

## INSTRUCTIONS FOR APPLYING FOR REGISTRATION /RENEWAL OF SPECIFIED HEAVY CONSTRUCTION MACHINERY AND EQUIPMENT

The duly filled application Form which is available at the office of the Authority/ website ([www.cida.gov.lk](http://www.cida.gov.lk)) shall be forwarded to the Director General of the Authority, along with all the supporting documents and application processing fees (Refer Table 01) under registered post.

Cheques shall be drawn in favour of “Chairman, Construction Industry Development Authority “. Or the payments shall be deposited to the Bank of Ceylon, A/C number “**7010 453 0077454975**” or paid to CIDA and the pay slips shall be attached along with the application.

### 1.0 Supporting documents

- The Certificate of Registration issued by the Commissioner of Motor Traffic and the copy of the valid Revenue License for road running machinery
- An affidavit from the owner specifying the ownership of the machinery or equipment and any other documents available to prove the ownership
- Status Report(duly filled and certified Inspection Sheet [*can be downloaded from [www.cida.gov.lk](http://www.cida.gov.lk)/ collected free of charge from the information centre of CIDA at 123, “Savsiripaya” Wijerama Mawatha, Colombo 07* ] ) of the machinery and equipment relating to the serviceability issued within a period of six months from the date of application by a Mechanical Engineer who is graduated from a University recognized by the University Grants Commission of Sri Lanka in the field of Mechanical Engineering

### 2.0 Registration and processing fee

Annual Registration fees are payable annually as shown in Table 1 for different types effective from the date of the registration.

Table 01: Registration Fee and Renewal Fee for Heavy Construction Machinery and Equipment

Description	Registration Fee or Annual Renewal Fee
For the First 25 machines	Rs. 1000/- per each machine
From the 26 <sup>th</sup> Machine to 50 <sup>th</sup> machine	Rs. 750/- per each machine
From the 51 <sup>st</sup> Machine to 75 <sup>th</sup> Machine	Rs. 500/- per each machine
From the 76 <sup>th</sup> Machine to 100 <sup>th</sup> Machine	Rs. 300/- per each machine
From 101 <sup>st</sup> Machine to higher	Rs. 100/- per each machine

Above fees are excluding applicable taxes.

### 3.0 Validity of registration

Registration is valid for one year period from the date of issuance of the registration number

### 4.0 Renewal of registration

Renewal shall be granted at request of the applicant by the similar application

**APPLICATION FOR REGISTRATION /RENEWAL OF SPECIFIED HEAVY CONSTRUCTION MACHINERY AND EQUIPMENT****01) Name, Address and Contact Details of the Owner / Organization**

Name : Tel. No :  
 Address : Fax :  
 Email :

**02) NIC No. / Business Registration No. :****03) Name & Designation of person to contact for clarifications on Machinery and Equipment(if any)**

Name : Tel. No :  
 Designation : Fax :  
 Email :

**04) CIDA Registration No. (if available) & Date of First Registration :****05) No: of machines and equipment applied for registration :****06) Details of the machines & equipment** (please use the Annexe 01 [can be downloaded from [www.cida.gov.lk/](http://www.cida.gov.lk/) collected free of charge from the information centre of CIDA at 123, "Savsiripaya" Wijerama Mawatha, Colombo 07] )**07) Proofing Documents Required to be Submitted** (Certified Copies by a Notary Public or an Attorney At Law)

Type of Document	Submitted (Yes/No)
The Certificate of Registration issued by the Commissioner of Motor Traffic and the copy of the valid Revenue License for road running machinery	
An affidavit from owner mentioning the ownership of the machine and any other documents available to prove the ownership	
Status Report (duly filled and certified Inspection Sheet) taken not later than 6 months period from the submission of the application, certifying the serviceability and the ownership of the machinery and equipment by a Mechanical Engineer who is graduated from a University Recognized by The University Grants Commission of Sri Lanka in the field of Mechanical Engineering.	

I / We hereby certify that the information provided in this application including annexes and supporting documents are true and accurate as at this date. I / We am / are aware in the event that any information given is found to be incorrect or that relevant information is with-held, my/our application will be automatically disqualified in addition to any further action Institute for Construction Industry Development Authority (CIDA) may decide to take.

Signature :  
 Name of authorized person:  
 Designation / Title :  
 Date of application :

**For Official Use Only**

Application No : Date of Submission :  
 Payment (Rs.) : Payment Receipt No. :