[*On company Letterhead*]

<Date>

**Mr. Pasan Wanigasekara**

**Director General**

**Board of Investment of Sri Lanka**

**Level 24 - West Tower**

**World Trade Center**

**Colombo 1**

Dear Sir,

**REQUEST FOR A LETTER OF RECOMMENDATION TO CROSS RESTRICTED DISTRICT AND PROVINCIAL BORDERS AND CONTINUANCE OF OPERATIONS**

Our company **< name >**is located at **<address of office/ factory location><very brief intro to the company and nature of work>**.

There is a need for **<number of staff required>**staff to access the **<office/factory>**, to source raw material from different areas of the country, to transport consignments to/from the Port/Airport on a critical basis. We hereby request you to kindly provide us with a letter of confirmation that we are a BOI company, which would enable us to carry out the above activity as well as continue operations.

Details of the names of the staff members, suppliers and vehicles that are required for the above purpose is attached hereto and we take full and absolute responsibility for the accuracy of the data as stated by us.

We undertake to comply with all necessary health and safety measures according to the Guidelines on COVID-19 preparedness for the workplace, issued by Directorate of Environmental Health, Occupational Health and Food Safety and the Ministry of Health and to engage employees only from non-lockdown areas.

We also undertake the responsibility to facilitate regular visits by the PHI to the factory to monitor adherence to set protocols. We will also conduct mandatory temperature checks, and random PCR testing on employees reporting to work as instructed by the Ministry of Health, in coordination with the Area MOH on a weekly basis and will report results to both MOH and BOI. Further to this, any suspected contact/exposure of our employees will be reported to the Area MOH, with copy to the BOI.

We accept that in the event of some or any data provided by us herewith or to other government authorities is found to be incorrect, especially details related to 1) Address & District from where individuals travels to and from 2) Police Area/GN Division of the factory, that the travel and operational relaxations extended to us will cease to be valid and the company will need to revert to being subjected to the prevalent health guidelines.

We also accept that further action will be taken according to the available legal provisions against the company/staff/ employees/ persons concerned for the company for any negligence or failure in adhering to the above Guidelines on COVID 19.

We accept, that in the event the Company fails to adhere to any one of the undertakings given hereunder, that the travel and operational relaxations extended will be revoked with immediate effect.

Your facilitation in this regard is much appreciated.

Yours sincerely,

**<Company Name>**

**<Signatory Name>  
<Designation>**