

National Transport Commission

Procedure for Transfer of Ownership of Valid Passenger Service Licenses

1. Applications shall be submitted through the official website of the National Transport Commission at **www.ntc.gov.lk**. Applications received on the scheduled date from transferors that are correctly and fully completed, along with the relevant documents in accordance with Form No. NTC/OPS/Transfer of Ownership Form-01 as specified in Schedule II of the Gazette Notification No. 2026/01 on Passenger Service License Transfer Regulations, shall be accepted after verification. **It is mandatory for the transferor to be present in person at the National Transport Commission when submitting the application.**
2. If the application and the relevant documents in accordance with Form No. NTC/OPS/Transfer of Ownership Form-01 are incomplete, another date and time shall be given to the transferor at that same instance to complete and resubmit them.
3. A fee of Rs. 5,000/- for submitting the applications received for transfer of ownership to the Board of Directors for prior approval shall be remitted by the transferors to the National Transport Commission.
4. A temporary license shall be issued to the transferor for the passenger service license accepted for transfer of ownership.
5. The application for transfer of ownership shall be submitted to the Chairman for approval along with the recommendations of the Director (Operations & Service Supervision) and the Director General, for submission to the Board of Directors for prior approval.
6. The approval or rejection of applications shall be communicated in writing to the respective transferees.
7. For applications that have been approved, written notification shall be sent to the respective transferee with copies to the transferor, instructing the transferee to submit the application required to obtain a passenger service

license together with the relevant documents as specified in Schedule V of the Gazette Notification No. 2026/01 on Passenger Service License Transfer Regulations, and to arrive **within 07 days** of taking ownership in the transferee's name, bringing along the bus and the transferor (current owner).

8. The acceptance of the transferee's application shall be carried out through Form No. NTC/OPS/Transfer of Ownership Form-03, by certifying the signatures and fingerprints of both the transferor and the transferee in the presence of the Chairman/Director General. At that point, the transferee shall remit a fee of Rs. 5,000/- to the National Transport Commission as the application fee for the transfer of a passenger service license.
9. Thereafter, the bus, for which the specifications related to the passenger service license are presented along with the registration certificate transferred into the transferee's name, shall be referred for a technical inspection, and buses that pass the specification inspection shall be issued with Omni recommendations.
10. After obtaining the Omni registration certificate for the bus, the transferee must pre-book an appointment through the Department of Operations and Service Supervision to obtain the new license. (The appointment date will be available after uploading the Omni registration certificate.)
11. On the pre-booked date, the transferee shall present the Omni registration certificate of the bus, and upon remitting the applicable transfer fee as specified in Schedule III of the Gazette Notification No. 2026/01 on Passenger Service License Transfer Regulations to the National Transport Commission, the previous passenger service license held in the transferor's name shall be cancelled, and a new passenger service license with a new number shall be issued by changing the accounting year.

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Chairman
National Transport Commission