CHECK LIST
Ministry of Digital Infrastructure and Information Technology
Line Ministry Recommendation for Residence Visa

For Official Use

Name of Company: …...……………………………………………………………….

Details of Contact Person from the organization

Name		Designation	
Tele		Mobile		eMail	

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* First Column of relevant cage to be checked (√) by the applicant

(1) For Limited Liability Company		
Request letter from the company		
Request letter from the applicant		
Copy of passport of the applicant		
If renewal, copy of previous visa and line ministry recommendation		
Bio Data of the applicant (signature should be there)		
Certificate of Incorporation (should be checked with the original at the time of submission)		
Directors, Shareholder Details (Form 20/Form 48/Form 15)		
Articles of Association (should be checked with the original at the time of submission)		
Audited Financial Statements (Last Year)		
Job description of the recruited applicant		
Proof of evaluation of candidate, advertisements published for the vacancy, interviews conducted & the reason for the acceptance and rejection of the candidates		
Number of employees recruited for the company		
Action Plan of the company (Future projects, plans & decisions)		
Performance report of the company (Last Year)		
Company's contribution to the economy		

(2) For State Sector Projects		
Request letter from the project office / department		
Request letter from the applicant		
Copy of passport of the applicant		
If renewal, copy of previous visa and line ministry recommendation		
Bio Data of the applicant (signature should be there)		
Job description of the recruited applicant		
Proof of evaluation of candidate, advertisements published for the vacancy, interviews conducted & the reason for the acceptance and rejection of the candidates		
Project details		

(2) For Student / Teachers attached to educational institutes		
Letter of placement of the university or affiliated institution in Sri Lanka		
Request letter from the applicant		
Copy of passport of the applicant		
If renewal, copy of previous visa and line ministry recommendation		
Bio Data of the applicant (signature should be there)		
Proof of evaluation of candidate, advertisements published for the vacancy, interviews conducted & the reason for the acceptance and rejection of the candidates		

(4) For Dependent Visa		
Request letter from the company		
Request letter from the employee		
Passport copies of employee & dependents		
If renewal, previous visa copies of employee & dependents		
If renewal, previous line ministry recommendation		
Copy of Marriage Certificate for spouse (should be checked with the original at the time of submission)		
Copy of Birth Certificate for kids (should be checked with the original at the time of submission)		
Company's Certificate of Incorporation (should be checked with the original at the time of submission)		
Directors, Shareholder Details (Form 20/Form 48/Form 15)		
Articles of Association (should be checked with the original at the time of submission)		
Audited Financial Statements (Last Year)		
Company details		

Applicant should be an IT professional who will be worked for (1) or (2) or (3)
Documents should be submitted in three sets of copies
Originals should be checked and returned at the time of submission
For clarifications: 0113020412

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Checked by: ………………..……   Date: ……………………..