

APPROVAL NO: AL/.....
DATE OF ISSUE

MY NO:.....
SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
NO 234, DENZIL KOBBAKADUWA MAWATHA,
KOSWATTA, BATTARAMULLA

FIRST APPROVALS

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DEAR SIR/MADAM,

APPROVAL TO RECRUIT SRI LANKANS FOR
I REFER TO YOUR LETTER OF SEEKING APPROVALS TO RECRUIT
SRI LANKANS FOR EMPLOYMENT ABROAD.

APPROVAL IS GRANTED FOR RECRUITMENT AND YOU HAVE BEEN ASSIGNED THE ABOVE NUMBER THIS APPROVAL IS GIVEN IN TERMS OF SECTION 37 OF ACT NO : 21 OF 1985 AND AMMENDED ACT NO 56 OF 2009 SUBJECTED TO YOUR COMPLIANCE WITH SECTION 33-40(i) – 40(ii) OF THE ABOVE ACT AND REGULATION 6(I) OF REGULATIONS MADE BY THE MINISTER OF LABOUR UNDER SECTION 61 OF ACT NO : 21 OF 1985 AND PUBLISHED IN GOVERNMENT GAZETTE NO: 164/9 OF 28.05.1985.

FURTHER THIS APPROVAL WILL BE VALID FOR SIX MONTHS FROM THE DATE OF ISSUE. IN CASE WHERE LICENCE LAPSED BEFORE SIX MONTHS AND IF NO RENEWAL OF LICENSEE HAS BEEN OBTAINED THE APPROVAL WILL AUTOMATIVALLY BE CANCELLED ON THE DATE OF EXPIRY OF LICENCE. IN ORDER TO SATISFY THE AUDITS AND EXPLAIN ANY GAPS BETWEEN FIRST APPROVALS, AND FINAL APPROVALS. AMONTHLY RETURN IS REQUIRED ON THE PROGRESS OF RECRUITMENT ON THIS APPROVALS.

I WISH TO BRING TO YOUR NOTICE THAT UNDER SECTION 51 OF THE SRI LANKA BUREAU OF FOREIGN EMPLOYMENT ACT. EVERY PERSON WHO IS LEFT FOR EMPLOYMENT OUTSIDE SRI LANKA SHOULS PAY THE BUREAU A PRESCRIBED FEE AS FOLLOWS AND FUTHER SUM OF RS. 200/= MAKING A TOTAL AMOUNT AS BELOW:

SALARY (RS)	PRESCRIBED FEE (RS;)	TOTAL(RS:)
10,001/= TO 20,000/=	7,500/= + 200/=	7,700/=
OVER 20,001/=	10,000/= + 200/=	10,200/=

ARRANGEMENTS HAVE BEEN MADE TO ENABLE PERSONS REMIT THIS MONEY TO THE BUREAU THROUGH THE MAIN BRANCHES OF THE BANK OF CEYLON AND PEOPLE'S BANK. THE BANK OF CEYLON AND THE PEOPLE'S BANK BRANCHES AT THE BUREAU ARE ALSO OPENED DAILY FROM 8.30 A.M. TO 4.30 P.M. TO ACCEPT THESE PAYMENTS. YOU ARE KINDLY REQUESTED TO CALL FOR REIMBURSMENT OF RECRUITMENT EXPENSES AT THE ABOVE RATE PER PERSON IMMIDIATELY AS SUCH PERSONLEAVES THE ISLAND.

I WISH TO BRING TO YOUR KIND NOTICE THAT THE ORIGINAL COPY OF THE FIRST APPROVAL ONLY VALID FOR OBTAINING FINAL APPROVALS.

YOURS FAITHFULLY,

.....
MANAGER/ADMINISTRATIVE OFFICER
FOR CHAIRMAN
SRI LANKA BUREAU OF FOREIGN EMPLOYMENT.

**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
JOB ORDER APPROVAL APPLICATION FOR EXTENSION
FIRST APPROVAL FORM – F1**

DETAILS OF THE LOCAL AGENT:
LICENCE NO.....

NAME

TELEPHONE NO..... FAX NO.....

FOOD MEDICAL

ACCOMMODATION CONTRACT PERIOD

AIR TICKET- ONE WAY - TWO WAY

PREVIOUS APPROVAL NO
AL/...../...../.....
DATE OF ISSUED.....
DATE OF EXPIRED.....

E-MAIL

DETAILS OF THE FOREIGN PRINCIPAL
NAME OF THE FOREIGN PRINCIPAL

ADDRESS.....

COUNTRY.....

TELEPHONE NO..... FAX..... EMAIL.....

SE/NO	JOB CATAGORY	NO APPROVED	NOS SENT	BALANCE	SALARY WITH CURENCY (.....)	NO GRANTED (For office use only)											

SIGNATURE OF THE LICENSEE

DATE

AGENCY SEAL:

NOTE: TO BE FILLED IN DUPLICATION

APPROVAL NO: AL/...../EXT/...../.....

CHECKED BY.....

DATE OF ISSUED.....

VALIDITY EXPIRED ON.....

