

BOARD OF INVESTMENT OF SRI LANKA

FORM 45/FO/IS/ 15

(To be submitted in four copies)

Manager (Verification)
Board of Investment of Sri Lanka.

.....

FOR OFFICIAL USE

REF.	
DATE	

APPLICATION FOR REMOVAL OF SAMPLES FROM THE ZONE

1. Name and Address of the Enterprise :.....
:.....
2. Name and Address of the recipient :.....
:.....
3. Mode of Dispatch Hand Carry Through Buying Office By Courier Service
4. 4.1 Name of the Officer (If Hand Carry) :.....
4.2 Pass Port No :.....

DESCRIPTION OF THE ITEM	QUANTITY	VALUE IN FC (For custom purpose Only)
1		
2		
3		
4		
5		
TOTAL		

We hereby request permission to remove above mentioned samples from zone for the following purpose.

For export orders for testing purpose for quality inspection Other (.....)

.....
Authorized Signatory of the enterprise with stamp

----- **APPROVAL OF THE BOI** -----

- Removal of above samples from the zone is permitted subject to:
- Verification on returnable basis on removal and return
- Supervision by security officers at the Main Gate of the Zone.

.....
FOR SENIOR MANAGER (INVESTOR SERVICES)

FOR THE USE OF SL CUSTOMS	FOR THE USE OF BOI SECURITY

OPERATING AND FILLING INSTRUCTION OF THE APPLICATION

✚ **This application should be used when a ZONE enterprise need to remove their production samples, Catalogues or material samples for re order from their respective zones**

✚ Application should be submitted in four copies to the relevant service centre of BOI in the Zones.

✚ All copies of the application should be type written or computers originated form and be filled with the details as instructed below.

✚ Application should only be signed by an authorized person of the enterprise with his stamp (whose signature is submitted to BOI).

✚ The enterprise should remove the samples from respective Zones as per the conditions given order APPROVAL of BOI

Please leave blanks the cages **For Office Use** and space reserved for **APPROVAL OF THE BOI**

Further, the columns **FOR THE USE OF SL CUSTOMS** and **FOR THE USE OF BOI SECURITY** to be kept empty for the use of relevant parties.

- (1) Name and Address of the enterprise –
Fill with the name and address of the enterprise that manufactured and/or sending the samples
Name and address of the recipient –
Fill with the name and address the enterprise or person who will receive the samples

- (3) Mode of dispatch
Please tick off as appropriate
Ex : If sent through courier service companies, then select
By courier service

- (4) This should be filled only if the sample is hand carried by a person

- (4.1) Name of the officer - Name of the officer hand carry the samples

- (4.2) Pass port No. - The no of the pass port of the person hand carrying the samples.

- (5) Description of the item
Fill with the **Name of the sample** (Item identification) according to the given serial nos

Quantity – Fill with the **number of items** to be removed from each item separately

Value in FC - This should be filled with the value in sample invoice prepared for customs purpose
The purpose of /reasons for removing the samples declared in (5) above to be given by ticking off the relevant cage. The reasons may be such as;

- (1) For export order, (2) for testing purpose (3) for quality inspection

If reason is differ from above please specify under **other** **and give details at** (.....)