

[On your company Letterhead]

<Date>

**Sanjaya Mohottala
Director General
Board of Investment of Sri Lanka
Level 24 - West Tower
World Trade Center
Colombo 1**

Dear Sir,

Request for Curfew Passes to resume Operations During Curfew

Our company < name > is located at <address of office/ factory location> <very brief intro to the company and nature of work>.

There is a need for <number of staff required> staff to access the <office / factory> on a critical basis. A list of the names of the staff members with their details is attached.

The company undertakes to comply with all necessary health and safety measures according to the Guidelines on COVID-19 preparedness for the workplace, issued by Directorate of Environmental Health, Occupational Health and Food Safety and the Ministry of Health.

We undertake the responsibility to ensure that PHI will visit the factory on a regular basis to monitor adherence to set protocols. We will also conduct mandatory temperature checks, and random PCR testing on employees reporting to work as instructed by the Ministry of Health, in coordination with the Area MOH on a weekly basis and will report results to both MOH and BOI. Further to this, any suspected contact/exposure of our employees will be reported to the Area MOH, with copy to the BOI.

We further assure that, we will not be including employees residing in the Gampaha, Minuwangoda, Divulapitiya, Meerigama and Veyangoda Police areas for curfew pass requests, or accommodate said employees within the workplace, until the advisories issued by the Ministry of Health, will permit such activity.

We accept that action will be taken according to the available legal provisions against the company/staff/ employees/ persons concerned for the company any negligence or failure in adhering to the above Guidelines on COVID 19.

Your facilitation in this regard is much appreciated.

Yours sincerely,
<Company Name>

<Signatory Name>
<Designation