

GUIDELINES

RECRUITING / EMPLOYING SRI LANKAN NATIONALS

1) Employers' Registration with the Sri Lankan Embassy

Complete the attached forms and submit together with other attested and certified documents referred to therein .

(Note):

- a) Subject to verification and credibility assessment the Embassy will register you as a bona fide employer/employment agency. This registration is valid for one year only and renewable.
- b) This Registration is a Prerequisite for consideration of Job Orders for certain categories including factory workers and domestic helpers

2) Recruiting and Employing

Submit the following documents to the Sri Lanka Embassy (All Documents in Original + copy) Original will be returned after checking as applicable.

- a) Demand letter to Sri Lanka Agent (Attested by Chamber of Commerce and Industry, and certified by Foreign Ministry, Sultanate of Oman. (Prepare as per attached standard form/letter.)
- b) Agreement between you (Foreign Employer) and Sri Lanka Agent registered with the SLBFE (Attested by Oman Chamber of Commerce & Industry and certified by Foreign Ministry, Sultanate of Oman. (Prepare as per attached standard form/letter)
- c) Power of Attorney to Sri Lanka Agent (Attested by Oman Chamber of Commerce & Industry and certified by Foreign Ministry Sultanate of Oman . (Prepare as per attached standard form/letter)
- d) Information sheet (Attested by Oman Chamber of Commerce & Industry and certified by Foreign Ministry Sultanate of Oman - when registering the organization with the Embassy for the first time)
- e) Labour clearance letter from Ministry of Manpower.
- f) Banker's reference letter certifying satisfactory financial status of applicant(Company)

3) The above documents will be checked verified and attested as applicable by the Sri Lankan Embassy, (**Originals will be returned**)

4) Original documents certified by the Embassy shall be sent to your agent in Sri Lanka who will handle all matters with the Sri Lanka Bureau of Foreign Employment on your behalf as per the agreement with you.

5) Fee

Registration with Embassy
& Job order and other documents
attestation

- R.O. 54.000
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**Labour Division
Sri Lanka Embassy, Oman**