

# APPLICATION FOR RECOMMENDATION OF RESIDENCE VISA

SRI SLANKA TOURISM DEVELOPMENT AUTHORITY, NO: 80, GALLE ROAD, COLOMBO 03, 0112426975

Please note that same procedure will apply for both new and extension of visa recommendations.

Attach all documents to obtain the recommendation letter to avoid unnecessary delays.

## Part I: General Information of the Tourist Establishment

1. Name : .....
2. Address : .....
3. Registration No. (TDL NO.) & Date : .....
4. Renewal of License upto (Date) : .....
5. Name of the contact person : .....
6. Contact No. : .....
7. TDL the last quarter : Quarter ..... Amount Rs. ....

## Part II: Information of the Person requested Resident Visa

8. Name in Full : .....
9. Designation : .....
- (strictly adhere to select a designation as per the list in other side of the application)
10. Passport No. : .....
11. Date of Expire : .....
12. Nationality : .....
13. Visa applied for : New  Extension
14. Period : From..... To .....

### Following Documents should be submitted along with the application

- |                                       |                          |  |                          |
|---------------------------------------|--------------------------|--|--------------------------|
| a. Bio Date of the Applicant          | <input type="checkbox"/> | a. SLTDA License for the current year                    | <input type="checkbox"/> |
| b. Copy of the passport               | <input type="checkbox"/> | b. Request of the company to obtain above expatriate     | <input type="checkbox"/> |
| c. Copy of the signed Contract Letter | <input type="checkbox"/> | e. Justification Letter (Valid reasons why you need such |                          |
| d. Copies of Experience certificates  | <input type="checkbox"/> | Nationality /Expatriate for this position other          |                          |
| For Spouse                            |                          | than a Sri Lankan)                                       |                          |
| e. Copy of the passport               | <input type="checkbox"/> | f. Statistical Report (Travel Agencies should submit a   | <input type="checkbox"/> |
| f. Copy of the Marriage Certificate   | <input type="checkbox"/> | letter including past records/ statistics and forecast   |                          |
| For Children (under 18 years of age)  |                          | of arrivals of tourists)                                 |                          |
| g. Copy of the passport               | <input type="checkbox"/> | g. For an extension, submit copy of earlier visa stamp   | <input type="checkbox"/> |
| h. Copy of the Birth Certificate      | <input type="checkbox"/> | h. For an extension, submit a Report on Training &       | <input type="checkbox"/> |
| For Investor/ Director (refer No.7)   |                          | Development (if Requested)                               |                          |
| i. Confirmation from a chartered      | <input type="checkbox"/> | For Director   |                          |
| accountant to prove the investment    |                          | k. Company Registration, Articles, form 01               | <input type="checkbox"/> |
| over SLRs. 20 Mn per person           |                          | For Investor   |                          |
| j. Bank Statements for investments    | <input type="checkbox"/> | l. Recommendation of the One Stop Unit of SLTDA          | <input type="checkbox"/> |

If the registration is less than one year or if Audited Accounts were not submitted to the Finance Division please attach a Revenue Confirmation for the period from registration to date from a Chartered Accountant.

I have checked the credential of the person and I am satisfied that the above person is suitable to be employed by the company for the post indicated in this application. I also confirm that all information and relevant copies which are certified as true copy are in order to obtain the recommendation of residence visa.

..... Name of the Authorized person	..... Authorized Signature	..... Authorized Seal	..... Date
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**GUIDELINE FOR RECOMMENDATION OF RESIDENCE VISA FOR EXPATRIATE IN TOURISM ESTABLISHMENTS REGISTERED WITH SRI LANKA TOURISM DEVELOPMENT AUTHORITY**

1. The main objective of tourism Industry is to create employment opportunities for the locals. However, if there is a necessity for tourist establishments registered with Sri Lanka Tourism Development Authority to obtain services of professional expatriate in Travel, Tourism & Hospitality Industry, will be recommended to employ expatriate in specific tourism related activities.
2. The applicant/ Tourism Establishment should register and process a valid license for the current year.
3. Request for resident visa will not be entertained if the applicant is already in the country on tourist/ business visa as it contravenes Immigrants & Emigrants Act No: 20 of 1948 and its regulations and subsequent amendments.
4. Request of recommendation for visa for any category will be one year initially and extended depend on specific reasonable justification only. Otherwise the expatriate should leave the country at the end of the expiry of the resident visa.
5. Copy of the valid agreement/ contract with all relevant details such as Contract Period, Remuneration, Accommodation etc. signed by the respective establishment and expatriate to be submitted.
6. The expatriate not allowed to change the place of work, nature of work mentioned in the agreement/ contract submitted to SLTDA.
7. The person to be employed other than Investor/ Director category should possess suitable qualifications and experience in the relevant area of the work. Certified copies of qualification and experience should be submitted.
  - 7.1 All projects with Foreign Direct Investment should submit relevant documents to the One Stop Unit and obtain prior approval for commencement of the project.
  - 7.2 If the request is for an Investor or Director Category and project approved by BOI the request for residence visa will not be entertained by Sri Lanka Tourism Development Authority.
  - 7.3 If the request is for an Investor or Director Category from Foreign Direct Investment and not approved by the BOI, the application should comply with following.
    - 7.3.a Business/ Company Registration, Company Articles, Documents regarding Formation of Board of Directors and Names of the Directors should be submitted.
    - 7.3.b Minimum investment should be Rs. 20 Mn. per Investor/ Director and recommendation of visa will be restricted for Two (02) Investors/Directors only.
  - 7.4 The investment should be certified by the Chartered Accountant/ Auditor with detailed bank statements and audited accounts.
8. Consultants for any specific specialized work will be recommended only for three (3) months on submission of valid qualification and experience certificates.
9. Consultant for the mega tourism related projects will be recommended for visa depends on the specific requirements and the duration.
10. Recommendation of visa for Volunteers to work in tourism activities will be considered only for the specific period mentioned in the request letter from the university, college, institute. Volunteer should not be remunerated.
11. Recommendation of visa for Musician or Dancers will be recommended initially maximum of three (3) months and could be extended depend on the requirements.
12. Recommendation of Visa for an animator should submit certified copies of certificates of experience in same filed.
13. The resident visa will be recommended for the spouse and the children under 18 of the expatriate on request.
  - 13.1 Request for visa for spouse should be supported with the valid Marriage Certificate
  - 13.2 Request for children under 18 should be supported with the valid Birth Certificate.

**14. The following categories as per the relevant tourist establishment are proposed for recommendation of visa.**

<b>Category of Tourist Establishments</b>	<b>Categories of Designations</b>
Classified Hotels, Un-Classified Hotels, Boutique Hotels/ Villas	General Manager, Resident Manager, Director Operations, Room Division Manager, Director/ Food & Beverage, Executive Chef, Specialty Chefs, Specialty Cooks, Animators
Specialty Restaurants in Hotels	Specialty Chefs, Specialty Cooks
Standalone Restaurant 'A' Grade	Specialty Chefs, Specialty Cooks
Guest House 'A' Grade	Specialty Chefs, Specialty Cooks
Spa	Spa Manager, Spa Therapist
Travel Agency	Resident Representative, Language Specialist, Tour Leader
Water Sports	Kite Surfing, Wind Surfing, Diving Rafting Instructors
Common	Consultant, Investor, Director, Volunteer, Musician, Dancer, Animator, Spouse, Children

**15. Visa Recommendation Processing fee Structure (Per person per year)**

Category of Tourist Establishments	Remark	Processing fee (excluding VAT&NBT)
Classified Hotel, Un-Classified Hotel, Boutique Hotel, Boutique Villa, Restaurant 'A' Grade, Guest House 'A' Grade(annual turnover more than 10Mn), Spa (annual turnover more than 06 Mn)	Salary up to US\$ 1,000	Rs. 25,000.00
	Salary between US\$ 1,001 - 2,000	Rs. 30,000.00
	Salary between US\$ 2,001 - 3,000	Rs. 40,000.00
	Salary between US\$ 3,001 - 4,000	Rs. 50,000.00
	Salary between US\$ 4,001 - 5,000 or more	Rs. 60,000.00
Director	Investment More than 20 Mn	Rs. 50,000.00
Investor	Investment More than 20 Mn	Rs. 60,000.00
Travel Agency	Annual turnover more than 12 Mn	Rs. 25,000.00
Water Sport Centers	Annual turnover more than 03 Mn	Rs. 25,000.00
Volunteer	-	Rs. 25,000.00
Spouse	-	Rs. 15,000.00
Children	between 12 years – 18 years old	Rs. 10,000.00
	Less than 12 years	Free

16. To consider Recommendation of visa, applicant/ Tourist Establishment should require annual turnover of 12Mn, 10 Mn, 06 Mn and 03 Mn for the Travel Agency, Guest House 'A', Spa and Water Sports accordingly.
17. Application for the recommendation of visa for expatriate should be submitted at least two weeks prior to expected date of arrival.
18. Application for an extension should be submitted one month prior to the expiry of existing visa.
19. Renewal Visa of certain categories will be done on case by case basis depending on the requirement.