

**SRI LANKA STATE TRADING (GENERAL) CORPORATION**

**APPLICATION FOR REGISTRATION of SERVICE DEALERS**

**For the Financial Year 2021/2022**

**SECTION 01. COMPANY DETAILS AND GENERAL INFORMATION**

1. Name of the Company: .....
2. Business registered address: .....
3. Mailing Address: .....
4. Business registration No and Date: .....  
(Copy of business registration certificate should be attached)
5. Name, E Mail Address, &Telephone no. of Contact Person: .....  
.....
6. Service representatives: .....

**7. Category**

**01. Computer Repair**

- Laptops       CCTV Installation       Networking Installation  
 Others .....

**02. AC Fixing and Servicing**

- AC Repair       Spare Parts       AC Service  
 Others .....

**03. Tire Installation / Battery Installation/Wheel Alignment/Wheel Balancing**

- Lubricant Replacement       Oil Filter Replacement       Air Filter Replacement  
 Others .....

**8. Type of Business**

- Private LTD  Partnership  Proprietary

09. Year Established: .....

Business Registration Number ( BR No) : .....

(Business Registration Certificate Copy to be Attached – Application will be rejected without BR Copy)

**SECTION 02. FINANCIAL INFORMATION**

- 10. Payment terms: .....
- 11. Annual value of total services provided for the last 3 years: .....  
(Attach Proof Document)
- 12. Bank Details: (Bank Name & Address): .....
- 13. VAT registration Number (If VAT registered) : .....  
(Copy of VAT registration certificate should be attached)

**SECTION 03: SERVICE LOCATION AND AREAS**

- 14. STC nominated locations for Providing Services.
  - 1. Colombo District
  - 2. Kandy
  - 3. Kurunagala
  - 4. Matara
  - 5. Batticaloa
  - 6. Anuradhapura
  - 7. Jaffna
- 15. Time period required of attending the service from order: .....

**OTHER LOCATIONS OF SERVICE AVAILABLE:** .....

**SECTION 04: CHARGES FOR THE WORK**

Service Offered	Amount In Rs.	Vat
Eg -:		
1.AC Fixing Charges 9000 Btu		
2.Bracket For 9000 Btu		
3.Copper Charge (Per Mtr)		
4.Installation Charges (Per Mtr) Casing		
5.Drain Pipe Extension (Per Mtr)		
6. Other if applicable.		
7.		
8.		
9.		
10.		
11.		
12.		

➤ Vat Registration Certificate Confirmation here be Attached

**SECTION 05: AVAILABLE FACILITIES**

S: No	Related Service	Facility Available
1		
2		
3		
4		
5		
6		
7		

**SECTION 06: SERVICES / EXPERIENCE**

Proof of Current Services /Agreement with Contact Number

Service Category	Past Experienced / Name of customers service provided

**SECTION 7. STAFF RESOURCES AVAILABLE**

Include the following personal details for the current year and the previous years.

	Last Year	Current Year
<b>Permanent Staff Total</b>		
Executive		
Technical Officers		
Sales man		
Supervisors		
Other staff		
<b>Contract &amp; Casual Total</b>		

**SECTION 8. MAINTANANCE FACILITY (VEHICLES /TOOLS)**

Vehicle No or Workshop Facility	Ownership Types Rent /Owner	Type of Vehicle & Made Or Workshop Facility	Brand

**SECTION 9.**

**FOLLOWING DOCUMENTS SHOULD BE ATTACHED HEREWITH TO THE APPLICATION**

Form 1 / Business Registration (Copy)

ID copies of Director Board ,Names & contact numbers

Partnership & Service (Currently/ Existing)  
(Attach Proof Document)

**All Proposals should accompany a non-refundable Document fee of Rs.2000/= in favor of Sri Lanka State Trading (General) Corporation Limited deposited to following Account**

Account No : 004-1-001-2-0210918

Bank : People’s Bank

Branch : Corporate Banking Division, Head Office

Reference : Sdealer21

**SECTION 10. CONTACT PERSON**

Contact	Detail
Name	
Organization	
Address	
Telephone	
Fax	
E – mail	

**I, the undersigned hereby certify that information provide in his form is correct and in the event of changes details will be provided as soon as possible.**

Name: Title:

Signature: Date: