**Staff Details: BOI Registered Enterprises**

**NOTE**: The company MD/CEO/COO or Head of HR must sign off this document, undertaking that the information is correct - information provided is a responsibility of the company.

Given the prevailing situation, the following guidelines must be strictly complied with:

1. Employees requesting curfew passes should have no direct link to any of the known clusters or quarantined individuals.
2. Curfew passes will be issued to employees who are residing at hostel facilities provided/run by the respective companies (100% dedicated to the company), under the condition that they follow all the advice and precautionary methods such as not interacting with people outside of the hostel facility and complying with the process of conducting random PCR tests.
3. Employees residing in boarding houses or shared lodgings not dedicated to the company, will be granted curfew passes either once they are separated and tested, or the entire boarding is tested and a PHI/MOH certified negative PCR test result is produced.
4. Employees from the 5 previous red zones (Police divisions of Gampaha, Minuwangoda, Veyangoda, Meerigama & Divulapitiya) will be granted curfew passes provided they are travelling from their own homes or hostel facilities provided/run by the respective companies (100% dedicated to the company), and transported to and from the factories (STRICT RULE)
5. Employees meeting the above criteria must use dedicated transport for the quarantine region and cannot mix with staff from non-quarantined areas when travelling.

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|  | Name of the Company (Please state whether BOI Section 16/17) |  |
|  | Location of the Head Office  (Address & District) |  |
|  | Location of the premises  (Address & District)  Produce separate letter for each factory as needed) |  |
|  | DS Division of the Premises |  |
|  | Name of the relevant Police Station |  |
|  | Business Activity |  |
|  | Full workforce strength (Total # of workers) |  |
|  | Specifics of staff who need Passes | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **#** | **Name of employee** | **Role of employee**  **(Driver, etc.)** | **NIC Number** | **Vehicle Number** | **Town/Village & District from where he/she travels to work** | **Police Area** | | **1** |  |  |  |  |  |  | | **2** |  |  |  |  |  |  | | **3** |  |  |  |  |  |  | | **4** |  |  |  |  |  |  | | **5** |  |  |  |  |  |  | | **6** |  |  |  |  |  |  | | **..** |  |  |  |  |  |  | | **..** |  |  |  |  |  |  | |

**EoD.**