

[L.D.B. 5/85]

[Gazette No. 521/12 of  
August 31, 1988.]

**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT  
ACT NO. 21 OF 1985  
ORDER UNDER SECTION 54**

By virtue of the powers vested in me under Section 54 of the Sri Lanka Bureau of Foreign Employment Act, No.21 of 1985 I, Joseph Michael Perera, Minister of Labour do hereby constitute the Association of Licenced Foreign Employment Agencies.

JOSEPH MICHAEL PERERA,  
Minister of Labour.

Colombo, 31st August, 1988.

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[L.D.B. 5/85]

[Gazette No. 521/12 of  
August 31, 1988.]

**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT  
ACT NO. 21 OF 1985**

ORDER under regulation 3 of the Association of Licensed Foreign Employment Agencies Regulations 1988.

JOSEPH MICHAEL PERERA,  
Minister of Labour.

Colombo, 31st August, 1988.

**ORDER**

By virtue of the powers vested in me under regulation 3 of the Association of Licensed Foreign Employment Agencies Regulation, 1988, I, Joseph Michael Perera, Minister of Labour do hereby appoint the 22<sup>nd</sup> day of September 1988 as the date for the first meeting of the Association of Licensed Foreign Employment Agencies.

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[L.D.B. 5/85]

[Gazette No. 521/12 of  
August 31, 1988.]

**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT  
ACT NO. 21 OF 1985**

REGULATIONS made by the Minister of Lanbour under Section 61 of the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 read with Section 58 of that Act.

JOSEPH MICHAEL PERERA,  
Minister of Labour.

Colombo, 31st August, 1988.

REGULATIONS

1. These Regulation may be cited as Association of Licensed Foreign Employment Agencies Regulations, 1988 and shall come into operation on 2<sup>nd</sup> September, 1988.

2. The Office of the Association of Licensed Foreign Employment Agencies (hereinafter referred to as "the Association") shall be situated in such place, as may be determined from time to time, by Executive Committee of the Association.

3. The Minister may, by order published in the Gazette, fix the date for the first meeting of the Association.

4. The Chairman of the Sri Lanka Bureau of Foreign Employment (hereinafter referred to as "the Chairman") shall forthwith, after the publication of the Order-

- (a) publish a notice in at least two Sinhala, Tamil and English newspaper, convening the first meeting of the Association;
- (b) notify every licenses of the convening of such meeting by written notice sent by registered post;
- (c) specify in such notice, the date, time and place of the meeting .

5. The Chairman or an officer authorized by him shall preside at the first meeting of the Association until the election of the Executive Committee.

6. The members shall at such first meeting, elect from among themselves the Executive Committee which shall consist of the President, Secretary, Treasurer and three other members, who shall administer the affairs of the Associaion.

7. (1) The Annual General Meeting of the Association shall be held in the month of January each year on date to be determined by the Executive Committee.

(2) The Executive Committee shall summon such Annual General Meeting.

(3) The Secretary shall give not less than seven (7) days written notice, sent by registered post, of an Annual General Meeting to every member of the Association.

(4) Such notice shall contain the Agenda for such Meeting together with a copy of any resolution to be moved at such meeting.

8. (1) The Secretary shall convene all Special General Meetings of the Association and Executive Committee Meetings by giving not less than seven (7) days written notice sent by registered post, to every member of the Association or of the Executive Committee, as the case may be.

(2) Such notice shall contain the Agenda for such meeting.

9. (1) An Ordinary Meeting of the Association shall be held at least once in every six months.

(2) The Secretary shall give not less than fourteen days written notice by registered post of every Ordinary Meeting of the Association to every member of the Association.

(3) Notice of any resolution to be moved at an Ordinary Meeting of the Association shall be given in writing to the Secretary by the member proposing such resolution not less than seven days before such meeting.

(4) The Secretary shall thereafter include the resolution in the Agenda for such meeting and shall furnish every member of the Association with a copy of such resolution before the date of the meeting.

10. The Secretary shall convene a Special General Meeting of the Association.

- (a) whenever the President Considers it desirable to do so;
- (b) on a written requisition presented to him signed by not less than one-fifth of the whole number of members of the Association entitled to vote and specifying the purposes for which such Special General Meeting is to be convened;
- (c) on a written request of the Chairman, to discuss any matter of concern to the Bureau of Foreign Employment.

11. The Secretary shall give not less than seven days written notice of every Special General Meeting of the Association to every member thereof. Such notice shall contain the Agenda for such meeting.

12. The quorum for- (1)

- (a) any Annual General or Special General Meeting shall be one-fifth of the whole number of members of the Association;
- (b) Any Executive Committee Meeting, shall be four members; and
- (c) Any Ordinary Meeting, shall be any ten members.

13. The President shall preside at every Annual General or Special General Meeting and at every Executive Committee Meeting of the Association. In the absence of the President from any meeting, the members present shall elect one from among their number to preside at such meeting.

14. Where any member acts in a manner prejudicial to the interests of the Association, the Executive Committee shall, after a preliminary inquiry at which the member shall be given an opportunity of giving an explanation forward a report of its findings to a Special General Meeting convened for the purpose.

The Meeting convened for the purpose shall appoint a Committee to inquire into and report on the allegations made against the member. A special General Meeting shall consider the report of the Committee and take appropriate action thereon.

15. The Secretary shall maintain an accurate record of the proceeding of every Annual General or Special General Meetings in a book kept for that purpose and circulate copies of such minutes among the membership.

Similarly, he shall maintain an accurate record of the proceedings of every Executive Committee Meeting the Secretary shall further submit a certified copy of all such minutes to the Chairman for transmission to the Minister.

16. The Treasurer shall be responsible for-

- (a) the collection of all dues, the issue of receipts therefore the making of such disbursements as may be sanctioned by the Executive Committee and the obtaining of valid acknowledgments for all such disbursements;
- (b) the maintenance of all necessary book of accounts;
- (c) the deposit of such monies as the Executive Committee may direct him to deposit in Banks and other Financial Institutions.

17. At every Annual General Meeting, two auditors nominated by the Auditor-General shall be appointed to audit the accounts of the Association.

18. The Accounting year of the Association shall be the period commencing on the 1st day of January and ending on the 31<sup>st</sup> day December of each year.

19. At every Annual General Meetings the outgoing Executive Committee shall lay before the Association, an audited Profit and Loss Account and a Balance Sheet containing a summary of the assets and liabilities of the Association made up for the accounting year just ended.

20. All questions for decision at any Annual General Special General or Executive Committee Meetings shall be decided by the vote of a majority of the members present and entitled to vote a such meeting. In the event of an equality of votes the President or the person acting for him shall in addition to his own vote have a casting vote.

21. (1) Voting at any meeting of the Association shall be by secret ballot

(2) voting at any meeting of the Executive Committee shall be by a show of hands.

22. Representation at any Annual General, Special General or Ordinary Meeting of the Association shall be by the "person in charge of the Business" as appearing in the licence issued by the Sri Lanka Bureau of Foreign Employment:

Provided however that if such person is, in the opinion of the President genuinely unable to attend, the President may authorise a person duly authorized and nominated by such person, to attend such meetings as an observer.

23. Every notice sent by the Association shall be authenticated by the signature of the Secretary or any other person authorized for such purpose by the Executive Committee at a meeting of such Committee.

24. (1) The Executive Committee shall hold office until the election of office-bearers at the Next Annual General Meeting.

(2) A member of the Executive Committee shall cease to hold office earlier-

- (a) upon his resignation given in writing to the Secretary of the Association;
- (b) upon his ceasing to be a member of the Association;
- (c) upon his absence from three consecutive meetings without leave; or
- (d) upon his death

(3) Where a vacancy occurs in the office of President the Secretary shall, by notice served on all members by registered post, forthwith convene a Special General Meeting for the purpose of electing a new President.

(4) Where an Executive Committee Member ceases to hold office under paragraph (2) of this regulation, the Secretary shall summon a special General Meeting of the Association for the purpose of electing a member to fill the vacancy created thereby.

(5) Any member of the Executive Committee elected under paragraph (4) of this regulation shall, unless he earlier vacates office by reason of any cause specified under paragraph (2) of this regulation, hold office for the unexpired period of the term of office of the member whom he succeeds.

(6) A member of the Executive Committee who completes his term of office or who resigns his membership in terms of sub-paragraph (a) of paragraph (2) of this regulation, shall be eligible for re-election.

(7) Where a member of the Executive Committee is temporarily unable to discharge the duties of his office due to his absence from Sri Lanka or any other cause, the Executive Committee shall elect member to act his place.

25. (1) The membership fee for the first year of operation shall be rupees three hundred (Rs. 300) which shall be payable in twelve monthly installments of rupees twenty five (Rs. 25) each.

(2) The membership fee for every subsequent year shall be determined at each Annual General Meeting by a resolution passed by a majority of two thirds of the whole number of members present and entitled to vote.

(3) Where the members fail to resolve the membership fee at any Annual General Meeting such fee shall be deemed to be the amount specified under paragraph (1) of this regulation.

26. (1) The Executive Committee shall cause a register of all members to be kept at the office of the Association.

(2) Such register shall contain the names and current addresses of all members. The Secretary shall make any amendment to the register as and when informed by the Bureau or by any member.

(3) It shall be the duty of every member of the Association to advise the Secretary of any change in the particulars pertaining to his business entered in the register.

[L.D.B. 5/85]

[Gazette No.887 of  
September 01, 1995.]

**SRI LANKA BUREAU OF FOREIGN EMPLOYMENT  
ACT NO. 21 OF 1985  
ORDER UNDER SECTION 51**

**GOVERNMENT NOTIFICATIONS**

By virtue of the powers vested in me by Section 51 of the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 as amended by Act, No. 4 of 1994, I, Mahinda Rajapakse, Minister of Labour and Vocational Training do hereby determine the every person recruited for employment outside Sri Lanka and falling in to the category of employment specified in Column I of the Schedule hereto, shall pay the Bureau the sum specified in the corresponding entry in Column 2 of that Schedule.

MAHINDA RAJAPAKSE,  
Minister of Labour & Vocational Training

Colombo, 09th August, 1993.

<i>Column 1</i>	<i>Column 2 Rs.</i>
(1) Category where the employee has entered into a contract with an employer for the first time and the salary payable under such contract to such employee is less than 5,000 rupees per month.	3,000
(2) Category where the employee has entered into a contract with an employer for the first time and the salary payable under such contract to such employee is 5,000 rupees per month or over.	5,000
(3) Category where the employee has entered into a contract with an employer for the first time and the salary payable under such contract to such employee is 10,000 rupees per month or over.	7500
(4) Category where the employee has entered into a contract with an employer for the first and the salary with an employer for the first time and the salary payable under such contract to such employee is 20,000 rupees per month or over.	10,000
(5) Category where the employee has entered into a contract with a employer for a second a subsequent time and the salary payable under such contract to such employee is less than 10,000 rupees per month.	2,000
(6) Category where the employee has entered into a contract with an employer for a second or a subsequent time and the salary payable under such contract to such employee is 10,000 rupees per month over.	3,000