



Dear Applicant,

Thank you for choosing Key Travel to handle your visa application to **Sri Lanka**

Your visa pack contains:

- Embassy Information
- Visa requirements for a Business Visa
- Application Form
- A example of a Business letter
- Visa Fees
- Key Travel Visa Booking form

Once you have gathered all the information required please send to Key Travel's visa department

Key Travel  
Visa Department  
1<sup>st</sup> Floor  
28-32 Britannia Street  
London  
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery by 1pm, DHL by 12:00 or 9am or use a same day courier.

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Application received and date of submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our Visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department  
Key Travel  
[www.keytravel.co.uk](http://www.keytravel.co.uk)



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## Sri Lanka - Business Visas only

High Commission of Sri Lanka  
13 Hyde Park Gardens  
London  
W2 2LU

Tel: 0207 262 1841  
Fax: 0207 262 7970

Website: <http://www.srilankahighcommission.co.uk/>

Opening times: Monday to Friday 09:00-15:00

### Important Information

- As of the 27th January 2014 the embassy has increased its processing time to 10 working days.
- The Sri Lankan Immigration Department has now removed the Business ETA procedure. All passengers travelling to Sri Lanka on business need to apply for a visa at the Sri Lankan Embassy.
- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country.

### Business Visa Requirements

#### *Visa Application Form*

- One fully completed online visa application form
- Please also include a photocopy of completed form.

#### *Passport - The applicant's actual passport - This must*

- Must be valid for six months beyond entry date.
- Must have at least three blank pages.



### *Photographs*

- Two passport size photographs
- Must be on a white background
- Be taken within the last six months
- Must be paper clipped to the application form (DO NOT STAPLE)
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth

### *UK Business Letter - A letter from the applicant's employer*

- Must be on company headed paper and fully addressed to embassy.
- Include the applicant's full name.
- Include the name of the organisation to be visited.
- Specify the type of visa applying for.
- Include who is financially responsible for applicant.
- Signed by someone other than the applicant i.e. Company director or HR department
- An example can be found within the visa pack.

### *Letter of Invitation - From the person the applicant is visiting.*

- Must be on company headed paper.
- Include the name of the applicant.
- State purpose of journey and visa request.

### *Exceptions for Non UK passport holders:*

- If you do not hold a EU passport you need to provide proof of residency in the UK in form of valid UK visa. It can be stamped in your passport or another document.
- Does not apply to EU Nationals

### *Key Travel Booking Form:*

- Please ensure this form is completed and sent with your application to Key Travel
- Please ensure all field are completed and the form is signed.
- If a Key Travel booking form is not complete this can result in a delay to the process of your visa.
- This form can be found within the pack.

### *Processing Time*

- Standard - 10 Working Days
- *No Express service*



### *Fees*

<i>Visa Type (Validity)</i>	<i>Cost - UK Nationals</i>
Double Entry (one months)	£45.00
Double Entry (three months)	£135.00

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

REPUBLIC OF SRI LANKA  
Form "B"  
Regulation 68  
APPLICATION FOR A VISIT VISA

IM: 32

Passport No:..... Date of expiry: .....  
Date of Issue: ..... Place of Issue: .....  
Details of Previous Passports held, if any:.....

1. Name in Full:.....  
(Surname first in BLOCK letters)  
Name of Father .....
2. Nationality .....  
If Naturalised, date and place of Naturalisation and former nationality .....
3. a. Date of Birth: .....  
b. Place of Birth: .....
4. Civil Status, (Single, Married, Widower, Widow or Divorcee) .....
5. If married, where spouse is resident and full Postal Address .....
6. Applicant's height: .....feet, .....inches .....cm
7. Any identification marks or peculiarities .....
8. Applicant's address:  
(a). Permanent .....
- (b). During stay in Sri Lanka .....
9. Profession or Occupation .....
10. Name and address of employer if any .....
11. If in business where business is .....
12. Whether previously in Sri Lanka? If so, last place of residence and date of leaving .....
- Particulars of visa or Residence Permit last obtained  
(a) If visa, give date of issue and period of validity.....

(b) If residence Permit, give date of issue, period of validity, permit No: and purpose of issue  
.....

13. Whether permission to visit Sri Lanka or extend stay in Sri Lanka has been refused previously and, if so, by whom and when or whether application has been made now or previously to any Sri Lanka visa office abroad? If so, full particulars and position of such application  
.....  
.....

14. Object of present visit? .....

15. Route and mode of travel to Sri Lanka .....

16. Period for which visit visa is required .....

17. (a) Name and address of a person in Sri Lanka who can furnish information regarding applicant and security for maintenance and repatriation of the applicant, if so required.....  
.....

(b) Name & address of a responsible person in applicant's own country who can furnish information regarding applicant: .....

18. How much money will the applicant have with him or have available for himself on arrival in Sri Lanka .....

19. Any other reason to urge in support of application .....

I hereby declare that to the best of my knowledge and belief the foregoing statements are true, that I shall not engage myself in any employment, paid or unpaid, on arrival in Sri Lanka and that I shall leave Sri Lanka before the date of expiry of the period of my authorised stay in the Island. I also undertake to notify the Controller of Immigration and Emigration, Colombo, immediately any change of my address while in Sri Lanka occurs.

Date: .....

Signature: .....

- Note:
1. An application for a visa must be made at least one month before the date of intended travel
  2. Fee for a visit visa is charged on a reciprocal basis. Holders of diplomatic or official passports will be granted or issued visas free of charge.
  3. An applicant must submit two copies of his photograph 4.5 x 3.5 cm for issue of visa.



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# Example

### Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

#### Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host  
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section  
Kenya Consulate  
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

**The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----**

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully  
A Wright



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## Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. *All Fields must be completed.*

Country & Type of Visa Required	
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### Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
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*\*Express/Normal Processing* I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number \_\_\_\_\_

### Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

**Contact Information**—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

**Form of Payment. Please tick relevant option and provide details. Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.**

**Option 1 - Invoice**  Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide





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Option 2 - Credit/Debit Card

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

Return Instructions - Send my passport and visa to the following address

**Please provide full delivery address.**

Name: : \_\_\_\_\_

Company Name : \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

By the following method

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	<b>Saturday Service by 9AM</b>	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	<a href="mailto:visa@keytravel.co.uk">visa@keytravel.co.uk</a>
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_