to the application.
- The duly completed application with the payment receipt can be handed over to the place that 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**

**01. Details of the Institution :-**

- I. Name of the Private Security Agency: .....
- II. Name of the Managing Director/Proprietor.....
- III. Name and Service of the Security Manager.....
- IV. Address of the Institution .....
- V. Telephone No : Residence ..... Mobile .....
- VI. NIC No. of the Owner .....
- VII. District in which the institution located .....
- VIII. Divisional Secretariat Division, Grama Niladhari Division and No: .....  
.....
- IX. Police Division .....
- X. Local Government Body .....

**02. Details of the Institutions which provide services using Guns / Firearms**

.....  
..... (to be submitted by an annexure)

### 03. Details of Firearms :-

Type of the Firearm	Firearm No.

(If there are more than one firearm, the details should be submitted by Annexure as per above format)

### 04. For the existing Gun/firearm in your possession at present

- I. Initial date of license obtained .....
- II. License No. If have been obtained for the previous year .....
- III. Give the reason, If license has not been obtained for the previous year .....

.....  
Date

.....  
Signature of the applicant  
(Managing Director/Security Manager)

### Part II

#### Police clearance report (from the police division of the residence)

- (1) No crime reported against the applicant/ below-mentioned crimes have been reported.  
.....
- (2) Has anyone else living in the household of the applicant of firearm engaged in or supported terrorist activities? .....  
.....
- (3) The applicant was called to the police station and inquired the matters personally; examined the firearm and its number, and I recommend/ do not recommend that the details of the firearm are correct.....
- (4) There is/is not a firearm store with a proper security.....  
.....
- (5) A register on issuance of firearms is /is not maintaining.....  
.....
- (6) The application is recommended/is not recommended due to the following reasons.....  
.....

Date:.....

.....  
OIC/Chief Inspector of Police Headquarters  
Official seal

I agree / do not agree with the recommendation of the OIC.

Date:.....

.....  
Senior Superintendent of Police/  
Superintendent of Police  
Official seal .....

**Part III**

**For office use**

The application was examined and recorded in the documents; since the information are correct, submitted for the approval.

License fees / Fines was paid.

Amount: Rs.....

Receipt No. : .....

Date: .....

Date: .....

Subject Clerk: .....

The application is approved / not approved due to the following reasons.

.....

Date :.....

.....

Additional Secretary/Senior Assistant Secretary  
(Civil Security & Development)