

INFORMATION SHEET
REGISTRATION OF RECRUITMENT AGENTS/EMPLOYERS FOR RECRUITMENT OF  
FROM SRI LANKA

Please fill this form in English block letters.

Note

- 1) Name of the Applicant:-  
 Passport No:-  
 Business Name & Address:-  
 Designation / Profession of the Applicant:-  
 Telephone No:-  
 Fax No:-  
 Telex No:-  
 E-mail :-
- 2)
  - a) Whether the Applicant is an individual, a firm, a company or public institute.
  - b) If a firm/company/public institute, attach certificate of registration/licence obtained for the business.
  - c) If an individual, attach the copy of passport of the applicant:-
  - d) Attach bankers reference letter on financial status.
- 3) **Record of Business**
  - a) Date of commencement of recruitment business:-
  - b) The countries you deal with at present:-
  - c) Number of Sri Lankans recruited by you in
  - d) Number of your from Sri Lanka repatriated in
  - e) The number of Sri Lankan Agencies dealt by you in 1995:-

Contd.../P2

4) You will be allowed to deal with only 3 Sri Lankan licensed agents. Please give the names and licence numbers of 3 proposed agents:-

1)

2)

3)

.....  
Date

.....  
Signature of the Applicant

Business Seal

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For Office use only.

UNDERTAKING ON THE RECRUITMENT OF \_\_\_\_\_ FROM SRI LANKA

I/We.....  
(Name of designated officer)

of.....  
(Name of Company & Address)

do hereby declare and agree to comply with following terms and conditions for the recruitment of housemaids from Sri Lanka:-

- 1) To enter into service agreements only with maximum of 3 licensed agents in Sri Lanka for the recruitment of Housemaids.
- 2) To submit the Job Orders, Power of Attorney and Service Agreement for verification and registration to the Sri Lankan Embassy/High Commission/Consulate.
- 3) To prepare the individual employment contract upon receipt of passport copies and other relevant documents of prospective employees, from the Sri Lanka agency on the approved standard format.
- 4) To submit following documents to Sri Lanka Embassy/High Commission/Consulate for verification and registration.
  - a) Employment Contracts duly signed by employer(sponsor) and Agent as applicable.
  - b) Original and a copy of visa of the
  - c) Copy of the passport of the
- 5) To send the verified and registered employment contract along with the copy of visa to Sri Lanka licensed employment agent, to be signed by Sri Lanka Agent and employee and apply for final departure clearance of the Sri Lanka Bureau of Foreign Employment.
- 6) To inform the Sri Lanka Embassy/High Commission/Consulate the date of arrival, address and the telephone number of the sponsor, within 7 days of arrival of the employee.
- 7) To inform the Sri Lanka Embassy/High Commission/Consulate, any subsequent change of address, place of work of the employee within one week of such occurrence.
- 8) To comply with all requests of Sri Lanka Embassy/High Commission/Consulate to attend inquiries on complaints by employees.
- 9) To co-operate with Sri Lanka Embassy/High Commission/Consulate on settlement of disputes between housemaids and employers/sponsors.
- 10) To ensure that the passports are returned to the ..... when formally requested by the Sri Lanka Embassy/High Commission/Consulate.

- 11) To bear responsibility for the recovery of unpaid wages of employees, from the Sponsors.

.....  
Date

.....  
Signature of Applicant

Designation:-

Business Seal:-

.....  
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