

**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT**

**REQUEST FOR PERMISSION IN PRINCIPLE  
TO RECRUIT FOREIGN LABOUR – NEW / ADDITIONAL QUOTA**

**A. DETAILS OF COMPANY**

Name: .....

Status: .....

Address: .....

Tel No:..... Fax No: ..... E-mail: .....

Date of Incorporation: ..... Business Registration No: .....

Activities of company: .....

Licence held: ..... (e.g Victualler, Trade, Banking, TEL etc.)

**B. OWNERSHIP PATTERN:**

Local (%): .....Foreign (%): .....

Share Capital: Local (Rs): ..... Foreign:(Rs):.....

**C. TURNOVER (Rs):**

Year (the last three years): .....

Projected Turnover (year): .....

**D. WORKFORCE**

**Local:** No. of Local workers registered with NPF: .....

**Foreign** (Where applicable):No. of Foreign Workers in employment: .....

Management ..... Supervisory ..... Skilled .....

**E. REQUEST FOR (Tick as appropriate)**

New Quota

Additional Quota

Number of Workers and Grades required: .....

Country: .....

*(Details may be submitted in a separate sheet to be annexed)*

Justifications for request:

.....  
.....  
.....

Projects *(Where applicable)*: .....

Value of Project: Rs. ....

Start Date of Project: ..... Completion date: .....

Have the posts have been advertised locally? What has been the outcome?

.....  
.....

**F. CONTACT PERSON OF COMPANY**

Name: ..... Designation: .....

Tel No: ..... Fax No.: ..... E-mail Address: .....

Signature: ..... Date of Request: .....

Seal of Company:

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**FOR OFFICE USE: DOCUMENTS PRODUCED**

**NPF Receipt with list of employees**  **Copy of Press Advert / Report from EIC**

**Certificate of Incorporation**  **Business Registration Card**

**RESTAURANT / HOTELS:**

**Tourist Enterprise Licence**  **Latest Tourism Employees Welfare Fund Receipt**

**Letter indicating the number of covers/rooms**

**CONSTRUCTION: Letter of Award specifying start and completion dates of project**

**BAKERY: Bakery Licence**

**FREEPORT: Freeport Licence**

**REQUEST FOR PERMISSION IN PRINCIPLE  
TO RECRUIT FOREIGN LABOUR – NEW / ADDITIONAL QUOTA**

**DOCUMENTS TO BE SUBMITTED**

**FOR ALL REQUESTS (Irrespective of sector):**

Certificate of Incorporation

Business Registration Card

Latest National Pensions Fund receipt + List of local workers registered

Copy of Press Advert/Report from Employment Information Centre

Shareholder Certificate

**AND**

**ADDITIONAL DOCUMENTS FOR SPECIFIC SECTORS:**

- **RESTAURANT/HOTEL:**

Copy of valid Tourist Enterprise Licence

Latest receipt of contribution to Tourism Employees Welfare Fund

Letter indicating the number of covers/rooms

- **CONSTRUCTION SECTOR:**

Letter of Award clearly specifying start and completion dates of project

- **BAKERY SECTOR:**

Bakery Licence

- **FREEPORT SECTOR:**

Freeport Licence