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இலங்கை சிவில் விமானப் போக்குவரத்து அதிகார சபை
Civil Aviation Authority of Sri Lanka

"සුමට සුරැකි සහ කාර්යක්ෂම අහසක්"
"அனைவருக்கும் ஆபத்தற்ற திறன்மிக்க ஆகாயம்"
"Safe and Efficient skies for all"

අංක 152/1, මිනුවන්ගොඩ පාර, කටුනායක
152/1, மினுவாங்கொடை வீதி, கட்டுநாயக்க
Minuwangoda Road, Katunayake

දිනය : 7th July 2023
திகதி :
Date :

මගේ අංකය :
எனது இல : AT/03/03/01/22
My Ref. No. :

Ref. No.CAASL/AT/02/2019

DIRECTION

(ISSUED BY DGCA UNDER CIVIL AVIATION ACT NO.14 OF 2010)

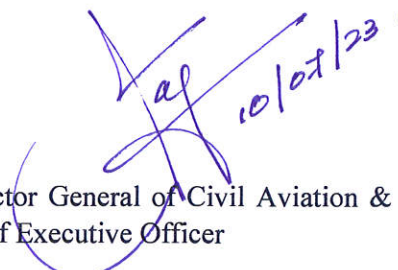
Issued by	DGCA & CEO	Classification	Important
Issued to	All Airlines, General Sales Agents, Travel Agencies, and Aviation Training Schools, Maintenance and Repair Organizations (MROs)		
Subject	Visa Recommendations for Expatriate Employees of Local and Foreign Airlines, General Sales Agents of Airlines, Travel Agencies (Ticketing Agents) in Sri Lanka, and Students of Aviation Training Schools — Initial and Renewals		
Legal Reference	This direction is issued under the powers vested in the Director General of Civil Aviation in terms of Section 120 and 121 of the Civil Aviation Act No. 14 of 2010 and Paragraph 5.12 of National Civil Aviation Policy of Sri Lanka		
Description of the Direction	<p>1. This Authority has observed that foreign airlines, General Sales Agents (GSA) , Training Schools MROs and some local airlines employ foreign nationals based in Sri Lanka in different job functions for their airline operations. Whilst the Civil Aviation Authority of Sri Lanka (CAASL) encourages airlines, GSAs Travel Agents, Training Schools and MROs as much as possible to employ Sri Lanka nationals for all possible positions, the Sri Lanka Aviation Policy permits the granting of approvals for a limited number of expatriates to be employed in your organizations.</p> <p>Quote — Aviation Policy</p> <p>5.12 Airlines' Expatriate Staff: Airlines will be permitted to employ expatriate management/technical workers based on sufficient justification and in accordance with the applicable guidelines. In any event, a foreign airline may have two expatriate staff in its commercial area and two in technical areas. Any additional expatriate staff may be employed subject to the approval of the Director General/ of the CAASL.</p> <p>Unquote</p>		

2. In addition, this Authority is aware that Aviation Training schools approved by this Authority enroll foreign students for training courses conducted locally.
3. According to the directions of the Controller General of Immigration and Emigration, expatriates who are to be employed in Private Organizations and foreign students following courses in private educational institutions in Sri Lanka and their dependents, if applicable must have recommendations from the line ministry which is responsible for the subject of training for the issue of entry and residence visa.
4. The CAASL has been entrusted with making recommendations through the line ministry for visa applications of aviation industry expatriates and foreign students.
5. All airlines, GSAs, Travel agents, Aviation related Training Organizations, and MROs are hereby instructed to obtain such recommendations from the CAASL prior to applying for Entry Visa or Residence Visa (Initial and Renewal both) for expatriates and foreign students by providing the following documents along with the duly completed form which is attached hereto.
 - A. For Entry Visa
 1. Duly Filled Form CAASL/AT/009A
 2. Appointment letter/Transfer Letter/ Course Enrolment document
 3. Certified copy of the Passport data page(Passport must have at least 06 months validity)
 4. Job Description/Course Description
 - B. For Residence Visa
 1. Duly Filled Form CAASL/AT/009A
 2. Certified copy of the appointment letter or transfer letter OR letter of extension for the period of contract in Sri Lanka (for renewal) OR Course Enrolment document
 3. Certified copy of the Passport detailed page(Passport must have at least 06 months validity)
 4. Certified copy of the Entry Visa
 5. Adequate justification for the employment of foreign national instead of Sri Lanka Nationals (The justification must be signed and endorsed by the accountable manager of the organization)
6. One form should be used for each expatriate and applicable fees should be paid for each expatriate separately. A Student is exempted from payments but an administrative fee of Rs. 1,000/- (plus taxes) will be levied.
7. When applying for recommendations for dependents separately, all the above particulars must be provided along with the duly filled form and applicable fees.
8. If the expatriates and his/her dependents wish to renew the residence visa, they must provide this Authority all the above particulars along with the duly filled form and applicable fees.
9. Competent Authority for the issuance of visa is solely independent of the recommendation of the Civil Aviation Authority and the final decision for granting/rejecting of visas for expatriates and dependents is the discretion of the Controller General of Immigration and Emigration Department of Sri Lanka.
10. Requests for recommendations should be submitted to the Air Transport and Economic Affairs Section of the Civil Aviation Authority of Sri Lanka giving a minimum of 7 working days time to process the recommendations.

11. Duly completed forms should be submitted to the Director General of Civil Aviation along with a Covering Letter issued by the accountable manager.
12. Payments can be made to Authority from 0845hrs to 1500hrs on all working days by SLR or Accounts payee cheque. Online facility for payments is also available for customer convenience

Action
Required

For Strict compliance

<p style="text-align: center;">Signature</p>  <p>Director General of Civil Aviation & Chief Executive Officer</p>	<p style="text-align: center;">Form CAASL/AT/009/20A</p>	<p style="text-align: center;">Nil</p>
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APPLICATION FOR VISA RECOMMENDATION

CIVIL AVIATION AUTHORITY OF SRI LANKA

- Please fill the form in block capital letters clearly
- Use blue ballpoint pens only
- Attach all the required documents along with this application form.

Visa type requested

Entry Visa
 New Residence Visa
 Renewal of Residence Visa

Nature of Applicant

Employment

Student

1.	Name of Organization (Name of the Airline /Agency [Flying School/ Other])				
2.	Passport Details of Applicant	Passport Number			
		Country of Issue			
		Date of Issue			
		Date of Expiry			
		Type	Official/ Diplomatic/ UN/ Normal		
		Other Valid Passports (if any) - Attach a copy	Passport Number		
			Have used the passport for previous visa applications		
	Country of Dual Citizenship (if any)				
3.	Name in full (As mentioned in the passport)				
4.	Any Other Name(s)				

5.	Gender	Male		Female	
6.	Nationality				
7.	Below section should be filled if required				
7A.	Details of Spouse	Name			
		Passport Details	Number		
			Date of issue		
			Expiry Date		
			Nationality		
7B.. Children	Name		Passport Number	Age	

8.	I hereby certify that the above details and the documents submitted are true and accurate. I also understand that the non-submission of accurate information can result in the rejection of my application.		
	Applicant's Signature		Date

9.	<p>Certification of Organization/ School</p> <p>I hereby certify that the above applicant is an employee of (Company Name) as (Position Name)</p> <p>And I recommend his application above for the (Entry/Residence) visa recommendations.</p> <p>I hereby certify that the above applicant is a student of (School Name) to follow (Course Name) And I recommend his application above for the (Entry/Residence) visa recommendations.</p> <p>Name of Accountable Manager: Capacity/ Position: Email Address: Telephone Number: (Office and Mobile): Fax Number:</p> <p>Signature:</p> <p>Company Seal</p> <p>Date:</p>
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Document Checklist			
Please (✓) Submitted documents		Applicant	CAASL
10. Entry Visa	Copy(ies) of the Passport(s)		
	Job Description/ Course Description		
	Appointment letter/ Transfer Letter/		
	Course Enrolment document		
10. New Residence Visa	Copy(ies) of the Passport(s)		
	Job Description/ Course Description		
	Appointment letter/ Transfer Letter/		
	Course Enrolment document		
10. Residence Visa Renewal	Entry Visa Copy		
	Copy(ies) of the Passport(s)		
	Job Description/ Course Description		
	Appointment letter/ Transfer Letter or Extension of period letter/ Course Enrolment document		
	Previous Residence Visa Copy		
Signature of applicant			