

## National Transport Commission

### Application to be submitted by the Transferee for the transfer of a Passenger Service Permit

**Note:**

1. Every applicant shall complete the details under Section I together with the annexed affidavit.
2. Section II applies where the Transferee is an individual;
3. Section III applies where the Transferee is a Company.
4. The application shall be signed before a Commissioner of Oaths and duly certified by the said Commissioner of Oaths.

**(For permits issued under the Tender Procedure only)**

1. Tender Application Number :
  - (1) Tender Price :
  - (2) Receipt Number :
  - (3) Date :

### SECTION I

**Details of the Transferee**

- 2.(1).(a) Full Name of the Transferee (in Sinhala) : .....  
.....
  - (b) (in English Capital Letters) : .....  
.....
- (2) (a) Name with Initials (in Sinhala) : .....
  - (b) (in English Capital Letters) : .....
- (3) Name as in Birth Certificate : .....
- (4) Name as in Marriage Certificate : .....

*\*Where there is a difference in the names specified above, the Transferee shall submit an affidavit to confirm that those different names belong to the same person.*

3. (1) National Identity Card Number of the Transferee : .....

(2) Tax Identification Number (TIN) of the Transferee : .....

4. If the Transferee is a Company :-

(1) Name of the Company : .....

(2) Registered Number of the Company : ..... and

(3) Tax Identification Number (TIN) of the Company : .....

5. Contact Details:

(1) Address:

(a) Permanent Address : .....

.....

(b) Mailing Address : .....

.....

(2) Telephone Number:

Fixed: ..... Mobile: .....

WhatsApp Number : .....

(3) Fax Number: .....

(4) Email Address: .....

(5) Preferred mode of communication from the above : .....

6. (a) Province : ..... (b) District: .....

(c) Divisional Secretariat Division : .....

(d) Police Area: .....

**Details of the Transferor**

7. Full Name of the Transferor : .....

.....

8. (1) National Identity Card Number of the Transferor : .....

(2) Tax Identification Number (TIN) of the Transferor : .....

9. If the Transferor is a Company :-

(1) Name of the Company : .....

(2) Registered Number of the Company : ..... and

(3) Tax Identification Number (TIN) of the Company : .....

**Details of the Bus**

10. (1) Registration Number of the Bus : .....

(2) (a) N.T.C. Permit Number : .....

(b) Proximity Sector Notification (N.F.C.) Card Serial Number : .....

(3) Number of seats in the bus as stated in the Registration Certificate : .....

(4) Number of doors of the bus : .....

(5) Year of Manufacture : .....

(6) Date of Registration : .....

(7) Number and validity period of the Revenue Licence and Emission Certificate : .....

(8) Chassis Number : .....

(9) Engine Number : .....

(10) Type : .....

(11) Model : .....

(12) Date of acquisition of the bus : .....

(13) Fitness Certificate of the bus :

(a) Serial Number: .....

(b) Date: .....

(c) Name of the Garage: .....

(d) Registration Number of the Garage: .....

(14) Insurance Coverage :

- (a) Name of Insurance Company : .....
- (b) Insurance Certificate Number : .....
- (c) Date of Expiry : .....

(15) Is the bus acquired through a finance facility (hire purchase loan)? Yes / No

- (a) If Yes, Name of the Institution : .....
- (b) Amount : .....
- (c) Number of instalments remaining : .....

(16) Crew of the Bus :

- (a) Name of the Regular Driver : .....
- (b) Registration Number of the Regular Driver : .....
- (c) N.T.C. Identity Card Number of the Regular Driver : .....
- (d) Validity Period : .....
- (e) Name of the Relief Driver : .....
- (f) Registration Number of the Relief Driver : .....
- (g) N.T.C. Identity Card Number of the Relief Driver : .....
- (h) Validity Period : .....
- (i) Name of the Conductor : .....
- (j) Registration Number of the Conductor : .....
- (k) N.T.C. Identity Card Number of the Conductor : .....
- (l) Validity Period : .....

(17) Requested Route :

- (a) Route Number : .....
- (b) From ..... to.....
- (c) Divisional Secretariat Division from which the bus commences the journey : .....
- (d) Police Area from which the bus commences the journey : .....

- (e) Divisional Secretariat Division of the bus destination : .....
- (f) Police Area of the bus destination : .....
- (g) Main stops on the route : .....
- (h) Locations where the bus halts for rest : .....
- (i) Total distance of the trip (km.) : .....
- (j) Number of daily trips : .....
- (k) Distance from the parking location to the destination : .....

**Details of the Assets of the Transferee**

11. (1) Annual Income : .....

(2) (a) Does the Transferee currently hold a Passenger Service Permit issued by the Commission? Yes / No :

(b) If Yes, for how long has the Transferee been continuously engaged in providing inter-provincial bus services?

(3) Has the Transferee been declared bankrupt by any court in Sri Lanka? Yes / No

(4) Bank Account Details\* of the Transferee :

Bank	Account Number	Month and Year	Balance (Rs.)

*\*The Transferee shall confirm that he/she maintained a balance of two million rupees covering the period of six months immediately prior to the submission of the application, and this shall be confirmed by a bank statement.*

(5) If the Transferee is a Company, the assessed net worth of the Company

(Rs.) : .....

*(The Transferee shall annex the Company's annual balance sheet to confirm this.)*

**SECTION II**

I, ..... hereby certify that the information provided above and the documents annexed hereto are true and correct to the best of my knowledge. I am fully aware that if the information provided above or the documents annexed hereto are proved to be false or fraudulent, or if I fail to act in accordance with the provisions of the Act or any Regulation or the terms and conditions of the said Permit, the Passenger Service Permit may be suspended, cancelled or revoked, and that the submission of such false information or fraudulent documents, or acting in a non-compliant manner, constitutes an offence under Section 28 of the Act. I further declare that I shall provide passenger transport services in accordance with the timetables, routes, trip and service schedules prepared and implemented from time to time by the National Transport Commission, and the terms and conditions imposed.

.....  
Date



Left thumb impression  
of the Transferee

.....  
Signature of the Transferee

**SECTION III**

We, ..... (Name of the Company) hereby certify that the information provided above and the documents annexed hereto are true and correct to the best of our knowledge. We are fully aware that if the information provided above or the documents annexed hereto are proved to be false or fraudulent, or if we fail to act in accordance with the provisions of the Act or any Regulation or the terms and conditions of the said Permit, the Passenger Service Permit may be suspended, cancelled or revoked, and that the submission of such false information or fraudulent documents, or acting in a non-compliant manner, constitutes an offence under Section 28 of the Act. We further declare that we shall provide passenger transport services in accordance with the timetables, routes, trip and service schedules prepared and implemented from time to time by the National Transport Commission, and the terms and conditions imposed.

**(1) Authorized Officer of the Company:**

- 1. Name: .....
- 2. Designation: .....
- 3. National Identity Card Number: .....
- 4. Signature: .....

**(2) Authorized Officer of the Company:**

- 1. Name: .....
- 2. Designation: .....

3. National Identity Card Number : .....

4. Signature : .....

.....  
Date

.....  
Official Seal of the Company

**Witnesses**

(1) Full Name : .....

Address : .....

Signature ..... Date .....

(2) Full Name : .....

Address : .....

Signature ..... Date .....

**Details of the Commissioner of Oaths**

1. Full Name : .....

2. Address : .....

3. Telephone Number : .....

4. Email Address : .....

The above-named Transferee affixed his/her/their signature(s) and left thumb impression, and in the case of a Company, signature and official seal, on the ..... day of ..... of the year ....., in the presence of the above-mentioned witnesses and myself.

.....  
Commissioner of Oaths

***For Official Use Only.***

Having considered the eligibility of the Transferee in accordance with Sections 18, 24 and 28, it is hereby decided to grant / not to grant the Passenger Service Permit.

.....  
**Chairman**  
National Transport Commission