

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS FOR REGISTRATION OF GMP CERTIFICATION INSTITUTIONS
AND TESTING LABORATORIES**

FOR THE PROGRAM OF

**EMPOWERING POTENTIAL INDUSTRIALISTS TO SUPPLY PRODUCTS FOR LOCAL SUPERMARKET CHAINS AND
THE EXPORT MARKET**

1. Applicants are requested to furnish accurate and up-to-date information. If any information given is found to be inaccurate or obsolete or any vital information is found withheld, the applicant will be disqualified for registration or registration may be suspended at the Ministry of Industries.
2. **Certification Institution** should be accredited by a reputable body such as the SLAB or American Society for Quality (ASQ), or the International Organization for Standardization (ISO) or equivalent national or international Accreditation Bodies. Sufficient documents should be submitted to confirm it.
3. The **Laboratories** should be accredited for the tests specified in the **relevant international and Sri Lanka Standard Specification or equivalent** by SLAB or any other international body. The copy of the Certificate along with the scope of the accreditation should be submitted with the application.
4. The **Laboratories** can provide information for **non-accredited tests** only if they have a quality system based on ISO/IEC Guideline 17025.
5. As per 2.3 of the application to the **laboratories**, the scope for analysis of product categories for which your laboratory has been accredited must be submitted with the application.
6. A non-refundable fee of LKR 1000.00 (One thousand rupee) will be charged for the registration in respect of each application. Payment can be made to the following account;

Secretary, Ministry of Industries
Division of Small and Medium Enterprise Development
Bank of Ceylon, Taprobane Branch
A/C No. 7042783

A copy of the slip which utilized for the payment/ proof of the payment of registration fee should be forwarded together with the application. When making payment, the relevant receipt should mention "**Applying for the Registration of Institutions, Ministry of Industries.**"

7. A certified copy of the Certificate of Incorporation/ Business Registration should be forwarded with the application form.
8. Duly completed application forms together with all the necessary documents should be sent by speed post or courier or hand delivery to reach the address below on or before **28th May 2024 at 02.00 p.m.**

Vidatha Unit
Ministry of Industries
Labour Secretariat
7th Floor
Narahenpita
Colombo 05

9. The top left-hand corner of the envelope containing the application should be marked as **“Registration of Institutions – Ministry of Industries (2024).”**

10. Further inquiries in respect of the Registration can be made via Phone Nos. **011 2331 391, 070 472 0836.**
(Mr. Manoj Karunaratne, Director of Vidatha)

A. Lakkathas
Additional Secretary (Vidatha)
For the Secretary
Ministry of Industries