

(Pl print this format in your company letter head)

Date:

**SPECIAL POWER OF ATTORNEY**

I/We.....

(Name of Chief Executive/Managing Director/Director)

.....

(Designation or Status in Company)

of.....

(Name of Company & Address)

do hereby appoint, as our recruitment Agent in Sri Lanka

Mr/Ms....., Licensee

(Name of S/L agency & L/No)

Of.....

(Address in Sri Lanka)

Sri Lanka Foreign Employment Agent, Licensed by the Sri Lanka Bureau of Foreign Employment, in terms of Sri Lanka Bureau of Foreign Employment Act No.21 of 1985.

I/We confer the said Agent and his authorized representatives Power of Attorney to undertake, on our behalf, the following:

- 1. All recruitment activities in Sri Lanka, by way of issuing Advertisement in the mas media, calling for applications from prospective candidates, processing applications and interviewing candidates and any other activities incidental to recruitment on our behalf.
- 2. Signing of documents on our behalf, including contracts of employment of selected candidates.

and

- 3. To represent on our behalf, at the Embassy

..... in

.....

(Country)

(City and Country where Embassy is situated)

For the purpose of obtaining visa stamped on the passport of selected recruits to travel to the country of employment, as may be instructed by us.

I/We do understand that the conferring of this Power of Attorney shall hold.

.....  
(Name of Employer/Company)

And its authorized representatives, Jointly and severally liable along with the said recruitment Agent for all actions authorized and Undertaken by the recruitment Agent, on our behalf, in terms of this instrument.

.....  
(Signature)

(Company Seal) Name & Title .....

Signed on this .....day of .....200

at..... in .....