



# BOARD OF INVESTMENT OF SRI LANKA

## APPLICATION FOR APPROVAL OF AN INVESTMENT

### UNDER SEC. 17 OF THE BOI LAW

#### NOTES FOR YOUR GUIDANCE

- (i) The application shall be used
  - (a) Either for the purpose of setting up a new company to be operated under Sec.17 of the BOI Law  
or
  - (b) To set up an expansion of an existing BOI company  
or
  - (c) For the purpose of transferring an existing non-BOI company to be operated under Sec. 17 of the BOI Law.
- (ii) This application should be completed with relevant information and submitted as indicated in (vi) below in triplicate. (original with two photo copies)
- (iii) Provide documentary evidence relating to business background e.g. Company Profile, Current Annual Report, Bank References and a Project Report when requested by the BOI.
- (iv) Application fee:  
Please pay in cash or make cheques or drafts in favour of the “Board of Investment of Sri Lanka”.  
US\$ 200+VAT (12%) or its rupee equivalent
- (v) If you require any assistance in filling up the application form, please contact the following BOI officials
  - (a) Executive Director (Tourism & Leisure, Agriculture, Knowledge Services) and his staff  
Tel: +94 11 2430511, +94 11 2427032, +94 11 2427090
  - (b) Executive Director (Infrastructure, Utilities and Education) and his staff –Tel : +94 11 2473763,  
+94 11 2427203, +94 11 2346345, +94 11 2346340, +94 112478711
  - (c) Executive Director (Apparel, Manufacturing, Regional Programmes and Export of Services) and her  
staff- Tel: +94 11 2438972, +94 11 2427071, +94 11 2434342, +94 11 2346626, +94 11 2346627
- (vi) Lodging an Application  
Once you have completed the application form, it may be submitted with the appropriate fee to the Relevant Executive Director /Director / Senior Deputy Director, Board of Investment of Sri Lanka, 24<sup>th</sup> /26<sup>th</sup>Floor, West Tower, World Trade Centre, Echelon Square, Colombo 01.
- (vii) (a) Applicants of this application shall be either a shareholder in case of a new company  
or  
(b) A shareholder’s representative who is in possession of a letter of authority to act on his/her behalf.
- (viii) The Board reserves rights to withdraw its approval at any time before signing of the agreement of the project, if the Board finds any misrepresentation of facts stated in the application

For Office Use Only			
Project Officer Name		Project Category	
Ref. No.	EC/4/...../20.....	Current Exchange Rate	

**1). Particulars of Investors**

Proposed Equity Contribution

	US \$ Mn	%
a). Name:-		
Address:-		
Citizenship:-		
National Identity Card/ Passport No:-		
Tel:- Fax:-		
Email:-		
Current Business interests of Investor/s:-		
Interest in other BOI Projects, if any:-		
b). Name:-		
Address:-		
Citizenship:-		
National Identity Card/ Passport No:-		
Tel:- Fax:-		
Email:-		
Current Business interests of Investor/s:-		
Interest in other BOI Projects, if any:		

Note : Where the number of collaborators exceeds two (02), please attach a separate sheet.

**2). Project**

- 2.1. a) **New**  (Tick as appropriate)
- b) **Expansion of an Existing BOI Project**
- c) **Any Other** (please specify)  .....

## 2.2. Summary of Proposed Project

(Give Brief description of the project and annex the concept paper)

### 3). Marketing Programme for One Year

(US \$ Mn.)

PRODUCTS/SERVICES	UNIT OF MEASURE	EXPORTS			LOCAL SALES			TOTAL	
		QT	VL	%	QT	VL	%	QT	VL
a).									
b).									
c).									
d).									
e).									
f).									
g).									
h).									
i).									

### 4). Investment Programme

(US \$ Mn.)

	YEAR 1		YEAR 2		Total
	1 ST HALF	2 ND HALF	1 ST HALF	2 ND HALF	
<b>A. Fixed Capital</b>					
Land					
Buildings					
Plant & Equipment					
Other					
TOTAL (A)					
<b>B. Working Capital</b>					
Stocks					
Cash in Hand					
Other					
TOTAL (B)					
TOTAL (A & B)					

### 5). Proposed Financing

(US \$ Mn.)

Type of Financing	YEAR 1				YEAR 2			
	1 ST HALF		2 ND HALF		1 ST HALF		2 ND HALF	
	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local
<b>Share Capital</b>								
<b>Loan Capital</b>								
<b>Others (Specify)</b>								
<b>TOTAL INVESTMENT</b>								

Note: If Investment Programme and Proposed Financing exceed 2 years please annex a separate sheet

**6). Manpower Requirements**

Category	Permanent Employment(Number)					
	*Initial			Capacity		
	Local	Foreign	Total	Local	Foreign	Total
a). Managerial Staff						
b). Technical and Supervisory Staff						
c). Clerical and other workers						
d). Skilled workers						
e). Un-Skilled workers						
<b>Total</b>						

Please submit details regarding the foreign employees – Foreign employment in ‘c’ & ‘d’ above will not be considered.

\*Please specify period of initial stage

**7). Remittable Liabilities:**

Remittable Liability	Amount per Year (US \$ Mn.)					Total (US \$ Mn.)
	1	2	3	4	5	
7.1 Royalty						
7.2 Technical Services						
7.3 Others (Please specify)						

**8). Programme of Implementation:**

Activity	No. of months after the date of Agreement
Construction of Building	
Installation of Machinery	
Trial Production	
Commercial Production / Operation	

**9). Contact Person in Sri Lanka (if any):**

Name : .....  
 Address : .....  
 Tel : ..... Fax : ..... Email : .....

**10). Declaration:**

I declare that the information furnished above in this application, attachments and otherwise represented are true and correct and undertake to inform the BOI immediately if any change in the information given above.

Signature:
------------

Name: ..... Designation: .....  
 Tel : ..... Fax: ..... Email: ..... Date: .....