Visa Procedure for Colombo Port City Visa Applicants

Overview

This Standard Operating Procedure outlines the steps required for applicants seeking a Landing Endorsement and Resident Visa under Colombo Port City (CPC).

A. Visa Recommendation

Step 1 – Registration of Authorised Person (AP) with the Department of Immigration and Emigration (DIE)

Documents Required:

- Articles of Association
- Certificate of Incorporation
- Authorised Person License
- Offshore Registration Certificate
- Director Information (Form 20 / Form 1), showing current directors
- Letter of Recommendation from Colombo Port City Economic Commission for registration of Authorised Person with the Department of Immigration and Emigration

Step 2 – Apply for Landing Endorsement

AP Submits to the Commission:

a. Company request letter signed by the authorised signatory, listing all applicants (names, passport numbers, designation, requested visa duration)
b. Copies of applicants' passport bio-data pages
c. Copies of applicants' employment contracts
d. Completed request form for landing endorsement
e. Security Clearance from the Domicile Country - A police clearance certificate, issued within the past three months by the applicant's country of domicile, must be provided for each applicant.
   i. **Visa Recommendations for Chinese Nationals**
      Upon completion of the Commission's preliminary due diligence, the names of applicants who have satisfied the Commission's initial review will be communicated to the applicant company for onward processing with the

Department of Immigration and Emigration. The Commission understands that the additional verification process may require approximately **4 to 6 weeks.**

ii. **Visa Recommendations for other Foreign Nationals**
Police Clearance Certificates submitted in support of visa recommendation requests must be authenticated or certified by one of the following before being submitted to the Commission:
  - the Embassy, High Commission or Consulate of the applicant's country located in Sri Lanka; or
  - the Embassy, High Commission or Consulate of Sri Lanka located in the country that issued the Police Clearance Certificate.

f. Supporting documents for dependent if applicable

Step 3 – Commission submit to DIE:

- The Commission recommendation letter for Landing Endorsement
- Commission signed “Request for the grant of landing endorsement” form
- Copy of applicant’s passport bio-data page

Note: Authorised Persons request letter (for company applications) addressed to DIE to be submitted at DIE.

Step 4 – Payment to DIE

Upon review, DIE will request payment in accordance with its established fee structure. Once the payment has been received, DIE will issue the Landing Endorsement.

Conditions:

- Applicants must arrive in the country within 30 days of the issue of the Landing Endorsement.
- Upon arrival, the applicant receives a 30-day period to apply for the residence visa.
  Note - A letter which should include the information below must be issued to foreign employees arriving in Sri Lanka under a Landing Endorsement. This letter must be carried by the employee at the time of arrival and may be presented to immigration officers if required.
    - Full name of the employee
    - Designation
    - Passport number

- Contact details of the company representative to be reached, if necessary, upon the employee's arrival. Fluent in languages those employees' familiar with.
- Residential address or place of stay upon arrival to Sri Lanka
- Job description and responsibilities in accordance with what is stated on the employment contract.

Step 5 – After Arrival Apply for Resident Visa within 30 Day

Required Documents:

a. Completed Resident Visa application form
b. Copy of passport bio-data page
c. Company request letter (with approved stay period) or individual request letter
d. The Commission recommendation letter (issued to obtain with Landing Endorsement application)
e. Medical certificate from IOM Sri Lanka Migration Health Assessment Centre (MHAC), plus medical insurance for the visa period. http://ihap.health.gov.lk/
f. A police clearance certificate, issued within the past three months by the applicant's country of domicile, must be provided for each applicant.
g. Separate applications and documents for dependents, if relevant

Submission and Processing:

- Submit the completed application with all required documents to DIE by applicant.
- Upon approval, pay the required Visa fee as published by DIE.

Note- Planned stay must end at least two months prior to **expiry of the passport.**

B. Employee Resignation and CPC Visa Cancellation

The AP must notify the Commission in writing when a CPC visa employee resigns, providing the following information. The resigned employee should leave the country within two weeks of the resignation date.

- Employee Name
- Passport Number
- Designation
- Date of departure and flight details.
- Copy of bio data page and resident visa stamp in passport

After the AP's request letter and relevant documents are received,

- The Commission requests that the Department of Immigration and Emigration cancel the visas of the named individuals.

C. Reporting Requirements

1. Monthly reports by the Authorised Person must be submitted to the Commission by the end of each month. Please find attached the Excel template, which should be used for the submission of the information.

No		Applicant Informations								Landing Endorsment		Resident Visa				Employee's Residential Address in Sri Lanka	EPF/ETF Registrations No.	Resignation	
	Request Letter Reference	Name	Passport No.	Passport Expiry Date	Nationality	Domicile Country	Designation	Resident Visa Duration-Request	Security Clearance submitted - at time of request	LE Approved Date	Arrival Date	Resident Visa Number	Visa Type	Resident Visa Duration	Resident Visa Status (Active/Cancelled)			Departure Date	Flight Number
1		xx	xx	xx	xx	xx	xx	Till dd/mm/yyyy	No Adverse Records	dd/mm/yyyy	dd/mm/yyyy	xx	xx	xx	xx	xx	xx	dd/mm/yyyy	xx
2		xx	xx	xx	xx	xx	xx	Till dd/mm/yyyy	No Adverse Records	dd/mm/yyyy	dd/mm/yyyy	xx	xx	xx	xx	xx	xx	dd/mm/yyyy	xx

2. Monthly payment receipts for Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
3. Receipts for quarterly income tax payments made by the Authorised Person to the Inland Revenue Department.
4.
   a. The details of the Designated Location from which your business is operating, **as previously notified to the Commission**, have to be notified to the Sri Lanka Police Station having jurisdiction over that location.
   b. The details of all employees working from that Designated Location, together with their current residential addresses, are provided to the respective Police Station.

D. Employee Conduct

1. All occupants shall conduct themselves in a manner that does not cause disturbance, nuisance, or inconvenience to other tenants or occupants.
2. Occupants shall ensure that the use of the premises is respectful of the rights, comfort, and safety of all persons within the building.
3. All occupants shall comply with all applicable laws, regulations, and by laws issued by relevant authorities.
4. Occupants shall be responsible for ensuring that their employees, visitors, and invitees comply with the above requirements.
5. Any non-compliance with the above requirements shall be subject to appropriate action.

E. General Conditions

Interpreter Arrangements

Each Designated Location should have in place an appropriate mechanism to ensure that a competent interpreter is available to assist any authorised officers visiting the premises.
The interpreter should:

- possess a sound understanding of your business operations;
- be capable of communicating effectively with the relevant authorities;
- be able to provide or facilitate access to employee and operational information where required; or
- be able to immediately contact an authorised representative of the company who can provide the required information through the interpreter.

Where operations are conducted on a 24-hour basis, appropriate arrangements should be made to ensure that such assistance is available throughout operational hours.
In addition, all foreign employees should retain possession of their passport containing their valid visa to enable the relevant authorities to verify their immigration status where necessary

Annexure 1

Sri Lanka Diplomatic Missions Abroad

Embassy	Name	Designation	Contact Details
Indonesia	HE Ms Sashikala Premawardhane Jalan Diponegoro 70, Central Jakarta 10320, Indonesia	Ambassador	021-3919364 Sashi.premawardhane@mfa.gov.lk
	Ms Nilanthi K Pelewaththage	Minister Counsellor	021-3151686 Nilanthi-pelawaththa@mfa.gov.lk
Chennai	Dr Geathiswaran 56 Sterling Road, Nungambakkam Chennai 600034	Deputy High Commissioner	+914428241613 / +918056667777 drganesh@mfa.gov.lk
	Ms Harsha Ruparatne	Counsellor & HOC	+9128241824 / +914428241943
Bangladesh	HE Mr. Dharmapala Weerakkody House No. 10 Road No: 62, Gulshan-2, Dhaka 1212, Bangladesh	High Commissioner	+88-02222262790 Dharmapala.weerakkody@mfa.gov.lk
	Ms R P G U Dias	Second Secretary	08858810779 / 222296353 gayanga.dias@mfa.gov.lk
Mumbai	Ms. Priyanga Wickramasinghe Sri Lanka House 34, Homi Modi Street, Mumba 400001 India	Consul General	+91222202339 / +912222045861 priyanga.wickramasinghe@mfa.gov.lk slcg.mumbai@mfa.lk
China	HE Mr Majintha Jayesnghe 3, Jihan Hua Lu, Beijing 10060	Ambassador	+86-1065323850 / +8618515288702 / +86-1065321861/65321862 Ambassador.beijing@mfa.gov.lk majintha.jayesinghe@mfa.gov.lk
	Ms Poornima Gunasekera	Deputy Chief of Mission	+86-16600042491 Poornima.gunasekera@mf.gov.lk
	Mr Niranga Palipana	Counsellor	+86-10 65320249 Niranga.palipana@mfa.gov.lk

	Ms Lashinka Dammullage SL M02, The Garden Hotel, 368 Huangshi Dong Rd, Guangzhou 510064 China	Consul General	+86 02083652857 / 02083652857 / Lashinka.dammullage@mfa.gov.lk
	Ms Pamoda Gooneratne SL uite No. 202, 2nd flr, Shanghai Mixc, 1799 Wuzhong Rd, Shanghai 201103	Consul General	+86-2162376689 / +86-21-62376672 Pamoda.gooneratne@mfa.lk
Malaysia	HE Darshan Perera 9, Persiaran Ampang Hilir, 55000, KL, Malaysia	Actg High Commissioner	0320341705 ext 103 / +60-0320341705.1706 Slhc.kl@mfa.gov.lk
	A I P Perera	Second Secretary (E&W)	0320341705 Ex 107/200 ss.kl.slbfe.lk
	H P Mandahasini	Attache	Slhc.kl@mfa.gov.lk
Myanmar	H E Ms Prabashini Ponnamperuma 34, Taw Win Street, Dragon Township, Yangon Myanmar	Ambassador	+951-2314325 /1-8222812 / 9-5030053 Prabashini.ponnamperuma@mfa.gov.lk Slemb,yangon@mfa.gov.lk
	P D I Kularathna	Minister	1-8222812 / 9-889207047 ministeryangon@mfa.gov.lk
Philippines	HE Dr Chanaka Talpahewa 7th flr, 150 GC Corporate Plaza Bldg, Legaspi street, Legaspi Village, Makari City, The Philippines	Ambassador	+63-288120124 / 88120125 / 88926372 / +639175900380 Slemb.manila@mfa.gov.lk
	Ms M C Perera	Attache	+63-88120124/25 Slemb.manila@mfa.gov.l
Pakistan	Rear Admiral H.L.A.D Fred Senevirathne	High Commissioner	+92 2828723 , +92 2828175 slhc.islamabad@mfa.gov.lk

Philippines	H.E. (Dr).C.H. Talpahewa 07th Floor, No. 150, GC Corporate Plaza Building, Legaspi Street, Legaspi Village, Makati City, Philippines	Ambassador	+63 2 8120124 , +63 2 8120125 slemb.manila@mfa.gov.lk
Thailand	H.E. (Mrs).E.A.S.W. Edirisinghe Ocean Tower II, 13th Floor, No. 75, 6-7, Sukhumvit Soi 19, Bangkok 10110, Kingdom of Thailand	Ambassador	+66 2 1054851 slemb.bangkok@mfa.gov.lk
South Republic of Korea	H.E. (Mr). M.K. Pathmanaathan 39, Dongho-ro 10-gil, Jung-gu, Seoul-04590, South Republic of Korea	Ambassador	+82 2 2735-2966 , +82 2 2735-2967, +82 2 2735-2968 slemb.seoul@mfa.gov.lk , mission@slembkr.org
Vietnam	H.E. (Mr).W.A.U.P. Perera No. 55B, Tran Phu Street, Dien Bien Ward, Ba Dinh District, Hanoi, Vietnam	Ambassador	+84 24 3734 1894 , +84 24 3734 1895 slemb.hanoi@mfa.gov.lk

Annexure 2

Cyber Abuse and Cybercrime Audit Framework for Authorised Persons

1. Purpose

To ensure that the IT systems, networks, domains, or related infrastructure used by an Authorised Person are not used, intentionally or unintentionally, for malicious cyber-abuse or cybercrime activity originating from, associated with, or facilitated by them.

2. Audit Process and Timelines

- On the direction of the Commission, an Authorised Person must undergo **Cyber Abuse and Cybercrime Audits** conducted by a qualified, independent auditor.
- The first audit must cover a minimum assessment period of the 90 days immediately preceding the date of such direction, and the Audit Report must be submitted to the Commission within 60 days of such direction.
- After the first audit, subsequent audits must be conducted annually, and the Audit Reports must be submitted to the Commission together with the Annual Return. Each subsequent audit must cover the same reporting period as the Annual Return. (Annual Return as per *Regulations for Registration, Licensing, Authorisation and other Approvals of Authorised Persons No. 01 of 2022*)

3. Audit Scope and Requirements

3.1 Audit Scope

The audit must assess whether the IT systems, networks, domains, or related infrastructure used by the Authorised Person have been used, intentionally or unintentionally, for malicious cyber-abuse or cybercrime activity originating from, associated with, or facilitated by them.

3.2 Evidence Requirements

The Authorised Person must provide sufficient evidentiary material to the auditor covering the assessment period. This must include:

- Outbound firewall logs
- Domains and IP addresses used by the organisation
- Details of IT infrastructure used by the organisation
- DNS logs (where applicable)
- Logs from EDR/XDR or equivalent endpoint/cloud-detection tools (where applicable)
- Any additional details determined by the auditor in line with Section 3.1

3.3 Audit Findings

The auditor must determine whether there is evidence of any of the following (and similar) activities:

- Spam or bulk-abuse
- Phishing or fraud hosting
- Malware distribution
- Botnet behaviour
- Command-and-control traffic
- Proxy or TOR misuse
- Outbound malicious or suspicious traffic
- Presence on global cyber-abuse or cybercrime tracking databases
- Any other activity determined by the auditor in line with Section 3.1

The Audit Report must clearly reflect the presence or absence of these indicators.

3.4 Audit Report Output

The Audit Report must include: the audited entity name; the assessment period and the report date; the scope of the assessment (systems, networks, domains, and infrastructure reviewed); and the auditor's name, firm, verifiable evidence of the qualification specified in Section 4.1, and signature.

The auditor's conclusion must be provided in one of the following formats:

a) No indicators detected

"Based on the procedures performed and evidence obtained, no indicators of malicious cyber-abuse or cybercrime activity originating from, associated with, or facilitated by the IT systems, networks, domains, or related infrastructure used by the Authorised Person were detected during the assessment period and within the scope of this audit."

b) Indicators detected

"Based on the procedures performed and evidence obtained, indicators of malicious cyber-abuse or cybercrime activity originating from, associated with, or facilitated by the IT systems, networks, domains, or related infrastructure used by the Authorised Person were detected during the assessment period and within the scope of this audit."

The report must then list each indicator with: date/time range, involved resource(s), indicator type, evidence summary, current status (active/contained/remediated), and recommended remedial actions and verification steps.

4. Auditor Requirements

4.1 Minimum Professional Qualification

The auditor shall hold at least one of the following certifications:

- CHFI – Computer Hacking Forensic Investigator (from EC-Council - International Council of E-Commerce Consultants)
- GCFA – GIAC Certified Forensic Analyst (from GIAC - Global Information Assurance Certification)
- GCFE – GIAC Certified Forensic Examiner (from GIAC - Global Information Assurance Certification)