Job Order Submission Checklist

ISRAEL TO SRI LANKA

Checklist for a Job Order request from a foreign employer/agency in Israel to recruit Sri Lankan workers through an SLBFE-licensed foreign employment agency.

Date: _____
Name of Israeli Company: _____

A. ATTESTED / APOSTILLED / RED RIBBONED DOCUMENTS

Must be attested at a Regional Court in Israel AND the Ministry of Foreign Affairs, Israel.

☐ **1. Demand Letter**
On official company letterhead.
Signed by authorized personnel + company rubber stamp.

☐ **2. Business Agreement / Service Agreement**
Between the Israeli company/agency and the Sri Lankan licensed agency.
Signed by both parties + rubber stamps.

☐ **3. Special Power of Attorney (SPA)**
Duly filled SPA given by the Israeli company/agency to the Sri Lankan licensed agency.
Authorizes recruitment activities in Sri Lanka.
Signed + rubber stamped.

Note: Specimen formats for all three documents can be downloaded from the SLBFE website.

B. FORMAT & LETTERHEAD REQUIREMENTS

☐ All three documents above are on the official letterhead of the Israeli company/agency.

☐ Correct SLBFE Job Order format is used.

☐ All pages are signed by an authorized signatory of the Israeli company.

C. COMPANY & AGENCY DETAILS TO BE INCLUDED

Include details of BOTH the Israeli company and the Sri Lankan agency, with rubber stamps on all three documents.

Sri Lankan Recruitment Agency

☐ Correct full name; registered address; contact number; SLBFE license number.

Israeli Company / Foreign Agency

☐ Company name; registered address; telephone / fax numbers; email address; Israeli company license / registration number; name of authorized signatory.

Supporting Documents & Final Checks

D. JOB ORDER TERMS & CONDITIONS

Ensure that the Job Order includes all terms as per the SLBFE specimen:

☐ Job category / designation; contractual period; basic salary.

☐ Working hours per day / week; overtime rate & policy; weekly off / holidays; annual leave.

☐ Food provision; accommodation; medical facilities / insurance.

☐ Air passage — to & from; probation period; internal transportation; any other applicable benefits.

E. SUPPORTING DOCUMENTS FROM THE ISRAELI COMPANY

☐ **4. Business Registration Validity**
Original Certificate of Incorporation.
Photocopy of the original certificate in Hebrew.
English translation of the Certificate of Incorporation.
Both attested / apostilled.

☐ **5. PIBA Authorization Permit**
Original PIBA permit in Hebrew, issued to the company/agency to recruit foreign workers.
English translation of the PIBA permit.
Both attested / apostilled.

☐ **6. Identity of Authorized Signatory**
Color copy of passport OR national ID card of the owner / CEO / general manager / managing director who signs the Job Order.

F. SLBFE REGISTRATION FORM

☐ **7. Annex IX-A — Registration Form for Foreign Recruitment Party**
Duly filled by the Israeli company/agency.
Signed by an authorized person + company rubber stamp.

Form available on the SLBFE website.

IMPORTANT NOTES

1. Attestation chain
Israel Regional Court → Israel Ministry of Foreign Affairs → Sri Lanka Embassy in Israel → SLBFE, Sri Lanka.

2. Submission
Submit the complete set to the Sri Lankan licensed agency, which will then submit it to SLBFE, Colombo, for approval.

3. Incomplete set = delay / rejection
Double-check signatures, stamps, translations and license numbers.