**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:**

1. **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. attached a copy of passport)*** | **Nature of Visa (Entry/****Residence/****Extension** | **Position/****Occupation** |
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 **If applicant is to be accompanied by his/her family members, pl. gives below details**

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| --- | --- | --- | --- | --- |
| **(ii)** | **Name** | **Relationship** | **Date of Birth** | **Passport No.** |
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| • **For capital investment** |  |
| **• Top Management** |  |
| • **Specialized for production process** |  |
| • **Install high-tech new machines and maintain** |  |
| • **Skilled Labour** |  |
| • **Other** |  |

**(iii) Employment category**

 ***(Please mark "✓" appropriate cage)***

**3. Qualifications of expatriate/s**

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

|  |  |  |
| --- | --- | --- |
|  | **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:**

* 1. **Monthly Salary (USD/Rs.) :**
	2. **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** |
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**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
 | 🞎 |
| * 1. Academic Qualification (Specialized Area)
 | 🞎 |
| * 1. Previous work experience
 | 🞎 |
| * 1. Evidence for attempts to recruit Sri Lankans
 | 🞎 |
| 1. Approval from the Ministry of Foreign Affairs of Sri Lanka for foreign employees
2. Police Clearance Report from relevant country
 | 🞎🞎 |
|  * **For Family Visa**
 |  |
| * 1. Marriage Certificate for spouse
 | 🞎 |
| * 1. Birth certificates of children (dependants)
 | 🞎 |
| * **For Visa Extension**
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| 1. Passport Copies
 | 🞎 |
| 1. Previous Visa Endorsement
 | 🞎 |
| 1. Police Clearance Report from relevant police division
 | 🞎 |
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| * 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)**