

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

**Guidelines**

- Each applicant must submit the information required under “Resident Visa Application Form 1 (R.V. 1) (Item 1 to 30). The application details can be obtained from the following address.

Director General of Commerce  
Department of Commerce  
4<sup>th</sup> Floor, “Rakshana Mandiraya”,  
No. 21, Vauxhall Street,  
Colombo 02.  
Tel: 011-2 327191 Fax: 011 2 430233  
Email: [fortrade@doc.gov.lk](mailto:fortrade@doc.gov.lk)  
Web: <http://www.doc.gov.lk>

- Requests for recommendation of Residence Visa must be addressed to the Director General of Commerce accompanying with documents in **Annex A**.
- 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 1-30)
- If there are any specific and unique requests, such cases will be considered on case-by-case basis.
- Employer is requested to submit a mid-year report on the continuation of employment and the satisfactory contribution made by the employee to increase the company efficiency and effectiveness.

**Assessment Criteria :**

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

**Eligibility :-**

The recommendation letters are issued on assessments 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. 15,000

Dependent - Rs. 15,000/= per adult

Rs. 7000/- + per Child below sixteen years of age

**Important Notice**

The Department of Commerce will process all applications in an objective 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/ Foreign Ministry, and his decision would be the final.

**Residence Visa Application Form**  
**(R.V. 1)**

**Part I ( to be filled by the applicant or authorized representative)**

**General Information**

1. Name of the Applicant: .....
2. Nationality: .....
3. Passport No: .....Date of Issue:.....Expiry Date:.....
4. Company:.....
5. Designation:.....
6. Date of Appointment.....
7. Dependents Information

No.	Name	Relationship	PP No	Expiry Date

8. Whether a New Application or Extension:.....  
If it is an extension:
  - i. Date of first recommendation: .....
  - ii. Date of last recommendation: .....
  - iii. Recommendation letter issued institution.....
  - iv. Valid period of current visa and visa category .....
9. Have you ever been subjected to a rejection of your request by this Department?.....
10. Have you applied Residence Visa recommendation letter from other Ministry or Institution?  
Yes/No  
If yes please state the Ministry or Institution:.....

11. Applicant's Remittance Particulars :

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

12. Average Monthly Expense of the Applicant

<b>Expense</b>	<b>Amount</b>
Rent (Housing and/or Business)	
<i>Food</i>	
Medical	
Entertainment	
Studies	
Other	

Contact details of the applicant:

Address:.....

Fax:.....

Telephone:.....

Email:.....

13. Declaration

I declare that the information provided by me is true and correct to the best of my knowledge and I request to issue the resident visa recommendation letter to me and my dependents for the period from ..... to .....

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

**Part II**

**To be filled by the Company**

14. Name of the Company:.....

15. Form of Representation in Sri Lanka,

- Registered company in Sri Lanka
- Liaison Office
- Branch Office
- Subsidiary Establishment
- As an Individual Capacity
- Other .....

16. Nature of the business in brief:.....

17. Number of foreigners employed in the company on Residence Visa

	Name	Nationality	PP No.	Employment Category

18. Name of the applicant:.....

19. Engagement of Employment:

- Director  Manger  Executive  Other.....

20. Category of Employee:

- Professional  Specialist  Skilled  Unskilled  Other .....

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

.....

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

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

.....  
.....  
.....

24. Reasons for employing foreign labour:

.....  
.....  
.....

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

.....  
.....

26. Corporate social responsibility/ethics etc :

.....  
.....

27. Financial Viability

Financial Year		
Investment (Rs. /US\$ )		
Net Assets <sup>1</sup>		
Annual Turnover (Rs. /US\$)		
Average Monthly fund transfers	Inward	
	Outward	

28. Trade Performance of Last Three Years

Year	Export Value	Import Value

29. Contact details of the Company:

Address:.....  
Fax:.....  
Telephone:.....  
Email:.....

30. Declaration

I declare that the information provided by me is true and correct to the best of my knowledge and I request to issue the resident visa recommendation letter to the above mentioned applicant and his/her dependents for the period from ..... to .....on behalf of the Company.

Signature:.....  
Name:.....  
Designation:.....  
Official Stamp:.....  
Date:.....

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 and requested documents in **Annex A**      Yes       No

I supplied all information required under Item 1-30 in R.V.1      Yes       No

I attached all supporting evidence required under Item 1-30 in R.V.1      Yes       No

## Annex A

### Check List of the Supporting Documents to be submitted with Residence Visa Application

Name of the Company:.....

Document	Category	Liaison	Branch	Employment	Director	Remarks
1. Request letter						
2. Duly completed application form						
3. Company profile (parent company and the company registered in Sri Lanka )						
4. Copy of Memorandum of Articles (parent company and the company registered in Sri Lanka )						
5. Copy of business registration with board of directors and shareholders information						
6. Financial statements of the company – recent 2 years and Bank account details for the recent month).						
7. Copy of the passport with SL Immigration & Emigration endorsed page(with dependents)						
8. Copy of the letter of contract of employment / Power of Attorney						
9. Bio Data of applicant						
10. Educational and professional certificates of the Applicant. (Certificate should be attested by the Ministry of Foreign Affairs of the applicant’s country and Sri Lankan mission in the respective countries)						
11. Company guarantee of bearing his / her tenancy and other expenses in Sri Lanka						
12. Six months bank statements of the applicant						
13. A report comprising of following information a. Plan of action for the next year b. Latest organizational structure, including the total number of foreign employees and total number of local employees together with their capacity in the organization and their salary particulars c. Company performance report ( <b>Annex B</b> )						
14. For dependents; A letter of guarantee from the applicant that the dependents who are above 18 and below 65 confirming they would not undertake any employment in Sri Lanka						
15. Copy of the Rental contract for the office premises/ residence and its renewals.						
16. Attested true copy of Agency contract						
17. Utility payments bills for office and residence (Electricity/ Water/ Telephone)						
18. Proofs for tax payments (certified copies of tax return/slips)						
19. EPF (copy of C form)/ETF Proofs(copy of R4 form) and payment proofs						
20. Copy of the receipt of payment of Annual Levy to the Department of the Registrar of Companies						
21. Mid-year report on the continuation of employment and the satisfactory contribution made by the employee to increase the company efficiency and effectiveness.						



## **Residence Visa Recommendations by Department of Commerce**

As part of the internal procedure relating to recommendation of residence visa, the Department of Commerce has introduced the following documentary requirements with effect from 01.08.2019;

- New Recommendation
  - 1) A police report from the applicant's country should be submitted with attestation of Ministry of Foreign Affairs of the applicant country and Sri Lanka Embassy in the applicant's country.
  - 2) A guarantee letter from the company concerned signed by a Sri Lankan director. If a Sri Lankan director is not available within in the company, the letter should be signed by a foreign director.
  
- Extensions
  - 1) A police report should be obtained from the police station which is responsible for the Sri Lankan residential address of the applicant.
  - 2) A guarantee letter from the company concerned signed by a Sri Lankan director. If a Sri Lankan director is not available within in the company, the letter should be signed by a foreign director.

## Annex B

### Performance Report of the Company

#### Trade Performance

	Last Year	Current Year	Projected Value Year 1	Projected Value Year 2
Import Value				
Export Value				
Total Trade Value				

#### Investment Performance

	Last Year	Current Year	Projected Value Year 1	Projected Value Year 2
Local Investment Value				
Foreign Investment Value				
Total Investment Value				

#### Employment Creation

	Last Year	Current Year	Projected Value Year 1	Projected Value Year 2
No. of Job Creations Managers/Executives				
No. of Job Creations in non-executive Grades				
Total Job Creations				

#### Remittance Performance

	Last Year	Current Year	Projected Value Year 1	Projected Value Year 2
Inward Remittances				
Outward Remittances				
Net Remittances to Sri Lanka				

#### Tax Performance

Type of Tax	Last Year	Current Year	Projected Value Year 1	Projected Value Year 2
1.				
2.				
3.				

**Any Other Developments:**