

## Application Procedure

### Application:

1. Download the application or send a mail to the secretariat ([membership@ciltsl.com](mailto:membership@ciltsl.com)) requesting for a soft copy.
2. Fill in all data requested in the application and along with originals and copies of all certificates hand over the documents. All of the below mentioned attachments should be provided. Originals should be shown to the Secretary General for verification and endorsement done on the copies at the time of handing over of the completed application. Only duly completed hard copies will be accepted. You are required to forward a soft copy subsequently.
3. There are five attachments that need to accompany the application. They are:

Attachment 1 - Organization Chart of current employer, showing your level of responsibility

Attachment 2 - Service Certificates from current and previous employers

Attachment 3 - Examination/Professional Certificates

Attachment 4 - Updated and signed Curriculum Vitae

Attachment 5 - Required number of recommendations from Chartered/Fellow members of CILT Sri Lanka

4. CILT members having Chartered/Fellow membership can recommend your application based on their observation of your professional conduct in transport & logistics. The numbers of such referees vary with the membership grade applied for and you must ensure the required numbers of recommendations are met.

Application for FCILT - Three FCILT Members

(FCILT awarded for upgrading only)

Application for CMILT - Two FCILT/CMILT Members

Application for MILT - One FCILT/CMILT Member

Application for Graduate - One FCILT/CMILT Member

Application for Student /Affiliate - Recommendation by Head of Institute

5. Original certificates may be requested by the evaluation sub-committees. If so, applicant will be informed to provide again the original and obtain a receipt from the secretariat upon submission of same. Once evaluation is completed, originals will be returned to applicant and acknowledged.
6. Secretariat will issue a receipt or an acknowledgement upon receipt of completed application.

### Payments:

7. Application Processing fee  
Every application will be charged a non-refundable application fee of Rs. 1,500/= Applicants for student membership are exempted from this fee.
8. Annual Subscriptions

After the evaluation process the selected grade will be notified to the applicant by way of an offer letter on receipt of which you shall pay the first annual subscription applicable to the grade. The applicable rates at present are enumerated below.

	Annual Subscription (Rs.)
Associate Member	750/=
Graduate Member	2000/=
Member	3500/=
Chartered Member	4000/=
Fellow Member	4500/=

9. Fees applicable for Student Membership

The fee applicable for student membership is the registration fee of Rs. 500/= and the cost of the identity card of Rs. 150/=

10. Payments should not be made to unauthorized individuals other than those at the secretariat. CILT Sri Lanka will not be liable for any payments made to anyone other than to the CILT Sri Lanka secretariat at which point an official receipt will be issued.

11. Payment Methods:

Cash / Cheque to the CILT Sri Lanka secretariat

Cash / Cheque deposited to the CILT Sri Lanka bank account

(Original deposit slip should be attached)

Name of Account	-	The Chartered Institute of Logistics and Transport Sri Lanka
Bank	-	Bank of Ceylon (City Branch Office)
Account Number	-	0073214339
Swift Code	-	BCEYLKLX

**Awarding of Grade:**

12. CILT Sri Lanka evaluation committees will base their decision purely on documentary evidence provided by applicant at the time of submission. The decision of the CILT Sri Lanka Council will be final.

**Assistance and Guidance:**

13. You may contact the secretariat if you require any clarification or assistance with regard to your application.