

MINISTRY OF INDUSTRY AND COMMERCE

APPLICATION TO OBTAIN A LETTER OF RECOMMENDATION FOR ENTRY AND RESIDENCE VISA/EXTENSION OF VISA

(Please submit with duplicate and attachment should be given by indicating the relevant number for more details)

1. Details of the Industry

(i) Name of the industry:

(ii) Address:

(iii) Name & Designation of the Contact Person :
(preferably Head of the institute/HR Division)

Telephone:

Fax:

E-mail:

(iv) Registration Number given by the Ministry of Industries:
(Pl. attach a copy of the registration certification)

(v) Nature of Business : (Service/Manufacturing)

(vi) Business Registration No: _____ Date _____

2. Details of the expatriate/s and family members:

Applicant/s' details

(i)	Name in Full	Nationality	Age (as at the date of appointment)	Passport No. (pl. attach a copy of passport)	Nature of Visa (Entry/ Residence/ Extension)	Position/ Occupation

If applicant is to be accompanied by his/her family members, pl. give below details

(ii)	Name	Relationship	Date of Birth	Passport No.

(iii) Employment category

• For capital investment	
• Top Management	
• Specialized for production process	
• Install high-tech new machines and maintain	
• Skilled Labour	
• Other	

(Please mark "✓" appropriate cage)

3. Qualifications of expatriate/s

	Academic	Industrial Experience
(i)		
(ii)		
(iii)		
(iv)		
(v)		

(Proof of qualification & experience should be supported by the certified copies of original certificates)

4 Justification of employ the expatriate/s

(i). Why his/her service essential

(ii) What attempts have been made to recruit Sri Lankans?
(Any evidence Eg: Paper Advertisements etc.)

(iii). What arrangements are made to train local persons?
(succession plan.)

5. Method of Recruitment

(ii)	• Direct nomination from the foreign company (pl. attach nomination letter)	
	• Through an Agency (pl. attach employment agreement)	
	• Recommendation from Machine suppliers (pl. attach recommendation letter)	
	• Direct contact	
	• Other	

(ii) If presently employed in Sri Lanka, give details of employment:

6. (i) Duration of visa/extension of visa sought: From: To:
- (ii) If requested for an extension of visa:
- a. Date of first visit to the country :
 - b. Length of stayed in Sri Lanka :
 - c. Date of expire :
 - d. Reasons for extension of visa :
 - e. Performance for the completed period :
 - g. E.P.F. Number :
(A copy of 3 months EPF payment receipts should be attached)
 - f. Date of appointment :
(A copy of the appointment letter or recruiting agency agreement should be attached)

7. Terms and condition of employment :
- (i) Monthly Salary (USD/Rs.) :
 - (ii) Fringe Benefits
 - (a) Vehicle :
 - (b) Housing :
 - (c) Medical :
 - (d) Education for children :
 - (e) Any Other (Specify) :

8. Details of other foreigners attached to the Company:

Name	Position	Passport No.	Nationality	Period of stay up to now

9. Details of local staff :
(A copy of 3 months EPF payment receipts should be attached)

10. Annual turnover of the company:

I /We hereby declare that the particulars give above are true and accurate to the best of my/our knowledge. I/We understand specifically that in the event any of the information supplied proves to be not accurate or correct the visa for the expatriate will be cancelled and I/We undertake to repatriate him/her within the specified period as may determined by the relevant authorities.

Date:

Signature:

Name:

Designation:

Company Seal:

Office use only:

Received this application with all documents on

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Signature of officer (MIC)

Required documents for visa facilitation

At the first application stage only

- Ministry Registration
- Registration of Companies (BR)
- Board of Directors (Form 20)
- Company Profile

Submit with each request

- Request Letter
- Completed Visa application form
 - 1) Passport Copies
 - 2) Academic Qualification (Specialized Area)
 - 3) Previous work experience
 - 4) Evidence for attempts to recruit Sri Lankans
- For Family Visa
 - 1) Marriage Certificate for spouse
 - 2) Birth certificates of children (dependants)
- Visa Extension
 - 1) Passport Copies
 - 2) Academic Qualification (Specialized Area)
 - 3) Previous work experience
 - 4) Evidence for attempts to recruit Sri Lankans
 - 5) Previous Visa
- Copy of 3 months EPF payment receipts
- Copy of the appointment letter or recruiting agency agreement letter