



## 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) For the purpose of transferring an existing non-BOI company to be operated under Sec. 17 of the BOI Law  
(For Specific Solicitations only)
  
- (ii) This Application comprises two parts; and showed completed with relevant information
  - (a) Investment Approval
  - (b) Site Approval

Incomplete applications will not be accepted; unless authorized by Senior officials
  
- (iii) Application fee:  
Please make cheques and drafts in favour of the "Board of Investment of Sri Lanka"
  - (a) Overseas - Bank Draft or cheque for US\$ 150 + VAT
  - (b) In Sri Lanka - Bank Draft, cheque or cash equivalent of US \$ 150 + VAT in SL Rupees.
  
- (iv) Provide documentary evidence related to business background e.g. Company Profile, Current Annual Report, Bank Reference etc.
  
- (v) If you require any assistance in filling up your application form, please contact of the following BOI officials
  - (a) Deputy Director – General (Promotions) and his staff Tel: 011-2430511, 2448880
  - (b) Executive Director (Investment) and his staff Tel: 011-2439659, 2346130, 2346338, 2438972
  
- (vi) Proposed investment indicted under item (4) should tally with the proposed financing indicated under Item (5)
  
- (vii) Lodging an Application  

Once you have completed this application form it may be submitted with the appropriate fee to the receiving officer, Investment Appraisal Department, Board of Investment of Sri Lanka, 24<sup>th</sup> Floor, West Tower, World Trade Centre, Echelon Square, Colombo 01.
  
- (viii) (a) Applicant of this application shall be either Two proposed shareholders in case of a new company  
or  
(b) A New shareholder's representative who is in possession of a letter of authority to act on their behalf.

For Office use only

Project Officer Code

BOI Code

ISIC Code

CB Code

Country Code

Enterprise Code

1. **Particulars of Collaborators**

Proposed Equity Contribution

	Rs. Mn.	%
(a) Name: -  Address: -  Citizenship:- National Identity Card / Passport No: -  Name & Address of Banker: - (Attach a Certificate from the Banker)  Current Business interests of: - Investor/s  Interests in other BOI Projects, if any: -  Special Experience, Technical: - Capabilities etc.  Other Relevant information to: - Illustrate capability of investors to Undertake the project		
(b) Name: -  Address: -  Citizenship:- National Identity Card / Passport No: -  Name & Address of Banker: - (Attach a Certificate from the Banker)  Current Business interests of: - Investor/s  Interests in other BOI Projects, if any: -  Special Experience, Technical: - Capabilities etc.  Other Relevant information to: - Illustrate capability of investors to Undertake the project		

Note : Where the number of collaborators exceeds four (04), please attach a separate sheet.

**Particulars of Collaborators**

**Proposed Equity Contribution**

	Rs. Mn.	%
(c) Name: -  Address: -  Citizenship:- National Identity Card / Passport No: -  Name & Address of Banker: - (Attach a Certificate from the Banker)  Current Business interests of: - Investor/s  Interests in other BOI Projects, if any: -  Special Experience, Technical: - Capabilities etc.  Other Relevant information to: - Illustrate capability of investors to Undertake the project		
(d) Name: -  Address: -  Citizenship:- National Identity Card / Passport No: -  Name & Address of Banker: - (Attach a Certificate from the Banker)  Current Business interests of: - Investor/s  Interests in other BOI Projects, if any: -  Special Experience, Technical: - Capabilities etc.  Other Relevant information to: - Illustrate capability of investors to Undertake the project		

2) **Project Proposal**

2.1 a) **New Project**

(Tick as appropriate)

b) **Expansion of Existing BOI Project**

c) **Expansion of Existing non BOI Project**

2.2 **Summary of Proposed project**  
(Give brief description of the project)

3) **Marketing Programme (One year requirement)**

(Rs. Mn.)

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

4) **Investment Programme**

(Rs. Mn.)

	YEAR 1				YEAR 2			
	1ST HALF		2ND HALF		1ST HALF		2ND HALF	
	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local
A. Fixed Capital								
Land								
Buildings								
Plant & Equipment								
Other								
TOTAL (A)								
B. Working Capital								
Stocks								
Cash in Hand								
Other								
TOTAL (B)								
TOTAL (A & B)								

Note : Where goods or services are to be obtained from abroad indicate the rupee equivalent of such costs as "foreign", State rate of currency conversion used (e.g. US\$ 1 = SL Rupees .....

5) Proposed Financing

(Rs. Mn.)

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

6) Manpower Requirements

INITIAL  
REQUIREMENT

CAPACITY  
REQUIREMENT

- i) Managerial
  - a) Foreign
  - b) Local
- ii) Technical
  - a) Foreign
  - b) Local
- iii) Clerical
- iv) Labour
  - a) Skilled
  - b) Unskilled
- v) No. of 8 hour shifts  
Per day and time

- Please submit details of their Technical, Managerial capabilities with supporting documents.

7) Remittable Liabilities

7.1 Royalty

7.1.1 Basis of computation of royalty

7.1.2 Time period royalty is payable

7.1.3 Amount payable per annum

Year

Amount (Rs. Mn.)

1	.....
2	.....
3	.....
4	.....
5	.....

7.2 Technical Services & Other Fees

- 7.2.1 Basis of computation of fees
- 7.2.2 Time period royalty is payable
- 7.2.3 Amount payable per annum

Year	Amount (Rs. Mn.)
1	.....
2	.....
3	.....
4	.....
5	.....

8) Programme of Implementation

- i) Commence building construction
- ii) Commence installation of machinery
- iii) Commence training of personnel
- iv) Commence test production
- v) Commence commercial production

9) In the event, the application is forwarded by a representative of the proposed new shareholders, he or she should submit a copy of a letter of authority to act on their behalf which shall also indicate of individual, foreign equity contribution of each foreign collaborator.

10) Name, Address, Telephone Numbers etc., of Contact Officer/s (attach letter of authority or Power of Attorney is applicable)

We certify that the proposal constitutes a new project and does not involve the closure of an existing enterprise of a similar nature or the transfer of any assets from an existing enterprise in Sri Lanka.

Name & Designation .....

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Signature of Investors .....

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Date:



**BOARD OF INVESTMENT OF SRI LANKA**

P.O. Box 1768. World Trade Center, Colombo 01, Sri Lanka  
 Tel: (94-11) 2437-137, 2448-880, 2448-105, Fax: (94-11) 2447-995 E-mail: [infobo@boi.lk](mailto:infobo@boi.lk)  
 Internet: <http://www.boi.lk>