

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.

Once completed, please follow STEPS 2 and 3 on the GulfVisa website page [\(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

ETA Application for Business Purpose-Individual

Applicant Information – Individual Application – Business ETA

Surname / Family Name*

Other / Given Names*

Title* Mr. Mrs. Miss. Ms. Rev. Dr. Master.

Date of Birth* Year Month Day

Gender* Male Female

Nationality*

Country of Birth*

Occupation*

Passport Number*

Passport Issued Date * Year Month Day

Passport expiry Date * Year 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	<input type="checkbox"/> Business meeting. <input type="checkbox"/> Conference, workshop & Seminars. <input type="checkbox"/> Short Training. <input type="checkbox"/> Participation in art, music & dance. <input type="checkbox"/> Other. Please specify below.		

Entries*: Single Double Multiple

Contact Details of the Applicant

Address in the Country of Domicile*		Postcode:
Address in Sri Lanka*		
E-mail Address	Residence Telephone Number*	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your UK Company Letterhead

Sri Lanka High Commission,
13 Hyde Park Gardens,
London,
W2 2LU

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Full Name from Passport> for a <Single/Double/Multiple> entry Business visa for <Duration of Validity>

<Applicant Name> is working for our company as a <Job Title> and has been employed since <Date>

<Applicant Name> wishes to visit <Name, address and contact of Company you plan to visit in Sri Lanka> for business discussions on <Entry Date>. They will be leaving Sri Lanka on <Exit Date>.

<UK Company Name> will bear all travel expenses and accepts financial responsibility for <Applicant Name>

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>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<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>

Dear Sir/Madam,

This letter is to confirm that our company is inviting <Invitee's Full Name from Passport> from <UK Company Name> in the United Kingdom to visit us in Sri Lanka for business purposes, involving <Purpose of Journey>.

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>.

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,

<Signature>

<Name and job title of signee>

