



**APPLICATION FOR REGISTRATION**  
**ITS- IT SERVICE/ACS -AC SERVICE /APS - AUTO & TYRE**  
**SERVICE DEALERS ONLY**  
(Registration No : STC/Pro/RegSup2023/SD)

**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. Contact Person: Name ..... Contact No : .....
- Valid Email Address** Email 1..... / Email 2.....
6. Technical Contact Name : ..... Email .....
- Contact No : .....

**7. Category**

**01. Computer Repairs** ☐

- ☐ Laptops Repair ☐ CCTV Installation ☐ Networking Installation
- ☐ PABX ☐ Printer & Scanner Repair ☐ Server Maintenance ☐ Spare parts
- ☐ Copiers & Fax Machines Services

**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
- ☐ Other services provided .....
- ☐ Vehicle maintenance & Repairs ☐ Vehicle Tinkering & painting
- ☐ Spare Parts

## 8. Type of Business Registration

☐ Proprietor ☐ Partnership ☐ Private Limited Company ☐ Public Limited Company

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.Galle /  
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.Basket 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.		

➤ **Attach a Separate Quotations for the Charges & Spares**

**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.2500/= in favor of Sri Lanka State Trading (General) Corporation Limited using the Online link provided.**

## 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:

( Place Official Stamp)

**RS: 2500.00 (Registration Fee for each category of Services Only)**

**Attach Proof of Payment / Payment Slip Here( C 07)**