



BOI
SRI LANKA

BOARD OF INVESTMENT OF SRI LANKA

14, Sir Baron Jayathilaka Mw, P.O. Box 1768, Colombo 01, Sri Lanka.

Date : 2nd July 2010
Our Ref : 45/FI/IS/19
Your Ref :

TO ALL BOI APPROVED ENTERPRISES

Chairman / Managing Director

Dear Sir / Madam,

Green Channel Facility

The BOI has decided to grant Green Channel facility on imports, exports and verification of cargo, to several more enterprises during the year 2010 taking into consideration the performance of the enterprises during the last 05 years. The application prepared for this purpose is displayed in the **BOI Web (WWW.BOI.LK / Investor Services)**

BOI approved enterprises are informed to download the application from the BOI Web and e-mail same after completion to Director (Investor Services) BOI , on or before **10th September, 2010. e-mail : niranjaliw@boi.lk**

The hardcopy of the Application with the Authorized signatory of Chairman/ Director General of the enterprise, is required to be submitted to the following address; Mrs. N. Weerasekera, Director, Investor Services Department, BOI, No.14, Sir Baron Jayathillake Mw, Colombo 01.

Yours faithfully


(Mrs) N. Weerasekera
DIRECTOR (INVESTOR SERVICES)

Tel : 2435407-9, 2445779, 2331909
2331910, 2331913
Fax : 94-11-2430625

BOARD OF INVESTMENT OF SRI LANKA

APPLICATION FOR GREEN CHANNEL FACILITY

1. Name of Enterprise:

2. Registered Office Address:

3. Factory Address:

(If there are more locations please indicate the addresses of them.)

4. VAT No. :

5. Contact details;

Name

Designation

Telephone No:
e-mail address

Fax No.

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.....

Investor Services Department

Import / Export:

i. No. of Import Documents submitted during the months of October, November & December 2009.

ii. No. of Export Documents submitted during the months of October November & December 2009.

iii Value of Imports and Exports :

<u>Year</u>	<u>Import Value (CIF)</u> (Raw materials & consumables)	<u>Export Value (FOB)</u>	<u>Value Addition as a %</u>
2005			
2006			
2007			
2008			
2009			

CLEARING & FORWARDING:

i. Who does your Clearing & Forwarding?

- Import Cargo by **Air**
- Import Cargo by **Sea**
- Export Cargo by **Air**.....
- Export Cargo by **Sea**.....

DETECTIONS:

i. Were there any detection of discrepancies in respect of your import and export consignment by the BOI or Sri Lanka Customs within the period from 01/01/2005 to 31/12/2009?

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ii. Had your enterprise been enforced any penalty by the Sri Lanka Customs during the period from 01/01/2005 to 31/12/2009?

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LOCAL SALES:

i. Had your enterprise effected any local sales of finished products or redundant wastes, rejected items during the period from 01/01/2005 to 31/12/2009?

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ii. If so, the Customs duty and other levies paid within

- 01/01/2005 – 31/12/2005
- 01/01/2006 - 31/12/2006
- 01/01/2007 – 31/12/2007
- 01/01/2008 - 31/12/2008
- 01/01/2009 – 31/12/2009

Environment Department

i. Have you obtained / renewed the Environmental Protection Licence (EPL) on time? If so, its validity period.

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ii. Whether you have submitted analytical reports as specified in the EPL and in the event of non-conformity noted, corrective actions taken?

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iii. Whether there are any complaints / Court cases against the industry on environmental matters?

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Monitoring Department

- i. Have you submitted Audited Financial Statements as at 31/03/2008 or 31/12/2008, 31/03/2009 or 31/12/2009 and 31/03/2010?
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- ii. Have you submitted Bi-Annual Performance Statements as at 30/06/2009, 31/12/2009 & 30/06/2010?
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- iii. Have you submitted Employment details as at 31/03/2010 & 30/06/2010?
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- iv. Have you submitted Foreign (Direct) / Local Investment details as at 31/03/2010 & 30/06/2010?
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- v. Actual no. of employment as at 31/03/2010: Local Foreign

Finance Department

- i. Settlement of Ground Rent / Annual Fee / other dues to BOI for the following years;

<u>Year</u>	<u>Date</u>	<u>Receipt No.</u>	<u>Amount (Rs.)</u>
2007
2008
2009
2010

Engineering Approvals & Special Projects Department

- i. Ownership of the factory:
State whether is it owned by the company or is it leased out property.
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- ii. Have you obtained the Certificate of Conformity from the BOI for the factory buildings?
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INDUSTRIAL RELATIONS DEPARTMENT			
Statuary requirements	Yes	No	Give details when necessary
a. Whether the wages are paid in time and keeping with minimum wages stipulated by the BOI ?			
b. Whether the EPF/ETF have been paid regularly and properly?			
c. Are there any outstanding Gratuity payments to be settled ?			
d. Have you granted annual leave properly?			
e. Have you given maternity leave and nursing intervals to all workers entitled?			
f. Have you performed Overtime work within limits?			
g. Do you perform night work complying with the legal requirements?			
h. Do you deploy workers on holidays and compensate them properly?			
i. Have you issued appointment letters for all workers?			

Workers welfare & Fringe benefits	Yes	No	Give details if yes
a. Have you made available to workers,			
Free/Subsidized breakfast			
Free/Subsidized Lunch/Dinner			
Uniforms			
Transport to & from workplace			
Production incentives			
Attendance incentives			
Bonuses			
Medical facilities			
Loan facilities			

Industrial peace & harmony	Yes	No	Give details when necessary
a. Were there any industrial disputes in your organization during the past three years?			
b. Are there any pending inquiries at the Labour Department <i>and/or</i> labour cases pending at the Labour tribunals?			

Industrial relations	Yes	No	Give details whenever necessary
a. Is an Employees council functioning at your workplace?			
b. Is any collective agreement is in force?			
c. Are there any ongoing workplace cooperation activities at your enterprise?			

d. Are workers involved in small group activities such as welfare committees, quality circles Etc?			
e. Do you have any established mechanism for continuous dialogue with workers?			
f. How many workers were given opportunities for training during last three years?			
g. Have you conducted awareness programmes to enhance the knowledge of workers on areas such as, productivity, HIV/AIDS, safety & health, Etc. ?			
h. Are there any leisure activities made available?			

Health & Safety	Yes	No	Give details whenever necessary
a. Have you adopted required safety measures?			
b. Have you supplied safety equipments whatever required?			
c. Do the workers use such equipment regularly?			
d. Is your workplace is properly ventilated?			
e. Have you made available meal rooms in proper standard?			
f. Have you made available adequate toilet facilities?			
g. Have you made available sick room with trained first-aid attendants?			
h. Have you supplied Adequate changing rooms and lockers?			
I. Have you made available adequate washing facilities?			
j. How many accidents reported to the Labour Department during last three years?			
k. Have you maintained the General Register?			
l. Have you maintained your workplace properly and clean?			

I certify that the particulars given above are true and correct.

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Authorized Signatory

Name :
Designation : Chairman / Managing Director

Date :