

## **THE FORMAT OF REQUEST FOR THE CLEARANCE LETTER**

*Please note that failure to submit all requested documents or any discrepancies in the submitted documents will result in immediate rejection of the application, without further consideration.*

Correspondence Address of the Applicant

.....  
.....  
.....

Date: .....

The Director  
Department of Foreign Exchange  
Central Bank of Sri Lanka  
No. 30, Janadhipathi Mw,  
Colombo 01.

Dear Sir,

### **Request for Clearance from the Department of Foreign Exchange for investments outside Sri Lanka**

I, ..... (*name of individual*) request you to take necessary action to issue a clearance letter enabling me to proceed with an investment outside Sri Lanka, under the prevailing [Regulations No. 1 of 2021 \(the Regulations\)](#) and [Order issued under section 22 \(the Order\)](#) of the Foreign Exchange Act, No. 12 of 2017 (FEA). The details with regard to the said investment are as follows:

1. Name of the applicant:  
.....
2. National Identity Card No. /Passport No.: .....
3. Permanent residential address:  
.....  
.....
4. Telephone Number:  
.....
5. Email address:  
.....
6. Amount of the proposed investment (in USD): .....

7. Eligible category of the investment as per the said Order:

(a) Investments in Employee Share Ownership Plan (ESOP)/Employee Share Option Scheme (ESOS)	
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8. Name of the investee and the country:  
 .....

9. Details of the Outward Investment Account (OIA) opened and maintained in Sri Lanka.

- (a) Name of the Bank:  
 .....
- (b) Branch and address:  
 .....  
 .....
- (c) Account Number:  
 .....

10. Whether the applicant has made any investment abroad previously?  Yes  No  
 (Note: If yes, provide details on such previous investments as mentioned under item 12 (ii) (a) below)

11. Any other relevant information (if any):  
 .....

12. I have attached following information/documents in support of the above request.

**General information/documents**

<b>(i). Applicable for all applicants</b>	
(a) A copy of the National Identity Card/Passport	
(b) An affidavit confirming whether the applicant is a resident in Sri Lanka, in terms of the Order issued under Section 31 of the Foreign Exchange Act No 12 of 2017	
<b>(ii). Applicable for subsequent investments only</b>	
(a) List of all previous investments made overseas as per the <b>Annex</b>	
(b) If the applicant has obtained special permission from the Central Bank of Sri Lanka in respect of previous investments, copies of such permission	
<b>(iii). In case of investments in ESOP/ ESOS (Based on the category specified in item 7 above)</b>	
(a) The prospectus of the ESOP/ESOS	

I, .....(name of individual) hereby confirm that the information given above and, the documents submitted by myself are in order.

Yours faithfully,

Signature: .....

Name: .....

**Annex**

**Details of all previous investments made overseas through OIA/LKR**

Date of clearance obtained	Date of remittance <sup>1</sup>	Bank	Account type <sup>2</sup>	Account No.	Name of investee	Details of the investments		Nature of Investment <sup>3</sup>	Dividends (in USD)		Disposal proceeds repatriated in USD (if any)
						Currency type	Value		Amount Declared	Amount Received	

Signature: .....

Name: .....

<sup>1</sup>Mention the date of remittance of the previous investments in chronological order

<sup>2</sup>Outward Investment Account (OIA)/LKR Account/Other (pls specify)

<sup>3</sup>Investments in Ordinary shares/Preference shares/ Corporate bonds/Debentures/Units/Sovereign bonds, Setting up and maintenance of an overseas office, Other (pls specify)