

National Transport Commission

Transfer of Ownership of Inter-Provincial Passenger Service Permits

Instructions for Transferees

1. Obtaining Application Forms

All Transferees shall download the Passenger Service Permit Transfer Application Form by visiting the official website of the National Transport Commission at www.ntc.gov.lk.

2. Submission of Applications

Following the written notification to the Transferee that the National Transport Commission has granted approval for the transfer of ownership of the Passenger Service Permit, the Transferee shall complete the application in accordance with the instructions provided below and submit the completed application together with the relevant documents to the National Transport Commission, in person, accompanied by the Transferor of the Passenger Service Permit.

2.1 All Transferees shall submit the following documents together with their application:

- 1. The National Identity Card of the Transferee and a certified photocopy thereof. (If the Transferee is a Company, two authorized officers shall provide these separately.)**
- 2. A passport-size (3.5 × 4.5 cm) colour photograph of the Transferee. (If the Transferee is a Company, two authorized officers shall provide these separately.)**
3. The Birth Certificate of the Transferee and a certified copy thereof.
4. The Marriage Certificate of the Transferee and a certified copy thereof.
5. Certified copies of bank statements maintained in the name of the Transferee covering the six-month period immediately prior to the submission of the application, confirming a balance of Rs. 2 million. A balance of Rs. 2 million shall be maintained.
- 6. Police Clearance Report and Grama Niladhari Certificate issued to the Transferee. (Not applicable if the Transferee is a Company.)**
7. If the Transferee is a Company — the Board of Directors' resolution expressing consent to become the Transferee.

8. If the Transferee is a Company — a certified copy of the Company's annual balance sheet, certified by a qualified auditor.
9. Certified copies of the National Identity Cards of the witnesses — one copy per witness.
10. The Bus Registration Certificate and a photocopy thereof.

2.2 Additionally, where the Passenger Service Permit holder is deceased and the transfer is being effected on the basis of a family relationship, the Transferee shall submit the following documents:

1. The National Identity Card of the deceased permit holder and a photocopy thereof. (If the photograph thereon is unclear, a passport-size colour photograph of the deceased permit holder taken before death shall be submitted together with it.)
2. An affidavit signed before a Commissioner of Oaths, confirming the family relationship with the permit holder.

2.3 Where the Transferee is a spouse, a parent, a child who has completed eighteen (18) years of age, or a sibling, the following documents shall be submitted as applicable, in addition to the documents specified above:

1. The Birth Certificate of the deceased permit holder and a certified copy thereof.
2. The Marriage Certificate of the deceased permit holder and a certified copy thereof.
3. The Birth Certificate of the spouse of the deceased permit holder and a certified copy thereof.
4. The Birth Certificate of the child to whom the Passenger Service Permit of the deceased permit holder is to be transferred, and a certified copy thereof.
5. The Birth Certificate of the parent(s) to whom the Passenger Service Permit of the deceased permit holder is to be transferred, and a certified copy thereof.
6. The Birth Certificate of the sibling to whom the Passenger Service Permit of the deceased permit holder is to be transferred, and a certified copy thereof.

2.4 At the time of submitting the application to acquire a Passenger Service Permit, the Transferee shall also present the relevant bus along with the following documents:

1. The Bus Registration Certificate and a photocopy thereof.
2. The Insurance Certificate.
3. The relevant bus.
4. The Fitness Certificate of the vehicle.
5. The Revenue Licence and Emission Certificate for the relevant year.
6. The Specification Inspection Report conducted by the National Transport Commission.
7. The N.T.C. Identity Card of the regular driver and a photocopy thereof.
8. The N.T.C. Identity Card of the relief driver and a photocopy thereof.
9. The N.T.C. Identity Card of the conductor and a photocopy thereof.

**** The Transferee shall complete and submit the application and the relevant documents in accordance with the above instructions within one week of acquiring ownership of the relevant bus and obtaining the Registration Certificate under Section 9 of the Motor Traffic Act (Chapter 203). At that time, the Transferee shall pay the application fee of Rupees Five Thousand (Rs. 5,000.00) for the transfer of a valid Passenger Service Permit to the National Transport Commission.**

National Transport Commission

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