

Correspondence Address

.....
.....

Date:

The Director
Department of Foreign Exchange
Central Bank of Sri Lanka
No. 30, Janadhipathi Mw,
Colombo 01.

Dear Sir,

Request for Clearance from the Department of Foreign Exchange for investments outside Sri Lanka

I/we request you to take necessary action to issue a clearance letter enabling me/us to proceed with an investment outside Sri Lanka. The details with regard to the said investment are as follows:

(i). Name of the applicant:

(ii). National Identity Card No. /Business registration No:

(iii). Permanent residential/registered address:

(iv). Type of currency and the amount of the investment:

(v). Purpose of the investment:

(a) Acquire Ordinary or Preference shares, Units, Corporate Bonds, Sovereign Bonds and Debentures- (State the name of the company in which the investment is to be made and the country)

(b) Incorporate a new company, subsidiary, or a branch/overseas office - (State the name of the company and the country)

(vi). Details of the Outward Investment Account (OIA) opened and maintained in Sri Lanka.

(a) Name of the Bank:

(b) Branch and address:

(c) Account Number:

- (vii). Contact details if further information is required:
- (a) Name of the person who handles the matter:
 - (b) Telephone Number:
 - (c) Email address:
- (viii). Any other relevant information:

2. I/we have attached the following documents in support of the above request:

	A copy of the National Identity Card/passport (for individual applicants)
	A copy of the Business registration/incorporation certificate issued by the Registrar of Companies or relevant registration authorities in Sri Lanka (for corporates bodies)
	List of all previous investments through OIA as per the format attached (corporate bodies are required to provide details of previous investments made during the current calendar year only).
	A confirmation on permanent place of abode (for individual applicants)
	A certificate obtained from a fellow member of the Institute of Chartered Accounts of Sri Lanka of Charter holder of Chartered Financial Analyst (CFA) on the progress and status on the previous investments along with proof documents.
	A copy of the annual evaluation made by the Board of Directors on the progress of previous investments made in an unlisted company outside Sri Lanka.
	Certified copies of the extracts of financial statements (income statement, balance sheet and cash flow and equity changes statement) for the last three financial years.
	A copy of the permission, if the applicant has obtained permission from the Central Bank of Sri Lanka in respect of the proposed investment.
	A confirmation if any ancillary payment has been made to a person and/or institute outside Sri Lanka in connection with the proposed investment.
	Proof documents to establish that proposed investment is made in line with the regulatory requirement imposed by any relevant regulatory authority of investee country.
	Proof documents to establish that proposed investment is made using the proceeds of a foreign currency loan obtain from a foreign source.

Other (if the applicant has already received shares in an overseas company at no consideration, a confirmation including total no. of shares, value per share, date of receipt of such shares and name and country of the company which offered shares at no consideration etc.)

Yours faithfully,

Signature:

Name:

*In case of a corporate body, the format should be completed in the corporate letter head.

Investments through an OIA

Date of remittance	Amount	Purpose	Bank

Signature:-.....

Name:-.....