

SERIAL NUMBER

FOR OFFICE USE

**APPLICATION FOR RENEWAL OF LICENCE FOR GUNS/FIREARMS
ISSUED FOR PRIVATE SECURITY AGENCIES-2023**

Instructions

- If the same institution has several firearms, only one application is sufficient and a firearms register should be submitted with the signature of the relevant OIC or his representative.
- A copy of the valid license for operating the private security agency should be attached.
- A copy of the previous year's license should be attached to the application.
- For license fees / fines, "the name of the person / institution, purpose of deposit" should be mentioned and the amount credited to the account number "0007040119" of the Bank of Ceylon Taprobane Branch in the name of Secretary, Ministry of Defence. The original copy of the receipt should be attached to the application.
- The duly completed application along with the receipt should be taken to the Civil Security and Development Division outlet at the main entrance of the Defence Headquarters Complex or sent to the "Additional Secretary (Civil Security and Development Division), Ministry of Defence, Defence Headquarters Complex, Sri Jayewardenepura, Kotte" by registered post.

Part I

- (01) i. Name of the Private Security Agency: -
-
- ii. Name of Managing Director/Owner: -
- iii. Name and the Service of Security Manager: -
- iv. Address of the Agency -
- v. General Annual Income: -
- vi. Telephone Number: - Agency..... Mobile
- vii. NIC Number of the Owner:-.....
- viii. District in which the Agency is Located:-.....
- ix. Divisional Secretary Division, Grama Niladhari Division and Number:-.....
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- x. Police Division: -
- xi. Local Government Institution: -

- (02) Has the applicant/Agency been prosecuted or convicted by a court of law during the previous year?
Give details bellow.

Name of the Court	Offence	Judgment

- (03) Details of the Institutions for which services are provided using guns/firearms: -
-
- (Should be submitted through an annexure)

(04) Details of the Firearms

Type of firearm	Firearm Number

(Submit as an annexure in the above format)

(05) For the firearm/gun currently in your possession.

- i. The year the first license was obtained. :-
- ii. Number and date of the license renewed for the last year: -
- iii. If license has not been obtained for the last year, reason:-.....

Date: -

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

Part II

Police Clearance Report (from the police area where the applicant resides)

- (01) There are no criminal records against the applicant/agency. The following crime has been reported.
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- (02) Has the applicant/anyone living in his/her house engaged in terrorist activities?
.....
- (03) The applicant was personally called to the police station in the area of jurisdiction and the firearm was inspected and the information was correct / incorrect.
.....
- (04) There is/is not an adequately secure armory.
.....
- (05) Registries of issuing/returning firearms are/are not maintained.
.....
- (06). Recommended application/The application is not recommended on the following grounds.
.....

Date:

.....
OIC/Chief Inspector of Police
Official Stamp:-.....

I agree / disagree with the OIC's recommendation above.

Date:-.....

.....
SSP/SP
Official Stamp:-.....

Part III

For office use of the Ministry of Defence

All of the aforementioned information has been documented. Confirm to be correct. Therefore, application is submitted for approval.

License Fee / Fine is paid.

Amount - Rs..... Receipt No..... Date:

Date: -

.....
Officer in Charge of Subject

Approve the application/do not approve on the following grounds.

Date:-.....

.....
Additional Secretary / Senior Assistant Secretary
For Secretary