

**APPLICATION FOR BUSINESS VISA
CHECK LIST**

For each supporting document, original document + 1 set of photocopies should be submitted. [Photocopy of the application form is not required.]

All Photocopies should be submitted in A4 size. Copies of both sides of each certificate/ card should be submitted. For passports; copies of the bio-data page and the observation page should be submitted.

Translations are not accepted in lieu of originals.

Following supporting documents should be submitted:

Please “√” the checklist and attach it to the application before submitting the documents at the counter/via post.

- * Denotes mandatory criterion
- ^ If applicable

S.No	Business Visa 30-90 days	Applicant Checklist		Officer Check list
		Original	Photocopy	
1.	Business Visa Application Form*		Not Required	
2.	Current Passport(valid for at least 6 months from the date of arrival)*			
3.	One recent passport-sized (3.5cm x 4.5cm) photograph*	Only if the application submitted via post		
4.	Confirmed Return Ticket*	Not Required		
5.	Self-addressed registered envelope*		Not Required	
6.	International Vaccination Certificate*	Not Required		
7.	Letter from Australian authorities'/business partner*			
8.	Letter from Sri Lankan organisation recommending the issuance of Visa*			

ETA Application for Business Purpose – Individual

Applicant Information – Individual Application – Business ETA

Surname / Family Name*

Other / Given Names*

Title* Mr. Mrs. Miss. Ms. Rev. Dr. Master

Date of Birth* Year Month Day

Gender* Male Female

Nationality*

Country of Birth*

Occupation

Passport Number*

Passport Issued Date* Year Month Day

Passport Expiry Date* Year Month Day

Child Information

	Surname/Family Name*	Other/Given Names*	Date of Birth* yyyy/mm/dd	Gender*	Relationship*
1					
2					
3					
4					
5					
6					

Travel Information

Intended Arrival Date* yyyy/mm/dd	Purpose of Visit*	Port of Departure	Flight Number & Name of Airline / Vessel
	<input type="checkbox"/> Business meeting. <input type="checkbox"/> Conference, workshop & seminars. <input type="checkbox"/> Short training. <input type="checkbox"/> Participation in art, music & dance.		

Contact Details of Applicant Company / Organization

Company / Organization Name*	Address of applicant's Company				
	Number & Street*	City*	State*	Zip/Postal Code	Country

E- mail Address	Telephone Number*	Mobile Number	Fax Number

Contact Details of Applicant Company / Organization

Company / Organization Name*	Address of Sri Lankan Company				
	Number & Street*	City*	State*	Zip/Postal Code	Country

E- mail Address	Telephone Number*	Mobile Number	Fax Number

Declarations

Do you have valid resident VISA?*

Are you currently in Sri Lanka and possess an ETA*

Do you have valid multiple entry VISA?*

Yes No

Yes No

Yes No

*** Mandatory Fields**

I solemnly declare that the information furnished by me in this application is true and I have not willfully suppressed any information that is required, that in the event of issue of visa I shall comply with the terms and conditions subject to which the visa is granted, and that I shall not engage myself in any employment, paid or unpaid, or in any business or trade other than the purpose of visit is granted, and that I shall notify the Controller of Immigration and Emigration of any change in my addresses during my stay in Sri Lanka.

Date:

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Signature of applicant