

# Check List

## Issuing of Registration Certificates for End- user

Under Section 19 of the Conventions against Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act. No. 1 of 2008



**Precursor Control Authority**  
National Dangerous Drugs Control Board  
383, Kotte Road, Rajagiriya  
Phone/Fax - 0112870762

REFERENCE NO. :

New  Amendment  Renewal

Check List Issuing of Registration Certificates												Yes	No	N/A	*For official use only (Yes/No)
1.	<b>Application Form</b> (duly filled in and signed)														
	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6	Form 7	Form 8	Form 9	Form 10	Form 11				
2.	<b>Cover Letter addressed to Chairman of the Precursor Control Authority</b>														
3.	<b>Letter of authorization</b> (In cases where the applicant is unable to be in person submit the application)														
4.	<b>Certified copy of Business Registration certificate</b>														
5.	<b>Police Clearance Certificate</b>														
6.	<b>Certified copy of NIC/Passport of the applicant or authorized representative of the applicant</b>														
7.	<b>Environmental Protection License (EPL) / recommendation of the Central Environment Authority</b>														
8.	<b>Company Profile</b> (Board of Directors, Contact details (Telephone No, Fax No, E-Mail) and brief description of the business, authorized individuals/employees with access to file, records, chemicals and security) – <b>If not given before</b>														
9.	<b>Brief Description of the Business</b>														
10.	<b>List of Suppliers</b> ( Name, Address & Contact Details) (Telephone No, Fax No, E-Mail)														
11.	<b>Production Details</b> (Quantity of the precursor chemical used to manufacture a unit quantity of the product and annual product quantity)														
12.	<b>Documentary Proof of the Following</b>														
	a) Previous license issued (original and a copy)														
	b) Confirmation sheet duly filled by the supplier														
	c) Details of the use and purchase of precursor chemicals ( Name of the Precursor chemicals , Quantities sold, given or obtained, quantities used for the manufacture or for any other purpose, production details including the product quantity) (use stock balance sheet format provided by PCA)														
	d) Copies of Invoices														
	e) Storage address / location														
f) Police entry copy and affidavit – if certificate has lost															
13.	<b>A letter specifying the reason in respect of amendment</b>														
14.	<b>Original Registration certificate (in case of amendment )</b>														

15.	<b>Payments</b> <b>New – 1500/=    Amendment – 500/=    Renew – 1000/=</b>				
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*Precursor Chemicals are the Substances Specified in Table I & Table II of the Conventions Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, No 1 of 2008. The salts of the substances and mixtures which can be easily used or recovered.*

**Notes**

- 10 % stamp fee will be added to the fees relevant to each type of the application
- Documents should be sorted according to this list.
- The license / registration certificate holder may nominate person(s) to submit and discuss on application for import or export license or registration as a dealer or end-user or for the premises on their behalf. The license / registration certificate holder should state the full name, Identity card / Passport No. and position held for each person to act as an authorized officer. Signature of each person nominated in this connection must be authorized in writing.
- Applicant should inform the Authority of any theft, unexplained loss of suspicious activities relating to the Precursor Chemicals.
- Applicant is aware of that the Authority shall cancel the licenses of the applicant if the given particular are found to be false or inaccurate or any relevant data is suppressed.
- All documents should be provided and attached to the application.
- Original documents should be submitted with the certified copies.
- In addition to the above mentioned documents the Precursor Control Authority may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof the relevant information and therefore are advised to submit only complete applications.
- E-Mail transmissions are not acceptable as supporting documents.
- Applicants should inform the Authority in case of disposal of the precursor chemicals or preparations thereof.

I have been advised that any false or incomplete information given will lead to the application being refused

.....  
Signature of the Applicant

.....  
Date

PCA official to select as appropriate:

- The applicant has confirmed that s/he has no documents to submit other than those listed-above. : Yes / No
- The applicant has submitted the supporting documents above. : Yes / No
- I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless. : Yes / No
- The following documentation is missing/incomplete:

.....  
Signature of the PCA Official

.....  
Date