

MINISTRY OF INDUSTRIES

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

(Please submit attachments 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)

(iv) Nature of Business:

a) Target market (export / local)

b) Product names & HS Codes

HS Code	Product	Production Capacity

c) Annual Turnover

(vi) Business Registration No: Date:

(vii) Details of the employees

(please state number of employees related to the below categories)

	Local	Foreign
For Capital Investment		
Top Management		
Specialized for production process		
Install high – Tech new machines and maintain		
Skilled labor		
Unskilled labor		
Total		

(vii) Number of employees who registered under EPF:

(Please attach 3 months EPF payment receipts)

2. Details of the directors / employees and family members who need Visa:

Director / employee details

(i)

Name in Full	Nationality	Passport No. <i>(pl. attached a copy of passport)</i>	Nature of Visa (Entry/ Residence/ Extension)	Position/ Occupation	Qualifications (academic / industrial experience)

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

(ii)

Name	Relationship	Date of Birth	Passport No.

If request is for extension of visa, pls fill below details.

(iii)

Name	Date of First Visit	Length of stayed in Sri Lanka	Date of Visa Expiry	Monthly Salary	Fringe Benefits (Vehicle, Housing, Medical, Education for Children, etc.)

3 Justification of employing the expatriate/s

(i). Why his/her service essential? (Please explain the requirement technically)

(ii) What attempts have been made to recruit Sri Lankans?

(Any evidence Eg: Paper Advertisements, interview details etc.)

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

(succession plan.)

4. Details of other foreign directors / employees attached to the Company:

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

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 determine 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) Approval from the Ministry of Foreign Affairs 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 (dependents)
- **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

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Signature of officer (MIC)