

## National Transport Commission

Application to be submitted by the Transferor to obtain prior approval for the transfer of a Passenger Service Permit

*For Official Use Only*

Application No. : .....

Receipt No. : .....

### Note :

1. Every applicant shall complete the details under Section I.
2. Complete Sections II, III and IV as applicable, that is,
  - (a) Section II applies where the Transferor is an individual.
  - (b) Section III applies where the Transferor is a Company.
  - (c) Section IV applies where the Transferor is a deceased person.
3. **Every application shall be signed before a Commissioner of Oaths and duly certified by the said Commissioner of Oaths.**

## SECTION I

### Details of the Transferor

1. Registration No. of the Bus : .....
2. N.T.C. Permit No. : .....
3. Proximity Sector Notification (N.F.C.) Card Serial Number :  
.....
4. Full Name of the Transferor (Mr./Mrs./Miss) :  
.....  
.....
5. (1). National Identity Card No. of the Transferor : .....  
(2). Tax Identification Number (TIN) of the Transferor : .....
6. Is the Transferor resident in Sri Lanka or abroad? :  
.....
7. Is the Transferor deceased? : .....
8. If the Transferor is a Company, -
  - (1). Name of the Company : .....
  - (2). Registered Number of the Company :  
.....
  - (3). Tax Identification Number (TIN) of the Company :  
.....

9. Contact Details;

(1). Address;

(a) Permanent Address: .....

(b) Mailing Address: .....

(2). Telephone Numbers;

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

WhatsApp No. : .....

(3). Email Address : .....

(4). Fax Number : .....

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

10. Route : (1) From ..... To .....

(2) Route Number : .....

11. Service : Normal / Semi-luxury / Luxury / Super-luxury\*

12. Validity period of the Passenger Service Permit : From ..... to .....

13. Reason for transferring the Passenger Service Permit :

**Details of the Transferee**

14. Full Name of the Transferee : .....

15. (1). National Identity Card No. of the Transferee : .....

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

16. If the Transferee is a Company -

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

(2). Registered Number of the Company :

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

17. Contact Details; (1) Address;

(a). Permanent Address : .....

(b). Mailing Address : .....

District : ..... Divisional Secretariat Division : .....

(2). Telephone Numbers;

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

WhatsApp No. : .....

(3). Email Address : .....

(4). Fax Number : .....

**\* For the purposes of item 11 –**

(a) "Normal Service" means a licensed bus service operated on approved routes for the purpose of picking up and setting down both seated and standing passengers. Buses belonging to this service shall stop at licensed and designated normal bus halts for the purpose of picking up and setting down passengers from the road, and the fares charged from passengers shall be the approved standard fares duly approved by the Commission;

(b) "Semi-Luxury" service means a licensed bus service operated on approved routes, permitting only seated passengers. Buses belonging to this service shall stop at a limited number of designated bus halts for the purpose of picking up and setting down passengers from the road, and the approved standard fares shall be up to one and a half times the normal fare, as determined by the Commission;

(c) "Luxury" service means a licensed bus service operated on approved routes using air-conditioned buses, permitting only seated passengers. The approved standard fares shall not exceed twice the normal fare, as determined by the Commission; and

(d) "Super-Luxury" service means a licensed bus service operated on approved routes using air-conditioned buses, permitting only seated passengers. Buses belonging to this service shall be equipped with reclining seats, footrests and air suspension systems, and the approved standard fares shall not exceed three times the normal fare, and two and a half times the normal fare for expressway bus operations, as determined by the Commission.

**SECTION II**

I, ..... hereby declare that the information stated above and the documents annexed hereto are true and correct to the best of my knowledge, and I hereby express my consent to transfer the Passenger Service Permit bearing N.T.C. Permit No. .... issued to me in respect of the bus bearing Registration No. .... for operation on the route from ..... to ..... to (bearing NIC No. ....) ..... I hereby declare that upon transferring the said Passenger Service Permit to another party, I shall have no rights, benefits or entitlements in relation to the said Permit.

.....  
Date



Left thumb impression  
of the Applicant

.....  
Signature of the Applicant

**Witnesses.**

- (1). Full Name : .....
- Address : .....
- Signature : .....
- Date : .....

(2). Full Name : .....  
Address : .....  
Signature : .....  
Date : .....

**SECTION III**

We, ..... (Name of the Company) hereby declare that the information stated above and the documents annexed hereto are true and correct to the best of our knowledge, and we hereby express our consent to transfer the Passenger Service Permit bearing N.T.C. Permit No. .... issued to our Company in respect of the bus bearing Registration No. .... for operation on the route from ..... to ..... to ..... (bearing NIC No. ....) ..... . We hereby declare that upon transferring the said Passenger Service Permit to another party, we shall have no rights, benefits or entitlements in relation to the said Permit.

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

1. Name : .....  
2. Designation : .....  
3. National Identity Card No. : .....  
4. Signature : .....

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

1. Name : .....  
2. Designation : .....  
3. National Identity Card No. : .....  
4. Signature : .....

.....  
Date ..... Official Seal of the Company

**Witnesses.**

(1). Full Name : .....  
Address : .....  
Signature : .....  
Date : .....

(2). Full Name : .....  
Address : .....  
Signature : .....  
Date : .....

**SECTION IV**

1. Relationship or connection of the applicant to the deceased Transferor : .....  
.....

2. If the transfer is being effected pursuant to a court order, details of that court order:

Name of the Court : .....

Case Number : .....

Date of the Court Order : .....

Whether Letters of Probate or Letters of Administration have been granted in the name of the applicant  
(Yes/No) : .....

I, ..... hereby declare that the information stated above is true and correct to the best of my knowledge, and I hereby request that the Passenger Service Permit bearing N.T.C. Permit No. .... issued to ..... (Name of the deceased Transferor) in respect of the bus bearing Registration No. .... for operation on the route from ..... to ..... be transferred to me.

.....  
Date



Left thumb impression  
of the Applicant

.....  
Signature of the Applicant

**Witnesses.**

(1). Full Name : .....  
Address : .....  
Signature : .....  
Date : .....

(2). Full Name : .....  
Address : .....  
Signature : .....  
Date : .....

**Details of the Commissioner of Oaths**

- 1. Name : - .....
- 2. Address : - .....
- 3. Telephone Number : .....
- 4. Email Address : - .....

The above-named Transferor/Applicant 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

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The Transferor holds a valid Passenger Service Permit. The Transferor may transfer the Passenger Service Permit for the remaining period of validity as specified in the permit.

Approved.

Rejected.

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