

**Recommendation on Residence Visa
Guidelines and Assessment Criteria**

Guidelines

- Each applicant must submit the information required under “Resident Visa Form 1 (R.V. 1) (Item 1 to 20). The application details can be obtained from the following address.

Director General of Commerce
Department of Commerce
4th Floor, “Rakshana Mandiraya”,
No. 21, Vauxhall Street,
Colombo 02.
Tel: 011-2 327191 Fax: 011 2 430233
Em: fortrade@sri.lanka.net

- Requests for recommendation of visa must be addressed to the Director General of Commerce accompanying with a Justification Letter and completed Curriculum Vitae with the relevant copies of the certificate of academic qualifications and professional achievements.
- The process of request for residence visa must initiate well in advance. In the cases of renewal of residence visa, process should be started at least one month prior to the expiry of current visa.
- When completing R.V.1 applicant may use additional papers as required.
- Each supporting documents should be clearly marked in accordance with relevant item number (item 1-20)
- If there are any specific and unique requests, such cases will be considered on case-by-case basis.

Assessment Criteria :

- Assessment will be based on two (02) distinct criteria;
 1. Adequacy of Evidence (Item 1- 20)
 2. Objective Assessment (Item 1 – 20)

Eligibility :-

- (1) Resident Representative of a Liaison Office – Recommendation for one Visa

Documentary evidence should be made available to prove that sufficient funds are remitted through the parent company to cover all business operations in Sri Lanka.

- (2) Branch Office – Recommendation for two

- (3) Other Categories - Such as Contractual Employees, Export and Import Agents, specialist and Experts will be decided on – case – by – case basis subject to the general assessment criteria

The recommendation letters are issued subject to objective assessments to be made by the Department of Commerce and the duration of the resident visa will be only up to one year. The applicable charges are as follows:-

Applicant – Rs. 7500/= + 12% VAT

Dependent - Rs. 7500/= per adult + 12% VAT

Rs. 3500/- + 12% VAT per Child below sixteen years of age

Important Notice

The Department of Commerce will process all applications in an optimistic manner to issue recommendation letters for residence visa, which falls within the purview of this Department. The assessment will be more transparent and based on objective criteria set out in this sheet. However, the final decision on granting of recommendation for residence visa is vested with the Secretary of Trade, Commerce and Consumer Affairs and his decision would be the final.

Residence Visa Form
(R.V. I)

General Information

<p>1. Name of the Applicant:</p> <p>.....</p> <p>2. Nationality:</p> <p>3. Passport No:</p> <p>4. Dependent Information (Name, Relationship & PP No)</p> <p style="margin-left: 20px;">i.</p> <p style="margin-left: 20px;">ii</p> <p style="margin-left: 20px;">iii</p> <p style="margin-left: 20px;">iv</p> <p style="margin-left: 20px;">v</p> <p>5. Whether a New Application or Extension?</p> <p style="margin-left: 40px;">i. Date of first recommendation:</p> <p style="margin-left: 40px;">ii. Date of last recommendation:</p> <p>6. Have you ever been subjected to a rejection of your request by this Department?</p>

Economic Assessment:

<p>7. Nature of representation in Sri Lanka</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cooperate Transferee * <input type="checkbox"/></td> <td style="width: 50%;">Individual capacity <input type="checkbox"/></td> </tr> <tr> <td>Branch Office <input type="checkbox"/></td> <td>Liaison Office <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Other</td> </tr> </table> <p>* Contractual Employee in a SL Company <input type="checkbox"/></p> <p>8. Nature of Business :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Manufacturing <input type="checkbox"/></td> <td style="width: 33%;">Import Promotion <input type="checkbox"/></td> <td style="width: 33%;"></td> </tr> <tr> <td>Export Promotion (Provide Earning Schedule) <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Services Trade <input type="checkbox"/></td> <td>Other Business</td> <td></td> </tr> </table> <p>Related Products/Services</p> <p>.....</p> <p>9. Detailed Business Plan/Proposal (Objective, resources employed, expansion plan, manufacturing/marketing plan etc.)</p> <p>*Representation through Transnational Cooperation (TNC) * Attach a copy of contract</p>	Cooperate Transferee * <input type="checkbox"/>	Individual capacity <input type="checkbox"/>	Branch Office <input type="checkbox"/>	Liaison Office <input type="checkbox"/>		Other	Manufacturing <input type="checkbox"/>	Import Promotion <input type="checkbox"/>		Export Promotion (Provide Earning Schedule) <input type="checkbox"/>			Services Trade <input type="checkbox"/>	Other Business	
Cooperate Transferee * <input type="checkbox"/>	Individual capacity <input type="checkbox"/>														
Branch Office <input type="checkbox"/>	Liaison Office <input type="checkbox"/>														
	Other														
Manufacturing <input type="checkbox"/>	Import Promotion <input type="checkbox"/>														
Export Promotion (Provide Earning Schedule) <input type="checkbox"/>															
Services Trade <input type="checkbox"/>	Other Business														

Labour Market Assessment:

10. Engagement of Employment :

Director Manger Executive Other.....

11. Category of Employee :

Professional Specialist Skilled Unskilled Other

12. Form of Representation in Sri Lanka, Through/As,

Cooperate Transferee* Subsidiary Establishment SL Registered company

Liaison Office As an Individual Capacity

Other

13. Average Monthly Salary (plus other benefits) received from home country (Rs./US\$)

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14. Expected benefits from Sri Lanka (Rs./US \$)

15. Efforts made to find local human resources : (Head Hunting efforts) :

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16. Reasons for Employing foreign labour :

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17. Number of local employment/Future creation plans/Training and Supporting plan :

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18. Financial Viability

	Form of representation in Sri Lanka		
	Individual Capacity	Sri Lankan Establishment	Parent company
Investment (Rs. 000')			
Net Assets*			
Annual Turnover (Rs. 000)			
Average Monthly			
Current/Capital Transfers (Rs. 000) (If any)			

19. Individual Remittance Particulars :

Bank/Banks	
Cash in hand	
Annual Monthly inward remittance	
Monthly earnings from Sri Lanka	
Number of dependents	

20. Average Monthly Expense Schedule

Expense	Amount
Rent (Housing and/or Business)	
Food	
Medical	
Entertainment	
Other (Please submit a break down)	

21. Declaration

I declare that the information provided by me is true and correct to the best of my knowledge and behalf.

.....
Signature/official stamp of the applicant and/or Authorized Representative

Please ensure whether you have attended to the following matters before submitting R.V. 1

I carefully read the guidelines on Issuing of recommendation letter Yes No

I attached the justification letter/CV and copies of the certificates Yes No

I supplied all information required under Item 1-20 in R.V.1 Yes No

I attached all supporting evidence required under Item 1-20 in R.V.1 Yes No