

**Visa Service** 

Sri Lanka - Business Visa

#### STEP 1 - Sri Lanka Business Visa Pack

### **Checklist for Requirements**

### Please send the following to **GulfVisa's address**:

- Passport.
  - must be valid for more than 6 months beyond entry date.
  - must have at least one blank visa page.
- ☐ Two passport sized photos.
  - must be recently taken + have a white background.
- ☐ A fully completed and signed visa application form.
  - available on pages 2 and 3 for printing.
- ☐ An original business introduction letter from your UK company.
  - see page 4 to know exactly what should be included in this letter.
- ☐ A copy of the letter of invitation from your host company in Sri Lanka.
  - see page 5 to see what should be in this letter.
  - if you are requesting more than one entry, this letter must explain the reason(s) for this.

# ETA Application for Business Purpose-Individual

Applicant Information – Individual Application – Business ETA					
Surname / Family Name	*				
Other / Given Names*					
Title*	Mr. Mrs. Miss.	Ms. Rev. D	r. Master.		
Date of Birth*	Year N	Month Day			
Gender*	Male Female	]			
Nationality*					
Country of Birth *					
Occupation*					
Passport Number*					
Passport Issued Date *	Year	Month Day			
Passport expiry Date *	Year N	Month Day			
Travel Information					
Intended Arrival Date* yyyy/mm/dd	Purpose of Visit *	Port of Departure	Flight number & Name of Airline/ Vessel		
Intended departure Date* yyyy/mm/dd	<ul> <li>☐ Business meeting.</li> <li>☐ Conference, workshop &amp;</li> <li>☐ Short Training.</li> <li>☐ Participation in art, mus</li> <li>☐ Other. Please specify be</li> </ul>	sic & dance.			
Entries*: Sing	gle Do	uble Mul	tiple		
Contact Details of the Applicant					
Address in the Country of Domicile*			Postcode:		
Address in Sri Lanka*					
E-mail Address		Residence Telephone Number*	Mobile Number		

Contact Details of the UK Organization / Co	ompany			
Name of the Organisation/ Company *				
Address *				
Contact details of the responsible person of t related to applicant's visit	the aforesaid UK Organisation / Institution / Company			
Name:				
E-mail Address	Mobile No:			
Office Telephone No:	Fax No:			
Contact Details of the Sri Lankan Organ	nisation / Company			
Name of the Organisation/ Company *				
Traine of the Organisation/ Company				
Address *				
Contact details of the responsible person of the aforesaid Sri Lankan Organisation / Institution /				
Company related to applicant's visit Name:	<u> </u>			
E-mail Address	Mobile No:			
Office Telephone No:	Fax No:			
Declarations				
Do you have valid Sri Lankan resident VISA				
Are you currently in Sri Lanka and possess a Do you have valid multiple entry VISA*	an ETA* Yes $\square$ No $\square$ Yes $\square$ No $\square$			
	*Mandatory Fields			
I hereby declare that the information furnished by me in this application is true and I am solely responsible for accuracy. In the event of issuance of visa, I shall comply with the terms and conditions subject to which the visa is granted and shall not engage myself in any form of employment, paid or unpaid, or in any business or trade other than the purpose of visit is granted. I am fully aware that suppression of facts or furnishing mis-leading / false information will result in denial of visa without assigning any reason.  I shall notify the Controller of Immigration & Emigration of any change in my address during my stay in Sri Lanka.				
Date: Signature of the applicant:				

## Your UK Company Letterhead

Sri Lanka High Commission, 13 Hyde Park Gardens, London, W2 2LU
<date></date>
Dear Sir/Madam,
This letter is to confirm that <uk company="" name=""> will sponsor <applicant <single="" a="" double="" for="" from="" full="" multiple="" name="" passport=""> entry Business visa for <duration of="" validity=""></duration></applicant></uk>
<applicant name=""> is working for our company as a <job title=""> and has been employed since <date></date></job></applicant>
<applicant name=""> wishes to visit <name, address="" and="" company="" contact="" in="" lanka="" of="" plan="" sri="" to="" visit="" you=""> for business discussions on <entry date="">. They will be leaving Sri Lanka on <exit date="">.</exit></entry></name,></applicant>
<ul><li><uk company="" name=""> will bear all travel expenses and accepts financial responsibility for <applicant< li=""><li>Name&gt;</li></applicant<></uk></li></ul>
Please find their relevant personal information below:
Nationality:
Passport number:
Passport issue date:
Passport expiry date:
Please do not hesitate to contact us if you need any more information.
Yours sincerely,
<signature></signature>
<name applicant's="" company="" company's="" department="" director="" hr="" manager="" of="" or="" supervisor="" the=""></name>

<Signee Job title>

### Sri Lankan Company Letterhead

(required to be on company letterhead paper)

Sri Lanka High Commission, 13 Hyde Park Gardens, London, W2 2LU
<date></date>
Dear Sir/Madam,
This letter is to confirm that our company is inviting <invitee's from="" full="" name="" passport=""> from <uk company="" name=""> in the United Kingdom to visit us in Sri Lanka for business purposes, involving <purpose journey="" of="">.</purpose></uk></invitee's>
We are requesting a <single double="" multiple=""> entry business visa valid for <duration of="" validity="">. The desired date of entry for our invitee is <entry date=""> and date of exit is <exit date="">.</exit></entry></duration></single>
Note: The letter of invitation should match the business introduction letter in terms of all personal information and details of visa
Please find their relevant personal information below:
Nationality:
Passport number:
Passport issue date:
Passport expiry date:
Please contact us if you need any further information.
Yours sincerely,  Official stamp/seal of inviting/host
<signature> company is required</signature>
<name and="" job="" of="" signee="" title=""></name>