MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT

REQUEST FOR PERMISSION IN PRINCIPLE
TO RECRUIT FOREIGN LABOUR – NEW / ADDITIONAL QUOTA

A. DETAILS OF COMPANY

Name: .................................................................................................................................

Status: .................................................................................................................................

Address: .................................................................................................................................

Tel No:................. Fax No: ................. E-mail: .................................................................

Date of Incorporation: ...................... Business Registration No: .................................

Activities of company: ........................................................................................................

Licence held: .............................. (e.g Victualler, Trade, Banking, TEL etc.)

B. OWNERSHIP PATTERN:

Local (%): .................................................................Foreign (%): ........................................

Share Capital: Local (Rs): ...................... Foreign:(Rs):....................................................

C. TURNOVER (Rs):

Year (the last three years): ..................................................................................................

Projected Turnover (year): ..................................................................................................

D. WORKFORCE

Local: No. of Local workers registered with NPF: ..............................................................

Foreign (Where applicable): No. of Foreign Workers in employment: ..............................

Management .................... Supervisory .................... Skilled ...........................................

E. REQUEST FOR (Tick as appropriate)

New Quota □ Additional Quota □
Number of Workers and Grades required: .................................................................
Country: ...................................................................................................................

(Details may be submitted in a separate sheet to be annexed)

Justifications for request:
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Projects (Where applicable): ....................................................................................
Value of Project: Rs. ......................
Start Date of Project: ....................... Completion date: .................................
Have the posts have been advertised locally? What has been the outcome?
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F. CONTACT PERSON OF COMPANY

Name: .............................................Designation: ..........................................................
Tel No: ......................... Fax No.: ...................... E-mail Address: ..............................
Signature: ........................................ Date of Request: ..............................
Seal of Company:

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FOR OFFICE USE: DOCUMENTS PRODUCED

NPF Receipt with list of employees ☐ Copy of Press Advert / Report from EIC ☐
Certificate of Incorporation ❑ Business Registration Card ❑
RESTAURANT / HOTELS:
Tourist Enterprise Licence ☐ Latest Tourism Employees Welfare Fund Receipt ☐
Letter indicating the number of covers/rooms ☐
CONSTRUCTION: Letter of Award specifying start and completion dates of project ☐
BAKERY: Bakery Licence ☐
FREEPORT: Freeport Licence ☐
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DOCUMENTS TO BE SUBMITTED

FOR ALL REQUESTS (Irrespective of sector):

Certificate of Incorporation
Business Registration Card
Latest National Pensions Fund receipt + List of local workers registered
Copy of Press Advert/Report from Employment Information Centre
Shareholder Certificate

AND

ADDITIONAL DOCUMENTS FOR SPECIFIC SECTORS:

- RESTAURANT/HOTEL:
  Copy of valid Tourist Enterprise Licence
  Latest receipt of contribution to Tourism Employees Welfare Fund
  Letter indicating the number of covers/rooms

- CONSTRUCTION SECTOR:
  Letter of Award clearly specifying start and completion dates of project

- BAKERY SECTOR:
  Bakery Licence

- FREEPORT SECTOR:
  Freeport Licence