

THE FORMAT OF REQUEST FOR THE CLEARANCE LETTER

Please note that failure to submit all requested documents or any discrepancies in the submitted documents will result in immediate rejection of the application, without further consideration.

Correspondence Address of the Applicant

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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, (*name of individual*) request you to take necessary action to issue a clearance letter enabling me to proceed with an investment outside Sri Lanka. The details with regard to the said investment are as follows:

1. Name of the applicant:
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2. National Identity Card No. /Passport No.:
3. Permanent residential address:
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.....
4. Telephone Number:
.....
5. Email address:
.....
6. Amount of the proposed investment (in USD):
7. Nature of the investment:

(a) Investments in Employee Share Ownership Plan (ESOP)/Employee Share Option Scheme (ESOS)	
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8. Name of the overseas company (i.e., investee) and the country:

9. 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:

10. Any other relevant information:

11. I have attached following information/documents in support of the above request

11.1. General information/documents

(i). Applicable for all applicants	
(a) A copy of the National Identity Card/Passport	
(b) A confirmation on permanent place of abode	
(ii). Applicable for subsequent investments only	
(a) List of all previous investments made overseas as per the Annex	
(b) A copy of the permission, (if the applicant has obtained special permission from the Central Bank of Sri Lanka) in respect of previous investments (if any)	

11.2. Other specific information/documents (Based on the category specified in item 7 above)

A. Investments in ESOP/ ESOS	
(a) Documentary evidence for the proof of the residential status of the employee	
(b) The prospectus of the ESOP or ESOS	

I,(*name of the individual*) hereby confirm that the information given above and, the documents submitted by myself are in order.

Yours faithfully,

Signature:

Name:

Annex

Details of all previous investments made overseas through OIA/LKR

Date of clearance obtained	Date of remittance ¹	Bank	Account type ²	Account No.	Name of investee	Details of the investments		Nature of Investment ³	Dividends (in USD)		Disposal proceeds repatriated in USD (if any)
						Currency type	Value		Amount Declared	Amount Received	

Signature:

Name:

¹Mention the date of remittance of the previous investments in chronological order

²Outward Investment Account (OIA)/LKR Account/Other (pls specify)

³Investments in Ordinary shares/Preference shares/ Corporate bonds/Debentures/Units/Sovereign bonds, Setting up and maintenance of an overseas office, Other (pls specify)