

Information Sheet**Registration of Recruitment Agencies for Recruitment of Manpower from Sri Lanka**

To be filled (PRINTED) in English (BLOCK LETTERS) - Reg. No.

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- 1). a). Name of Applicant :
- b). Civil ID / Passport No. :
- c). Business Name :
- d). Address :
- e). Designation of Applicant :
- f). Tel. No. : g). Fax No. :
- h). E-Mail : i). Mobile No.:
- 2). Please ensure the following documents are attached when applying for registration / renewal of registration of the agency. (Originals must be produced for verification)

- a). Copy of License issued by Ministry of Trade & Commerce (*Ruksa Thijariya*)
- b). Copy of License issued by Ministry of Interior (*Ruksa Amala Al-Manzaliya*)
- c). Copy of Signature Certificate (*Atamad Thauqya*)
- d). An Original specimen of the agency's letterhead
- e). Civil ID copy of Licensee & Authorized person if any
- f). Copy of Representative's ID card (*Embassy Mandub Card*)

- 3). Please furnish the following Records of Business :

- a). Date of Commencement of Recruiting Business :

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- b). Name of Countries you deal with at present :

- i). ii). iii). iv).

- c). Numbers of employees recruited from Sri Lanka in

2014	
2015	
2016	

- d). Number of employees repatriated to Sri Lanka in

2014	
2015	
2016	

- e). Number of Agencies in Sri Lanka dealt by you in

2014	
2015	
2016	

Please note that you will be allowed to deal with only 05 (five) Recruiting Agencies licensed valid in Sri Lanka.

Kindly furnish below Names & Labour License Numbers of 5 proposed agencies.

<u>Name of Agency</u>	<u>L/L No.</u>
1).
2).
3).
4).
5).

.....
(Date)

.....
Signature of Authorized Officer

(Office Stamp)

Most Important:

Please note that all business documents (Job Orders, Reg. forms, Emp. Contracts etc.) should be signed by the authorized person whose signature is appearing in the Signature Certificate (Atamad Thauqya). The authorized representatives of relevant agencies will be held responsible for any discrepancy in signatures.

(Pls. make sure that you quote the same Business name & address of the agency (as in No. 1 c.&d. above) at all times on all your business correspondence with the Embassy (Letterhead, Job Order, Employment Contract etc.)

(For Office Use Only)

Undertaking on the Recruitment of Workers from Sri Lanka

I / We
 (Name of Authorized officer / Licensee)

Of.....

 (Name of Agency & Address)

Do hereby declare and agree to comply with the following terms and conditions for recruitment of workers from Sri Lanka.

- 1). To enter into service agreements only with a maximum of 05(five) licensed agencies in Sri Lanka for recruitment of workers.
- 2). To submit Job Orders, Power of Attorneys and Service Agreements for verification and registration to the Embassy of Sri Lanka in the country of employment.
- 3). To prepare individual Employment Contracts upon receipt of Passport copies and other relevant documents of prospective employees obtained from Sri Lanka Agencies on the approved standard format.
- 4). To submit the following documents to the Embassy of Sri Lanka in the country of Employment for verification and registration.
 - a). Employment Contracts duly signed by Employer (Sponsor) and the relevant Agents as applicable and a copy thereof.
 - b). Original and a copy of visa of the recruit.
 - c). Copy of the passport of the recruit.
 - d). Two Copies of Civil ID of the employer (Sponsor)
 - e). Copy of contract signed between Agency and Sponsor

- 5). To send the verified and registered Employment Contract together with original visa to the relevant Local Agent in Sri Lanka to be signed by them and the employee and submitted to Sri Lanka Bureau of Foreign Employment for final departure clearance.
- 6). To inform the Embassy of Sri Lanka the date of arrival, address, and telephone number of the sponsor within 07 days of arrival of the employee.
- 7). To inform the Embassy of Sri Lanka any subsequent change of address, place of work of the employee within one week of such occurrence.
- 8). To comply with all requests of Embassy of Sri Lanka to attend inquiries on complaints made by the employees.
- 9). To cooperate with Embassy of Sri Lanka on settlement of disputes between the worker and employers/sponsors.
- 10). To ensure that the Passports are returned to the relevant employees when formally requested by the Embassy of Sri Lanka in the country of employment.
- 11). To bear responsibility for the recovery of unpaid wages of the employees owed by the sponsors.

.....
(Date)

.....
(Signature of Authorized Officer)

(Designation)

(Office Stamp)

(For Office Use Only)