

**Ministry of Agriculture, Livestock, Land & Irrigation**  
**Agriculture Division**

**Application for the recommendation of Entry and Residence Visa/ Extension of Visa**

**Guidelines**

- The completed application form, along with all supporting documents, must be submitted at least **one month** prior to the expiry of the current visa.
- Applicants may attach additional papers to provide information for any sections as required.
- Each supporting document should be clearly marked in accordance with the checklist (Item1-22).
- Applicants are also required to submit a report after 6 months of receiving Visa detailing the continuation of the project or the progress of the industry.
- Only applicants who fulfill the requirements will be eligible to receive a Visa recommendation from the Ministry of Agriculture, Livestock, Land & Irrigation.
- While the Ministry of Agriculture issues recommendation letters, the decision to grant a visa rests solely with the Controller General of the Department of Immigration and Emigration.
- The completed application form should be submitted as follow:

**Postal Address:** Secretary  
Ministry of Agriculture, Livestock, Land and Irrigation  
No. 80/5  
“Govijana Mandiraya”  
Rajamalwatta Lane  
Battaramulla, Sri Lanka.

**Email:** secretary@agrimin.gov.lk

**Official Website:** <http://www.agrimin.gov.lk>

**Contact Details:** 011-2034300 (Ext.4530)

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**Check List of supporting documents to be submitted along with the Visa Application**

**1) For Privet Sector Applicants**

Item	Description	✓
1	Request Letter from the company/applicant	
2	Duly completed Application Form	
3	Details of the Agriculture related project//TOR	
4	Company Profile details	
5	Copy of letter of contract of employment/Power of Attorney	
6	Action Plan of the Company (Future projects/plans & decisions)	
7	Copy of Business Registration	
8	Directors & shareholder details(Form 20/Form 15/Form 48)	
9	Articles of Association (Please bring the originals at the time of submission)	
10	Copy of passport with SL Immigration & Emigration endorsed page	
11	Signed Bio data of Applicant with professional Qualifications	
12	Proof of evaluation of candidate , advertisements published for the vacancy interviews conducted & reason for acceptance /rejection of the candidates	
13	Audited Financial Statement of Last Year	
14	Performance report of the company (Last Year)	
15	Company's contribution to the economy	
16	If renewal, copy of previous visa & line ministry clearance	
17	Previous work experience in Sri Lanka	
18	Police Report obtained from the police station responsible for the SL residential address	
19	Product Certifications	
<b>Other documents for Dependent Visa</b>		
20	Marriage Certificate for spouse & Birth Certificates of kids	
21	Birth certificates of children (dependents)	
22	Copy of Passport	

**2) For Applicants Related to State Sector Projects**

1	Request Letter from the project office/Department	
2	Request Letter from the Applicant	
3	Project Details with project duration	
4	Copy of passport of the Applicant	
5	If renewal, copy of previous visa & line ministry recommendation	
6	Bio Data of the applicant( Signature should be there)	
7	Job description of the recruited applicant	
8	Proof of evaluation of candidate , advertisements published for the vacancy interviews conducted & reason for acceptance /rejection of the candidates	

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1) Details of the Applicant

- Name of the Applicant as mentioned in the passport: .....
- Nationality: .....
- Date of Birth:.....
- Passport No.:.....Date of Issue:..... Expiry Date: .....
- Country of Issue: .....
- Address in Sri Lanka:.....
- Contact Details:
  - (i) Mobile Number:.....
  - (ii) E-mail: .....
- Whether a New Application or Extension:.....
- Visa Requesting Period:.....
- If extension, Please mention the details of the previous Visa Recommendations

Date of Issue	Recommendation given Government Authority	Recommendation obtained Project Details	Name of the places of work	Other Applicants (Spouse/Kids)

2) Details of the Agriculture related Company /Industry/Organization

a) Name of the Company /Industry /Organization:

.....  
.....

b) Business Registration No:..... Date:.....

c) Applicant's position in the Company/Industry:.....

d) Company/Industry Location Details:

- Province: .....
- District: .....
- District Secretariat:.....
- Grama Niladharee Division .....

e) Date of Appointment: .....

f) Address:.....  
.....

g) Contact details (*Company/Industry*):

- Telephone :.....
- Fax :.....
- E-mail :.....

h) Details of the Head/Heads of the Company /Industry:

I) Name: .....  
Designation: .....  
NIC/Passport No.:.....

II) Name: .....  
Designation: .....  
NIC/Passport No.:.....

i) Project Location Details (*Field/processing*):

- Province : .....
- District : .....
- District Secretariat: .....
- Grama Niladharee Division:.....

j) Nature of the project,

	Land Extent	Crop/s (Specificity):	Cultivation Method
Open Field			
Protected Farms			
Any other			

I. Processing Mechanism:.....  
 .....  
 .....

II. Target Market (Export/Local): .....

III. Product names & HS Codes:

HS Code	Product	Production Capacity <i>(Per month/Season/Year)</i>

IV. List the types of product certifications that have been obtained, demonstrating compliance with recognized quality, safety, and industry standards *(Please attach the copies)*

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

X. Details of the employees

*(Please state number of employees related to the below categories)*

Category	Local	Foreign
Capital Investor		
Top Managers		
Subject matter specialists		
Machinery Operators		
Skilled Labor		
Unskilled Labor		
Any Other		
Total		

If the applicant is accompanied by family members, please provide the following details.

	<b>Member 1</b>	<b>Member 2</b>	<b>Member 3</b>
Name in Full :			
Relationship:			
Passport No.:			
Date of Birth:			
Period of Stay up to now			
Expiry Date			

**Declaration of the Applicant:**

I hereby certify that all information provided in this application is true, complete, and accurate to the best of my knowledge and I request to issue the residence visa recommendation letter to me/my dependents for the period from .....to .....

.....  
Date

.....  
Signature of the Applicant

**3) Recommendation of the Head of the Company /Industry/Organization**

*(This section should be completed by the Sri Lankan Head of the Company/Industry/Organization. If the Sri Lankan Head is unavailable, it should be signed by the foreign Head of the Company/Industry/Organization)*

(I) Reason for employing foreign officer? *(Please explain the requirement of applicant in technically)*

(II) Explain the efforts made to find local Human Resources for the above position?

(III) Job description of the recruited applicant

(IV) Please tick where applicable:

Minimum Investment of the Company /Industry/Organization Higher than US\$ 100000 for 5 Years

Minimum Investment of the Company /Industry/Organization Lower than US\$ 100000 for 5 Years

I /We hereby declare that the particulars give above are true and accurate to the best of my/our knowledge. I/We understand specifically that in the event any of the information supplied proves to be not accurate or correct the visa for the expatriate will be cancelled and I/We undertake to repatriate him/her within the specified period as may determine by the relevant authorities.

Signature: .....

Date:.....

Name: .....

Designation:.....

Company Seal:

**Office use only:**

Received this application with all documents under the .....category.

.....  
Date

.....  
Sig. of subject officer