

SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

FT/F/34

FORM F2

Declaration of Recruitment Charges under section 51A (1) of the SLBFE Act No 21 of 1985 amended by Act No. 4 of 1994 & Act No. 56 of 2009

Name of the Sri Lankan Agency:

License No:

Job Order Number assigned by the S/L Dip. Mission..... Country:

Job Categories:

Expenses for :	Amount (Rs.)	Payment incurred by; [Pl. Mark (√) in relevant cage]			Remarks
		By Employee	By Employer	By S/L Agent	
01 Trade Test		Directly paid to the service provider by employee			
02 Training					
03 Police Clearance Certificate					
04 Medical Expenses					
05 Attestation by Ministry of Foreign Affairs					
06 Advertisement					
07 Communication					
08 Courier Service					
09 Visa/Waqala Translation					
10 SLBFE Registration					
11 Administrative & Promotional activities of S/L Agent					
12 Visa endorsement	Through Embassy				
	Through Visa Centre				
13 Air Ticket (for departure from S/L)					
14 Other actual expenses related to the recruitment, if any (Pl. specify)					
i.					
ii.					
iii.					
(Less) Any Payment/Commission received from Employer/Foreign Agency	()				
Total Recruitment Charges (Rs.)					

Instruction to Agent: Given above are commonly identified expenses in recruitment, but all the above categories of expenses may not be applicable for all the countries/Job orders. Please indicate ONLY the expenses applicable to the above JOB ORDER (Please mark "No" in the lines which are not relevant to above JOB ORDER).

Note: Please submit separate F2 forms if the above information is different for each job category.

Total Recruitment charges claimed per employee = Rs.....

I declare that above information is true and correct.

..... Date

Signature of the Licensee & Seal of the Agency

(To be completed by SLBFE)

Recruitment expenses approved by the SLBFE = Rs.....

SLBFE Job Order Approval No

Signature and Seal of the Authorized Officer of the SLBFE
Emp. No..... Date.....