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Director General/Registrar

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මගේ අංකය  
எனது இல } VSSO/NGO/VIS,  
My No. GENERAL/01

ඔබේ අංකය  
உமது இல }  
Your No.

දිනය  
திகதி } 25.02.2025  
Date

මහජන ආරක්ෂක සහ පාර්ලිමේන්තු කටයුතු අමාත්‍යාංශය  
பொதுமக்கள் பாதுகாப்பு மற்றும் பாராளுமன்ற அலுவலகம் அமைச்சு  
**Ministry of Public Security and Parliamentary Affairs**

රාජ්‍ය නොවන සංවිධාන පිළිබඳ ජාතික ලේඛනී කාර්යාලය - 14 වන මහල, සුහරුපාය, බත්තරමුල්ල.

அரச சார்பற்ற நிறுவனங்களின் தேசிய செயலகம் - 14<sup>ஆம்</sup> மாடி சுஹரூபாய பத்தரமுல்ல.

**National Secretariat for Non-governmental Organizations - 14<sup>th</sup> Floor, Suhurupaya, Battaramulla.**

විද්‍යුත් තැපෑල මගින් අලුත්සව් E-mail: ngosecretariat.gov@gmail.com

To all the head of the organizations,

**Amending the Application for Recommendation of Entry Visa, Residence Visa and Renewal of Residence Visa for Foreign Expatriates who Work in Non-governmental Organizations(NGOs).**

This is to inform you that application for recommendation of Entry visa, Residence visa, and Renewal of Residence visa for the foreign expatriates has been amended and it can be downloaded from the following link ([WWW.ngosec.gov.lk](http://WWW.ngosec.gov.lk)).

Further ,the relevant guide line is attached as Annex 01.

If you need any clarification please call Ms.Ovini by 0112877376 or please drop an email to [ngosecretariat.gov@gmail.com](mailto:ngosecretariat.gov@gmail.com) .

Sanjeewa Wimalagunaratna  
Director General/Registrar

**Copies:** 1)All District Secretaries  
2)All NGO Coordinators

**Issuing Visas and Work Permits for the Expatriates registered under the Voluntary Social Service organization Act No 31 of 1980**

- 1) Part I of the application form should be duly filled and signed by the visa applicant.
- 2) Part II should be filled and signed by the relevant person of the organization
- 3) Completed Part I and Part II of the application should be submitted to the District Secretary of the District where the Head Office of the organization established.
- 4) First three parts of the application form should be completed and signed with relevant stamp of the authorized person.
- 5) Following documents should be attached with the application form.

S/N	Document	Work Permit	Short Term ETA Visa	Entry Visa	Residence Visa	Extension of Work Permit	Extension of Residence Visa
01	Request letter (Addressed to the DG)	√	√	√	√	√	√
02	3 Applications (Visa /Work permit)	√	-	√	√	√	√
03	4 copies of the passport	√	√	√	√	√	√
04.	A copy of the last visa page	-	-	-	√	√	√
05	Police clearance	√	-	√	-	-	-
06	Bio data	-	-	√	-	-	-
07.	Copies of educational certificates	-	-	√	-	-	-
08.	Appointment letter /service extension letter/invitation letter	-	√	√	-	-	√
09	3 passport size photos	-	-	√			
10.	Work schedule	-	√	√	-	-	-
11.	Marriage certificate & birth certificate (including dependants)	-	-	√			
12.	A letter to confirm the submission of action plan / progress report/audit reports	-	-	√	-	√	√

- 6) Duly completed application and all supporting documents should be submitted to the National Secretariat for NGOs before one month of the requesting date of visa.
- 7) Clearance for the work permit application will be called from the Ministry of Defense for all visa recommendations.
- 8) Completed visa application will be forwarded to the Department of Immigration & Emigration.

# Application Form for Recommendation of Entry Visa/Residence Visa / Renewal of Residence Visa

## Part I

Particulars of the Applicant (to be filled by the applicant -in block letters –applicable for both principal applicants and dependents)

1. Name with Initials :.....
2. Name in Full:.....
3. Address:
  - i. Permanent address overseas  
.....  
.....
  - ii. Address in Sri Lanka:  
.....  
.....
4. Contact details:(If the application is for an entry visa overseas information should be provided. Others should provide information in Sri Lanka)
  - a) Telephone:.....
  - b) Fax:.....
  - c) E-mail:.....
5. Nationality;..... Former nationalities and any dual citizenship of the applicant holds:  
.....
6. Date of Birth and Age: .....
7. Sex (male/female):.....
8. Civil status (Single/Married/Divorced/Widowed):.....
9. Relationship to the Principal Applicant.....  
(Applicable for dependents only)
10. Applicant's qualifications to engage in the particular job (specially for the technical staff):  
Attach copy of Bio Data of the Applicant

**Note: Originals of certificates should be submitted to prove the required qualifications. However, the Country Representative or the Head of NGO and other Management Staff, working in Colombo Head Office, of a foreign NGO registered in Sri Lanka can submit the original letters of appointments, and the bio-data of the applicant. This is not applicable for dependents applying for visa.**

### 11. Particulars of dependents

(The principal applicant should indicate details of dependents who are/will be applying for visa to accompany him/her to Sri Lanka. He/she should indicate information of all the dependents at the first time of applying for entry visa. If the principal applicant is already in Sri Lanka, he/she should indicate information of all

The dependents below, irrespective of the fact that the dependents are going to accompany him/her or not after the issue of this circular

Name with Initials	Relationship	Date of Birth	Passport Number	Visa Period
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**Note:- To prove dependency, marriage certificate of the applicant and birth certificates of children, as the case may be, or a letter from the Embassy proving the relationship and dependency should be submitted. This is applicable for every dependent and the dependent application form should be forwarded with relevant evidence certificates.**

12. Passport Details:

- I. Name as given in the Passport .....
- II. Passport Number .....
- III. Nationality .....
- IV. Date of issue .....
- V. Date of Expiry .....

13. Country or Countries where the applicant was residing during last five years. (information of countries where the applicant was residing for more than one month should be indicated)

Name of the Country	Period	Address
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

14. Request for Entry visa\*

- I. Country of Departure: .....
- II. Date of Departure.....
- III. Expected date of arrival.....

15. Request for Issuance of Residence Visa/Extension of Residence visa\*

- I. Duration of existing entry visa; from..... to .....
- II. Residence visa/ Extension of Residence visa required from  
..... To .....

\*Answer the applicable question from question number 13 or 14

16. Citification

I certify that the particulars given above are true and correct to the best of my knowledge. I am aware that my visa will be cancelled if the above information is found incorrect by the Government of Sri Lanka or that I have violated the laws of Sri Lanka including the instructions applicable to this application during the period of my stay in Sri Lanka.

.....  
Signature of the Applicant Name: ..... Date:

## Part II

### 17 Information about the Organizational (To be filled by Head of the organization)

NGO/INGO);

i. Name of the Organization/NGO.....

ii. Address: .....

iii. Registration Number: ..... iv

Contact details a) Telephone Number.....

b) Fax Number..... (c) E-mail: .....

v. Name of the Expatriate.....

vi. Post held by the Expatriate.....

vii. Terms of Reference/Job description of the post (lists should be attached) viii.

Duration of Employment: From.....to.....

ix. Period of Visa recommended for the applicant: From.....to.....

Maximum period of visa recommendation should not exceed a period of one year

x. Type of employment (paid/un paid employee/volunteer) .....

xi. Total income of the applicant per month Rs. /US\$. .....

xii. Addresses of the work station/in Sri Lanka,

Work station	Administrative District
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.....	.....
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.....	.....
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### 18 Recommendation of the Head of the Organization/NGO: If the applicant is the head of the Organization, the head of the Administration should recommend the application

I have advertised the respective post in the National Level News Papers in Sri Lanka and was unable to find a suitable candidate, and have annexed the relevant newspaper advertisements.

I recommend the request of Mr./Ms./Rev. .... for entry visa / residence visa / renewal of residence visa, from ..... to ..... to work in the post of ..... subject to the following requirements.

- I undertake to ensure that the applicant has not been / is not / will not be engaged in any unlawful or political activity. I undertake to inform any unlawful activity of the expatriate immediately to the National Secretariat/Controller-General/Immigration and Emigration of Sri Lanka and to the Mission of my country in Sri Lanka (applicable only for foreign NGOs) to take appropriate action for such an unlawful activity of the expatriate and request to cancel the visa issued to the Expatriate.
- I will inform immediately to the Director of the National Secretariat, of the leaving of the expatriate from the organization or termination of service, while recommending cancellation of visa issued to the expatriate.
- I ensure that no employment is provided to the dependents of the expatriate in the organization or in any other governmental, private or non- governmental establishment.
- I certify that the particulars given above are true and correct.
- I undertake capacity building of locally recruited staff in order to take over the functions of the expatriate and terminate the assignment of the applicant at the end of this assignment.

Name of the Head of the NGOs/INGOs: ..... Title: .....

Signature.....

Date.....

(Seal of the Organization).

### Part III

(For the use of the District Secretary)

Certification of the District Secretary (Government Agent)

File No:

Director General/Registrar NGO Secretariat.

I certify that the ..... (Name of the organization) has been reporting to the District Coordinating Committee regularly and there are no adverse reports received in relation to the conduct of the organization or the expatriate. Performance of the organization and the expatriates satisfactory. Issuance of entry visa/Residence visa/Renewal of Residence visa\*for Mr/Ms /Rev ..... (Name of the Expatriate) from .....to ..... is recommended.

Signature.....Date; .....

Name of the District Secretary .....

Name of the Administrative District; .....

(Official seal)

\*delete inappropriate word

NOTE: District Secretary/Government Agent should keep one copy and forward two copies with the original application form to the National Secretariat.

## Part IV

(For the use of the NGO Secretariat)

File. No.....

Recommendation of the National Secretariat for Non-governmental  
organizations Controller General /Department of Immigration and  
Emigration

The .....(Name of the organization) has  
been registered under No ..... in terms of the Voluntary Social Services  
Organizations (Registration and Supervision) Act No. 31 of 1980 as amended by Act  
Number 8 of 1998. Reports and information have been duly submitted in terms of the  
provisions of the above Act. I have no objection for issuance of entry visa/ residence  
visa/renewal of residence visa for  
Mr./Ms./Rev/Miss.....from.....  
to.....

1.2.1 Director General/Registrar

National Secretariat for Non-Governmental Organizations

Date:

(Official Seal)

**Note-1: Director General/Registrar should examine all the information given in the application along with the instructions on each part of the application form and submit the recommendation accordingly.**

**Note-2: Director General/Registrar should take appropriate action to inform the relevant authorities about misconduct, unlawful acts or political activities of any visa holder.**