

JOB ORDER APPROVAL APPLICATION

FIRST APPROVALFORM – F

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

NAME.....
ADDRESS.....

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

DETAILS OF THE FOREIGN PRINCIPAL
NAME OF THE FOREIGN PRINCIPAL

ADDRESS.....
.....

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

FOOD ACCOMODATION AIRTIKET ONE WAY
MEDICAL CONTRACT PERIOD TWO WAY

SE/ NO	JOB CATAGERY	NO. OF VACANCIES SOUGHT	NO OF VACANCIES APPROVED	SALARY WITH CURRENCY (.....)	NO GRANTED (FOR OFFICIAL USE ONLY)						

FOR OFFICIAL USE ONLY

SIGNATURE OF THE LICENSE.....

DATE.....

AGENCY SEAL

NOTE TO BE FIELD DUPLICATION

EMBASSY REG. NO

APPROVAL NO AL/.....

CHECKED BY

DATE OF ISSUED.....

VALIDITY EXPIRED ON.....

APPROVAL NO : AL/.....

MY NO:.....

DATE OF ISSUE

SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

NO: 234, DENZIL KOBBAKADUWA MAWATHA,

KOSWATHTHA, BATTARAMULLA.

FIRST APPROVALS

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.....
DEAR SIR /MADAM,

APPROVALO RECRUITE SRI LANKANS FOR

I REFERE TO YOUR LETTERS OFSEEKING APPROVALS TO RECRUIT

SRI LANKANS FOR EMPLOYMENT ABROAD.

APPROVAL IS GRANTED FOR RECRUIMENT 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 YOU COMPLAINCE WITH SECTION 33-40 (I) – 40 (II) OF THE ABOVE ACT AND REGULATIONS MADE BY THE MINISTER OF LABOUR UNDER SECTION 52 ACT NO : 21 OF 1985 AND PUBLISHED IN GOVERNMENT GAZETTE NO: 154/9 OF 28.05.1985.

ORTHER HIS 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 AUTOMATICALLY BE CANCELED ON THE DATE OF EXPIRY OF LICENCE. IN ORDER TO SATISFY THE AUDITS AND EXPLAIN ANY GAPS BETWEEN FIRST APPROVALS AND FINAL APPROVALS. A MONTHLY RETURN IS REQUIRED ON THE PROGRESS OF RECRUTMENT 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 FOREIGN EMPLOYMENT OUTSIDE SRILANKA SHOULS PAY THE BUREAU A PRESCRIBED FEE AS FOLLOWS AND FERTHER FOLLOWS AND FERTHER SUM OF RS. 200/= MAKING A TOTAL AMOUNT AS BELOW:

SALARY (RS)	PRECSRIBED FEE (RS)	TOTAL(RS)
10001/= TO 20,000/=	7500/= + 200/=	7,700/=
OVER 20,001/=	10000/= + 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 BANK. THE BANK OF CEYLON AND THE PEOPLES BANK BRANCHES AT THE BUREAU ARE ALSO OPENED DAILY FROM 8.30 A.M. TO 4.30P.M TO ACCEPT THESE PAYMENTS. YOU ARE KINDLY REQUESTED TO CALL FOR REMBURSMENT OF RECRUITMENT EXPENCES AT THE ABOVE RATE PER PERSON IMMIDIATELY AS SUCH PERSONALLEAVES 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,

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MANAGER/ ADMINISTRATIVE OFFICER

FOR CHAIRMAN SRI LANKA BUREAU OF FOREIGN EMPLOYMENT.