

Application Form for Extension of the Period of Work Permits

Part 01

(To be filled by the applicant)

1. Full Name of the applicant :
2. Name with initials :
3. Name of the Organization :
4. Registration No. of the Organization :
5. Expiry Date of the Existing Work Permit:
6. Name and Passport Number of the Dependents ;Name Passport No.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
7. Address :
 - I. permanent Address in Sri Lanka:
 - II. Permanent Address in Overseas :
8. Telephone (Sri Lanka) :
9. Nationality :
10. Passport Number :
 - i. 1.Date of Issue :
 - ii. 2.Date of Expiry :
 - iii. 3.County of Issue :
11. Visa Details
 - i. 1.Type of Visa :
 - ii. 2.Date of Issue :
 - iii. 3.Date ofExpiry :
12. Designation in the Organization :
:
13. Nature of the Duties :

14. Academic and Professional Qualifications:	Qualification	Institute	Year
(Please provide copies of certificates) 1.			
2.			
3.			
4.			

15. Have you ever been found guilty for any offence while in Sri Lanka or overseas by any Authority?

(Police or Defence clearance certificate issued by the country of origin should be attached to this application. If there is no system to provide such certificate by the country of origin a letter from the authorities of the country of origin confirming the inability to fulfill the requirement should be forwarded.)

I certify that the details given above are true and correct and I am aware that if any of the information given in this application is found to be untrue before issuing the work permit, I shall be disqualified and that if such is found to be untrue before issuing the work permit government of Sri Lanka reserves the right to cancel the work permit issued to me.

Date:

.....

Signature of the Applicant

Part 02

(To be filled by Head of the organization)

- 1. Name of the Organization:
- 2. Post of the Expatriate :
- 3. Validity Period of employment:
- 4. Required period of service:
- 4. Details of the projects for which the organization obtains the services of the expatriate.

Name of the Project	Main Activities	Location	Contribution of Expatriate

- 5. Address of the main working station of the Expatriate :
- 6. Alternative working station :
- 7. Recommendation :
- 8. 1 Name of the Head of the organization:
- 8. 2 Position :

I certify that the details given above are true and correct. I recommend to extend the period of work permit issued to (Dr/Mr./Mrs./Miss) to work in districts of by a period of.....

Date.....

.....

Signature of Head of the Organization

Part 03

**(To be filled by the District/Divisional/ Secretary of the area where expatriate's
Main working station is located)**

Director General / Registrar

NGO Secretariat

Name of the District /Divisional Secretary -

Administrative District -

I have observed that the organizationreferred to have been reporting to the District Coordinating Committeeregularly and that it has been working in terms of the constitution objectives of it and within the legal and socio-cultured framework of Sri Lanka and the policy frame of the government. Performance of the organization is satisfactory. Extension pf work permit of the above-named expatriate is recommendation by a period of.....

Date.....

.....

Signature and Official Stamp

Part 04

(For the use of NGO Secretariat)

Recommendation of the National Secretariat for NGO:

File No:

Secretary/Ministry of Public Security

I recommend the extension of work permit issued to Dr/Mr./Mrs./Miss.....
..... To work in the districts offrom.....
To

Date

.....
Director General/Registrar
NGO Secretariat

Part 05

(For the use of the Ministry of Public Security)

Addl. Secretary
Ministry of Public Security

Name of the Expatriate -
Organization -

The present work permits expire on

There are no adverse reports on the organization and the person concerned.

I recommended the extension of the validity period from..... to.....
to work in the districts of

Date.....

.....

Asst. Secretary