



ETHIOPIAN INVESTMENT COMMISSION

Application for Support Letter for Work Permit Renewal

1. Investor's/company's name.....
2. Investment/Business Activity
3. Business license No.....and Renewal year
4. Region.....Zone/Sub-city..... Woreda/Kebele..... Telephone.....
5. Name of Foreign employee.....
6. Date of First Issuance of the Work Permit
7. Position Occupied By the foreign employee.....
8. Number of years the work permit renewed.....
9. Indicate major reasons for not replacing foreign expatriate employee by local employee/s
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10. Attach the detail training given by foreign expatriate employee to the local counter part with full implementation Report
11. Supporting documents to be attached with the application form
 - 9.1 request letter signed by the General Manager or authorized representative
 - 9.2 contract agreement with foreign employee, valid Business License, and for top management Memorandum of association or minutes
 - 9.3 Latest Payroll with income tax and pension slip/receipt, and the list of local and foreign employees
 - 9.4 Copy of Valid Passport, residence ID, and the work permit which contains detail informations
12. I hereby confirm that the information provided in this application is true and correct.

| | |
|-----------|--|
| Name | |
| Position | |
| Signature | |
| Date | |

FOR OFFICE USE ONLY

1. Investment Licensing and Registration Directorate

Accepted Rejected

If rejected, reason:

| | | | |
|-----------|--|----------|--|
| Name | | Position | |
| Signature | | Date | |