

**Suppliers / Contractors for the year 2024**  
**General Instructions, Terms and Conditions for updating registration**  
**MINISTRY OF PUBLIC SECURITY**

1. Applications for registration of Suppliers / Contractors for the year 2024 can be downloaded free of charge through the following web sites from 23<sup>rd</sup> November 2023 to 22<sup>nd</sup> December 2023.  
[www.pubsec.gov.lk](http://www.pubsec.gov.lk) / [www.police.lk](http://www.police.lk) / [www.drp.gov.lk](http://www.drp.gov.lk) / [www.immigration.gov.lk](http://www.immigration.gov.lk) / [www.nddcb.gov.lk](http://www.nddcb.gov.lk) / [www.ngosecretraiat.gov.lk](http://www.ngosecretraiat.gov.lk)
2. Applicants are requested to furnish accurate information. If any given information found to be false or incorrect or misleading or misrepresenting, the applicant will be disqualified for the registration. An incomplete or illegible application will also be rejected.
3. All the supporting documents to be attached to the application and should be serially numbered. The total number of pages should be indicated clearly on the top right – hand corner of the main application.

**The following documents should be attached with the application.**

- A. A copy of the Business Registration certificate certified by a Lawyer or Notary Public.
    - a. Limited liability companies - Memorandum of Association  
(A copy of the Memorandum of Association or Article of Association should be attached.)
    - b. Other institutions - Business Registration Certificate  
(Individual and Partnerships)
  - B. In respect of registration of foreign suppliers by the local agents, the **Original Power of Attorney** signed by the Chief Executive Officer of the main institution and authenticated by an Attorney at Law or a Notary of Public in the respective country should be provided. (If the original copy is required, forward a request together with a copy of it). The validity period of this Power of Attorney should be clearly indicated and should include the period from 01.01.2024 to 31.12.2024. Fax, Telex or any other means will not be accepted.
  - C. Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Bank of Ceylon) should be compulsorily attached.
4. Duly completed application forms together with all the necessary documents should be reached by registered post on or before 22.12.2023 to the following address.

**Chief Accountant,  
Ministry of Public Security,  
17<sup>th</sup> Floor,  
Suhurupaya,  
Battaramulla,  
Sri Lanka.**

”REGISTRATION OF SUPPLIERS – 2024 (Local ” should be indicated on the top left – hand corner of the

envelope containing the application in the respect of the local suppliers and “REGISTRATION OF SUPPLIERS – 2024 (Foreign)” should be indicated by foreign suppliers or their Local Agents.

### **General Instructions to the Applicant**

5. A registration fee of Rs.1,800/- (Sri Lanka Rupees One Thousand Eight Hundred) will be charged against each CATEGORY in respect of local applicants and US\$ 10/- in respect of Foreign Applicants. If a foreign suppliers request to register through a local agent, the local agent shall pay Rs.3,600/=per category.

If the requisition is made to register by a local supplier (local agent) in respect of more than one principal, a separate application should be submitted for each such principal. (The Secretary, Ministry of Public Security should be given as the name of the beneficiary when making a deposit. It is compulsory to mention a supplier “Suppliers Registration Category free - 2024” in the deposit slip by the applicant.)

6. Category payments should be made to the name of “The Secretary, Ministry of Public Security and Account No 7040131” of the Battaramulla branch of Bank of Ceylon, through any branch of Bank of Ceylon. Foreign suppliers (in the case of unavailability of a local agent) should use the SWIFT CODE to credit the payments to the Bank of Ceylon for the Category charges US\$ 10/- each in order to register under a single Category.

<b>Swift no</b>	<b>- BCEYLKLX</b>
<b>Bank Code</b>	<b>- 7010</b>
<b>Branch code</b>	<b>- 679</b>
<b>Account No</b>	<b>- 7040131</b>

7. There is no refunding of Categories paid by an applicant. Applications can be rejected for not submitting certain information, a requested document marked the wrong categories by mistake or negligence of the applicant and it is informed that even on such an occasion, the category fees shall not be refunded.
8. Delete “Yes / No” tags against a Question appropriately.
9. Please write NA (not applicable) against any item that does not applicable to the applicant.
10. Any amendment or change of mailing address of a company (local or foreign) after registrations will be considered only if such request is accompanied by a true copy of the amended certificate issued by respective company (local or foreign) in connection with the said amendment.
11. Kindly note that there can be no change or alternation of Category under any circumstance after registration.
12. The Ministry of Public Security will not be held responsible for any mistakes or oversight of the applicant.

13. Further inquiries in respect of the Registration of Suppliers - 2024 can be made to the following officers.

**Accountant**

**Telephone : 011-2887328(during office hours only)**

**Fax:- - 011-2887916**

**sE -mail: -www.caminlofinance@gmail.com**

14. Suppliers who are in the national list of defaulting contractors in terms of the clause number 8.11.5 C of the guidelines on Government Procurement Guidelines 2006 (Goods & Works) are NOT PERMITTED to apply for registration.
15. All suppliers will agree automatically to provide one month credit facility when they register under the Ministry of Public Security. Suppliers who do not agree will be removed from the register.
16. Quotations will normally be called from the registered suppliers on requirements of the Ministry. However, the Ministry of Public Security reserves the fully right to select suppliers when it is necessary.
17. The right for final decision in regard to the registration of suppliers for 2024 holds with the Secretary of the Ministry of Public Security.