



# **BOARD OF INVESTMENT OF SRI LANKA**

## **APPLICATION FORM 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
- (ii) Please refer to the relevant checklist and provide documentary evidence relating to proposed project along with the application.
- (iii) If you require any assistance in filling up the application form, please contact or step in to the front desk of BOI at the “Business Center”, 26<sup>th</sup> Floor, West Tower, World Trade Center, Echelon Square, Colombo 01.  
Contact Details;  
Hotline : 0094112424777  
Email : [businesscenter@boi.lk](mailto:businesscenter@boi.lk)
- (iv) Lodging an Application  
Duly completed application form to be submitted to the Business Center with the Application processing fee.  
  
Please pay an amount of US\$ 275+VAT or its rupee equivalent in cash or bank draft, in favour of the “Board of Investment of Sri Lanka”.
- (v) (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.
- (vi) 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: -		
	If an individual; National Identity Card/ Passport No: -		
	If a company; Business Registration No: -		
	Tel:-                      Mobile:                      Fax: -		
	Email: -		
	Current Business interests of Investor/s: -		
b)	Name: -		
	Address: -		
	Citizenship: -		
	If an individual; National Identity Card/ Passport No: -		
	If a company; Business Registration No: -		
	Tel: -                      Mobile:                      Fax: -		
	Email: -		
	Current Business interests of Investor/s: -		
Interest in other BOI Projects, if any: -			

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

**2). Project** (Tick as appropriate)

**2.1. Type of the Project**

- a) New
- 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
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			
	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local	Foreign	Local
<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
Share Capital								
Loan Capital								
Others (Specify)								
TOTAL								

**6). Manpower Requirements**

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

Note: If Investment Programme and Proposed Financing exceed 2 years please annex a separate sheet  
Please submit details regarding the foreign employees – Foreign employment in ‘c’d’ & ‘e’ 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 Buildings	
Installation of Machinery	
Trial Production	
Commercial Production / Operation	

**9). Contact Details**

	Investor to be contacted	Any other Contact Person in Sri Lanka
Name		
Address		
Contact No. (Mobile)		
Contact No. (Office)		
Email		
Fax		

**10). Declaration:**

I declare that the information furnished above are true and correct and undertake to inform the BOI immediately if any change in the information given therein.

Signature:

Name: ..... Designation: .....

Tel : ..... Fax: ..... Email: ..... Date: .....