

**JOB ORDER APPROVAL APPLICATION – FIRST APPROVAL FORM - F**

EMBASSY REG. No.	APPROVAL No.
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DETAILS OF THE LOCAL AGENT		DETAILS OF THE FOREIGN PRINCIPAL	
L/L No:	Tel:	Country:	Tel:
Name: .....		Name: .....	
Address: .....		Address: .....	
Email:		Email:	

FOOD		ACCOMMODATION		MEDICAL		AIR TICKET		CONTRACT PERIOD	
FREE <input type="checkbox"/>	NO <input type="checkbox"/>	FREE <input type="checkbox"/>	NO <input type="checkbox"/>	FREE <input type="checkbox"/>	NO <input type="checkbox"/>	BOTH <input type="checkbox"/>	SINGLE <input type="checkbox"/>	YEAR/S:	
ALLOWANCE:		ALLOWANCE:		ALLOWANCE:		NOT PROVIDE		OTHER:	

No.	JOB CATEGORY	NO. OF VACANCIES SOUGHT	NO. OF VACANCIES APPROVED	SALARY (.....)	FIRST PHASE GRANTED (25%)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**For Official Use Only**

Signature of the Licensee: .....

Checked by: .....

Agency Seal: .....

Date of Issued: .....

Date: .....

Validity Expired On: .....

Approval No: AL/.....  
Date of Issue: .....

Sri Lanka Bureau of Foreign Employment  
No.234, Denzil Kobbakaduwa Mawatha,  
Koswatta, Battaramulla.

**FIRST APPROVALS**

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1<sup>st</sup> Approval Division  
Sri Lanka Bureau of Foreign Employment  
No.234, Denzil Kobbakaduwa Mawatha,  
Koswatta, Battaramulla.

Dear Sir / Madam,

Approval is granted for recruitment and you have to been assigned the above number and this approval is given in terms of section 37 of act no: 21 of 1985 and by amended act no: 4 of 1994 subjected to you compliance with section 33-40 (I) – 40 (II) of the above ACT and regulations made by the minister of labour under section 52 ACT No: 21 of 1985 and published in government gazette No: 154/9 of 28.05.1985.

This approval will be valid for one year from the date of issue in case with the license lapsed before one year and if no renewal of Licensee has been obtained the approval will automatically be cancelled on the date of expiry of license in order to satisfy the audits and explain any gaps between first approvals and final approvals. A monthly return is required on the progress of recruitment on this approval.

I wish to bring to your notice that under section 51 of the Sri Lanka Bureau of Foreign Employment ACT every person who is left for foreign employment outside Sri Lanka should pay the bureau a prescribed fee as follows and further sum of Rs.200/= making a total amount as below.

Prescribed Fee (Rs.)	Total (Rs.)
18200 + 467 + 3360 (Fee + SSCL 2.5% + VAT 18%)	22027.00

Arrangements have been made to enable persons to remit this money to the bureau through the main branches of the Bank of Ceylon and People's Bank. The Bank of Ceylon and the People's Bank branches at the Bureau are also opened daily from 8.30a.m to 4.30p.m to accept these payments. You are kindly requested to call for reimbursement of requirement expenses at the above rate per person immediately as such personal levees the country.

I wish to bring to your king notice that the original copy of the first approval only valid for obtaining final approvals.

Yours Faithfully,

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DGM (Approval) / Manager / Administrative Officer  
For Chairman Sri Lanka Bureau of Foreign Employment