



Sri Lanka Bureau of Foreign Employment

(Ministry of Telecommunication Foreign Employment & Sports)

APPLICATION FOR REGISTRATION OF JAPANESE LANGUAGE TRAINING INSTITUTE

PART - A : INSTITUTE & COURSES

1 Name, Designation & Address of the Applicant

2 National ID/Passport No

3 Registered Foreign Employment Agency under a SLBFE -Licence No

(Please attach a copy of Licence Certificate)

Licence Expire on : Date Month Year

4 Date of Establishment of the Agency Date Month Year

5 Name and Address of the Institute/Agency

(Please attach a copy of Registration of BRI)

6 Contact Details Office Mobile

Fax Email

7 Location of the Institute

(Please attach a detailed sketch of the location indicating the distance from the nearest town/city and access roads to the institute)

8 Divisional Secretariat District

Province

9 Date of Establishment of the Training Institute: Date Month Year

10 If Registered as under a /Ministry/Dept/ Provincial
or Local Council/ Statutory Board Please name it

Part - B : FACILITIES

Infra - Structural Facilities *

Type of Unit	No of Units	Total Floor Area (Sq.Ft.)
Class rooms /lecture rooms*		
Technical laboratories		
Auditorium*		
Library and study room*		
Recreation Rooms		
Canteens		
Office Rooms*		
Staff Room		
Toilets*		
Hostel		
Space for Physical Training		
Others		

*Submit a sketch of the training centre.

PART - C: ACADEMIC STAFF

If you have Academic Staff Yes No

Instructor Name and Position	Sex		Qualifications		Practical Experience
	Male	Female	Educational	Vocational	

I do hereby certify that the particulars given by me are true and accurate to the best of my knowledge. I have attached the necessary supportive documents also for your attention please.

Signature of the Applicant:

Rubber Stamp

For Office Use Only

Name of the Application Resave Officer.....Emp No.....

Signature.....

Date.....