



MINISTRY OF FOREIGN AFFAIRS OF SRI LANKA  
 PROTOCOL DIVISION  
 Republic Building  
 Colombo 01  
 Tel: 0112327048

Email: [cprot@mfa.gov.lk](mailto:cprot@mfa.gov.lk), [protocol@mfa.gov.lk](mailto:protocol@mfa.gov.lk),  
 Website: [www.mfa.gov.lk](http://www.mfa.gov.lk)  
 Fax: 0112325346

**APPLICATION FOR USE OF VIP LOUNGE FACILITY**

The High Commission / Embassy / International Organization of ..... hereby request VIP Lounge facility

1. Name of the VIP : \_\_\_\_\_

2. Designation of VIP : \_\_\_\_\_

3. Country/Mission/Organization : \_\_\_\_\_

4. Requirement of the "LAKSIRI" Lounge : Arrival / Departure flight details of VIP

	<u>Arrival</u>	<u>Departure</u>	
a) Date	_____	_____	trouble
b) Flight Number	_____	_____	
c) Time of arrival	_____	_____	

5. Nature of the visit : Official/Private/Transit/Working /on Invitation from the GOSL :

\_\_\_\_\_

6. Fee Applicable : \_\_\_\_\_

7. Vehicle No. requiring entry to the VIP Lounge \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
 (Limited to 03 vehicles only)

8. Customs facility Required : \_\_\_\_\_

9. Embarkation Tax : \_\_\_\_\_

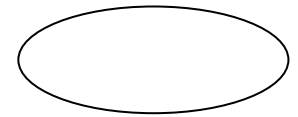
10. Name and designation of the accompanying person/delegation to the VIP Lounge

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

11. Name and contact number of the Protocol officer /or officer in charge of the visit / VIP \_\_\_\_\_

.....  
 (Signature of Head of Mission)

.....  
 Date



Official Stamp

Application should be forwarded to the Ministry 72hours/prior to the visit.

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MFA REF: .....

Chairman, Airport & Aviation Services(Sri Lanka)Ltd,  
 OIC/VIP Reservation Office, Katunayake

.....  
 Date of Approval  
 For S/FA

.....  
 (Name /Designation /Signature)

.....  
 (Official Stamp)

