

Procedure of Registration of Websites

1. Domain Name should be registered in the name of the owner of the website and in case of registration of a Domain Name under an institution registered under the Companies Act or any other state law, the applicant for registration should be the owner, partner or a member of the Board of Directors of the institution.
2. If a local resident is applying for registration on behalf of a non-resident, the latter should have authorized the applicant through a Power of Attorney.
3. The Web Editor should be over 18 years of age with a minimum of five-year experience in the field.
4. The website applied for registration should have minimum 2500 viewers, which should be confirmed upon supportive documents.
5. If any journalists work for the website, their true and accurate details should be submitted.
6. Applications will be scrutinized by an independent Panel of Review appointed by the Secretary in terms of powers vested by the Cabinet of Ministers.
7. The Panel of Review will gather once in each two months on Thursday of the 4th week in the second month to evaluate relevant applications.
8. Applications evaluated by the Panel of Review should be duly filled in the prescribed format and incomplete applications will be rejected.
9. If a website applied for registration had been censored or blocked earlier on certain legal circumstances, such requests for registration will be rejected.
10. If the content of the website applied for registration is injurious to Sri Lankan identity, culture, national security, economy or the social structure of Sri Lanka, such applications will be reject upon concurrence of the independent Panel of Review.
11. Requests rejected upon incomplete applications may be re-submitted within a period of one month.
12. Registration will be valid only for a period of one year and should be re-newed in the ensuing year. Renewal of registration should be conducted at least one or two months prior to the expiry of registration or else the website should be re-registered.
13. Originals and photocopies of all documents submitted along with the application should be furnished at the interview.
14. When applications are submitted to the Panel of Review for evaluation a report on the website as follows should be furnished.
15. A copy of the certificate of permanent residency affirmed by the respective Grama Niladhari should be submitted at the interview.

Details of the web content report

1. Basic Information

- 1.1 Purpose/ Objectives
- 1.2 Contact details of owners and stake holders
- 1.3 Funding Source
- 1.4 Domain details

2. Content of the website

- 2.1 Page title – Home Page
- 2.2 Type of news articles
- 2.3 Brief description for article types with example (Example can be given as screen shot images of the web site)
- 2.4 Target group of the website



Ministry of Finance and Mass Media – Sri Lanka
Application for Registration of Web sites

1. Web site Domain Name:

IP Address/s :

2. Content of the Web site :

3. Details of the Owner:

- i. Name :
- ii. Address :
- iii. Telephone No. : iv. NIC No/ Passport No. :
- v. Email :

4. If the owner is not a Sri Lankan and/ or He or She is living abroad particulars of the local representative person :

- i. Name :
- ii. NIC No :
- iii. Local Address :
- iv. Contact Details : Tele No.v. Email :

5. Details of the Administrator:

- i. Name :
- ii. Address :
- iii. Telephone No. : iv. NIC No/ Passport No. :
- v. Email :

6. Details of the Editor:

- i. Name :
- ii. Address :
- iii. Telephone No. : iv. NIC No/ Passport No. :
- v. Email :

7. If journalists are Serving for the Web site, their details

Name	Address	Nationality	Contact No.	Media Id No.

I certify that the information furnished above is true and correct.

Date :

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 Signature (Owner or Local representative person)
 Name :

Designation :

Name of the company/ Institution :