

GENERAL INSTRUCTIONS

Documents required to be submitted for the application of registration process.

1. Letter of request for Registration- **Annexure A**
2. Dully filled application form **Annex 02**
3. Copy of the Certificate of Incorporation.
4. Copy of the Business registration and names of the Board of Directors.
5. Copy of the TRCSL Vendor License
6. Technical Specifications of the relevant GPS tracking devices for both solution
7. Copy of the Certificates of Technical staff (Technical staff should have at least a Diploma in electronics/telecommunication or relevant field).
8. Dealer should submit a confirmation letter from its local supplier,(Manufacturer Authorization Letter) if it does not have workshop facilities.
9. Income Tax Report along with a copy of the last quarter payment slip.
10. An Applicant can apply for registration of one or more models of GPS Devices, provided that the GPS Devices must meet the minimum technical specifications outlined in **Annexure C** failing which they will not be processed for registration by NTC.
11. Price Schedule

Description	Device Model	Unit Price	Monthly/Annual Maintenance Cost	Existing Device Repairing Cost	If available Other cost
Installation to passenger transport buses					
Sisusariya Buses					

12. Sealing and Marking of Applications

- a. An Application needs to be submitted in a sealed envelope clearly bearing the following identification:
- b. “Registration of GPS Installation for Inter-Provincial Passenger Transport Buses- and Sisusariya Buses Year 2023-2025” “Submitted by Name, Address and Contact Phone No. of the Applicant”

N.B - An Annual service fee will be charged depending your installation devices