

**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 <i>(as at the date of appointment)</i>	Passport No. <i>(pl. attached a copy of passport)</i>	Nature of Visa (Entry/ Residence/ Extension)	Position/ Occupation

**If applicant is to be accompanied by his/her family members, pl. gives 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**

**\* for machine installation, please attach the recommendation from Machine Supplier**

	<b>Academic</b>	<b>Industrial Experience</b>
(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)	• <b>Direct nomination from the foreign company</b> (pl. attach nomination letter)	
	• <b>Through an Agency</b> (pl. attach employment agreement)	
	• <b>Recommendation from Machine suppliers</b> (pl. attach recommendation letter)	
	• <b>Direct contact</b>	
	• <b>Other</b>	

(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)*

13. **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:

## 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
- **For Entry & Residence Visa**
  - 1) Passport Copies
  - 2) Academic Qualification (Specialized Area)
  - 3) Previous work experience
  - 4) Evidence for attempts to recruit Sri Lankans
  - 5) Clearance from Ministry of Defense of Sri Lanka for foreign employees
  - 6) Police Clearance Report from relevant country
- **For Family Visa**
  - 1) Marriage Certificate for spouse
  - 2) Birth certificates of children (dependants)
- **For Visa Extension**
  - 1) Passport Copies
  - 2) Previous Visa Endorsement
  - 3) Police Clearance Report from relevant police division
- Copy of last 03 months EPF payment receipts
- Copy of the appointment letter or Contract agreement or recruiting agency agreement letter
- Affidavit for undertake the responsibility of foreign employees by the company Director board

**Office use only:**

Received this application with all documents on .....

.....  
Signature of officer (MIC)