

**Ministry of Defence/ Ministry of Internal Administration  
(National Secretariat for Non Governmental Organizations)**

**Application Form for Work Permit**

**Particulars of the Expatriate** (to be filled by the expatriate)

1. Name with Initials : .....

(in Block Capitals)

2. Name in Full : .....

3. Address i Permanent address in the overseas country :  
.....  
.....

ii. In Sri Lanka :  
.....  
.....

4. Tel / Fax : .....

5. E-mail : .....

6. Nationality : .....

7. Date of birth : ..... Age : .....

8. Sex (Male /Female) : .....

9. Civil Status (Single/Married/ Divorced/Widowed) : .....

**10. Dependents (Indicate details of dependents who will stay with you in Sri Lanka)**

Names with Initials	Dates of Birth	Passport Numbers	Visa Period
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**(Only three dependents will be permitted to accompany one expatriate at any given time. However, all the children below the 18 years of age will be considered)**

11. Certificates to prove dependency (Please attach certified copies of Marriage Certificate/ Birth Certificates/ a letter from Embassy etc.)

12. Family income other than the income from employment US \$ .....

**13. Passport Details**

- i. Name as given in the Passport: .....
- ii. Passport Number : .....      iii. Country of Issue : .....
- iv. Date of Issue : .....      v Date of Expiry : .....

**14. Visa Particulars of Expatriate;**

- i. Type of visa presently available to stay in Sri Lanka (Entry Visa/ Resident visa)  
[Note; Tourist Visas will not be considered for work permit];  
.....
- ii. Date of Issue: .....      iv. Date of Expiry : .....
- (Please attach your recently taken photograph in three copies to the application form)

**15. Certification of the Expatriate**

I certify that the particulars given above are true and correct to the best of my knowledge. I understand that my work permit will be cancelled in an event where it is proved to the Sri Lankan Government that the above particulars are incorrect. I also hereby undertake to stay and work within the legal and socio-cultural framework of Sri Lanka during the period of stay.

Name of the Expatriate : .....

Signature of the Expatriate : .....      Date : .....

**16. Organizational Information** (to be filled by Head of the Organization);

- i. Name of the Organization [NGO] : .....
- ii. Address : .....
- iii. Registration Number : .....
- iv. Post of the Expatriate : .....
- v. Validity Period of Employment : .....
- vi. Condition of Employment (Paid Employee/ Volunteer) .....
- vii. If the applicant is a volunteer, total income per month      US\$ .....
- viii. If paid employee monthly salary and other emoluments being / to be paid to the Expatriate  
.....

ix. Address of the Working Station in Sri Lanka, of Expatriate  
(indicate the Administrative District as well) : .....

x. Addresses of alternative Working Stations;

1. ....

2. ....

**17. Recommendation of the Head of Organization (NGO)** ( If the applicant is the Head of the Organization the Head of the Administration should recommend the application);

I certify that the particulars given above are true and correct.

Name of the Head of the Organization : .....

Position : .....

Signature : ..... Date of Signature : .....

(Seal of the Organization)

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**(Following sections are only for the use of the respective government officials)**

**(For the use of the District/Divisional Secretary)**

**Certification of the Divisional Secretary/District Secretary  
(Government Agent)**

Director / Registrar, NGO Secretariat.

I have observed that the Organization referred to have been reporting to the District Coordinating Committee regularly and that it has been working in terms of the Constitution and objectives of it and within the Legal and Socio-Cultural framework of Sri Lanka and the Policy framework of the Government. Performance of the Organization is satisfactory. Grant / Extension of work permit of the expatriate is recommended.

Signature : ..... Date : .....

Name of the Divisional/ District Secretary : .....

Name of the Administrative Area : .....

(Official Seal)

**(For the use of the NGO Secretariat)**

**Recommendation of the National Secretariat for Non-Governmental Organizations**

File No : .....

**Secretary, Ministry of Defence.**

The Organization referred to is a Registered Organization in terms of the Voluntary Social Services Organizations (Registration and Supervision) Act No. 31 of 1980 as amended by Act Number 8 of 1998. It has duly submitted reports and information on our request and in terms of the provisions of the above Act. I have no objection for issue of the work permit as may be decided by the Ministry of Defence.

**Director/ Registrar  
National Secretariat for Non Governmental Organizations**

Date;

(Official Seal)

**(For the use of the Ministry of Defence)**

**Additional Secretary,  
Ministry of Defence**

I recommend the issue of work permit for Mr. /Ms. .... of  
..... (Name of the NGO) from.....  
..... to ..... to work mainly in the district  
of.....and alternatively in the districts of.....  
..... all  
island (all island work permits will be issued to officials in the head office of the respective NGO  
in consideration of the projects being undertaken by the organization) work permit may be  
signed.

**Assistant Secretary,  
Ministry of Defence**

Date: .....

(Official Seal)