COMPANY LETTERHEAD

Date:

Manager
Bank of Ceylon
Male',
Republic of Maldives.

Dear Sir/Madam,

Subject: Employment Verification Letter

This is to certify that (Employee Name), is a permanent employee who works under (Company Name)

We here confirm the following:

Name:
Permanent Address:
Residential Address in Maldives:
Passport Number:
NIC (Only for Maldivian):
Work Permit Number
Designation:
Salary:
Allowance:
Joined Date:

Therefore, we would appreciate very much if you could kindly arrange to open the account (MVR/USD) for him/her at your earliest.

Yours Sincerely,

HR Department

SAMPLE

DOCUMENTS NEED TO BE SUBMITTED ALONG WITH THE ACCOUNT OPENING APPLICATION

- SIGNATURE CARD **(ORIGINAL)**
- PASSPORT COPY **(FOR FOREIGNERS)**
- EMPLOYMENT LETTER **(ORIGINAL INKED SIGNATURE AND STAMP)**
- WORK PERMIT COPY **(FOR FOREIGNERS)**
- NIC COPY **(MALDIVIANS)**

Attention

To be eligible to send money from MVR account to Sri Lanka, the account must receive the full salary for a minimum of 12 months. Additionally, MVR accounts can only send money to BOC Branch in Sri Lanka

Additionally, Please Note that 500 MVR / 50 USD Must be deposited once you receive your account number