**Staff Details: BOI Registered Enterprises**

**NOTE**: The company MD/CEO/COO or Head of HR must sign off this document, undertaking that the information is correct - information provided is a responsibility of the company.

Given the prevailing situation, the following guidelines must be strictly complied with:

1. Until further notice, curfew passes cannot be issued to employees residing in Gampaha, Minuwangoda, Divulapitiya, Meerigama and Veyangoda Police areas.
2. Employees residing in curfew areas other than the 5 areas mentioned above, should be travelling from their own homes, and NOT boarding houses or factory (or other) dormitories/shared lodgings in order to be eligible for curfew passes.
3. Employees requesting curfew passes should have no direct link to any of the known clusters or quarantined individuals.
4. Employees meeting the above criteria must use dedicated transport for the quarantine region and cannot mix with staff from non-quarantined areas when travelling.

|  |  |  |
| --- | --- | --- |
|  | Name of the Company (Please state whether BOI Section 16/17) |  |
|  | Location of the Head Office  (Address & District) |  |
|  | Location of the premises  (Address & District)  Produce separate letter for each factory as needed) |  |
|  | DS Division of the Premises |  |
|  | Name of the relevant Police Station |  |
|  | Business Activity |  |
|  | Full workforce strength (Total # of workers) |  |
|  | Specifics of staff who need Passes | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **#** | **Name of employee** | **Role of employee**  **(Driver, etc.)** | **NIC Number** | **Vehicle Number** | **Town/Village & District from where he/she travels to work** | **Police Area** | | **1** |  |  |  |  |  |  | | **2** |  |  |  |  |  |  | | **3** |  |  |  |  |  |  | | **4** |  |  |  |  |  |  | | **5** |  |  |  |  |  |  | | **6** |  |  |  |  |  |  | | **..** |  |  |  |  |  |  | | **..** |  |  |  |  |  |  | |

**EoD.**