

Application Procedure

Application:

1. Download the application (www.ciltsl.com/membership/) or send an e- mail to the Secretariat (admin@ciltsl.com or sg@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 application. 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.

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 the CILT Sri Lanka

3. CILT members having Chartered/Fellow membership can recommend your application based on their observation of your professional conduct in the transport & logistics industry. 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 (FCILT awarded for upgrading only)	-	Three FCILT Members
Application for CMILT	-	Two FCILT/CMILT Members
Application for MILT	-	One FCILT/CMILT Member
Application for Graduate	-	One FCILT/CMILT Member
Application for Student /Associate	-	Recommendation by Head of Institute

4. 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.

Payments:

5. Processing Fee and Annual Subscriptions
A non-refundable processing fee will be charged applicable to the grade applied.
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.

	Processing fee (Rs.)	Annual Subs (Rs.)
Associate	1000/=	750/=
Graduate	1000/=	2000/=
MILT	1000/=	3500/=
CMILT	1000/=	4000/=
FCILT	1000/=	4500/=

6. 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/=

7. 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.

8. 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

9. Awarding of Grade:

CILT Sri Lanka evaluation sub-committee 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.

10. Assistance and Guidance:

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

CILT Sri Lanka

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