

User Manual

Foreign Direct and Local Investment Online Survey System

Board of Investment of Sri Lanka

Date Updated: 22 Jan. 2020

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Board of Investment of Sri Lanka

A Guideline For

“Foreign Direct Investment and Local Investment Online Survey” System

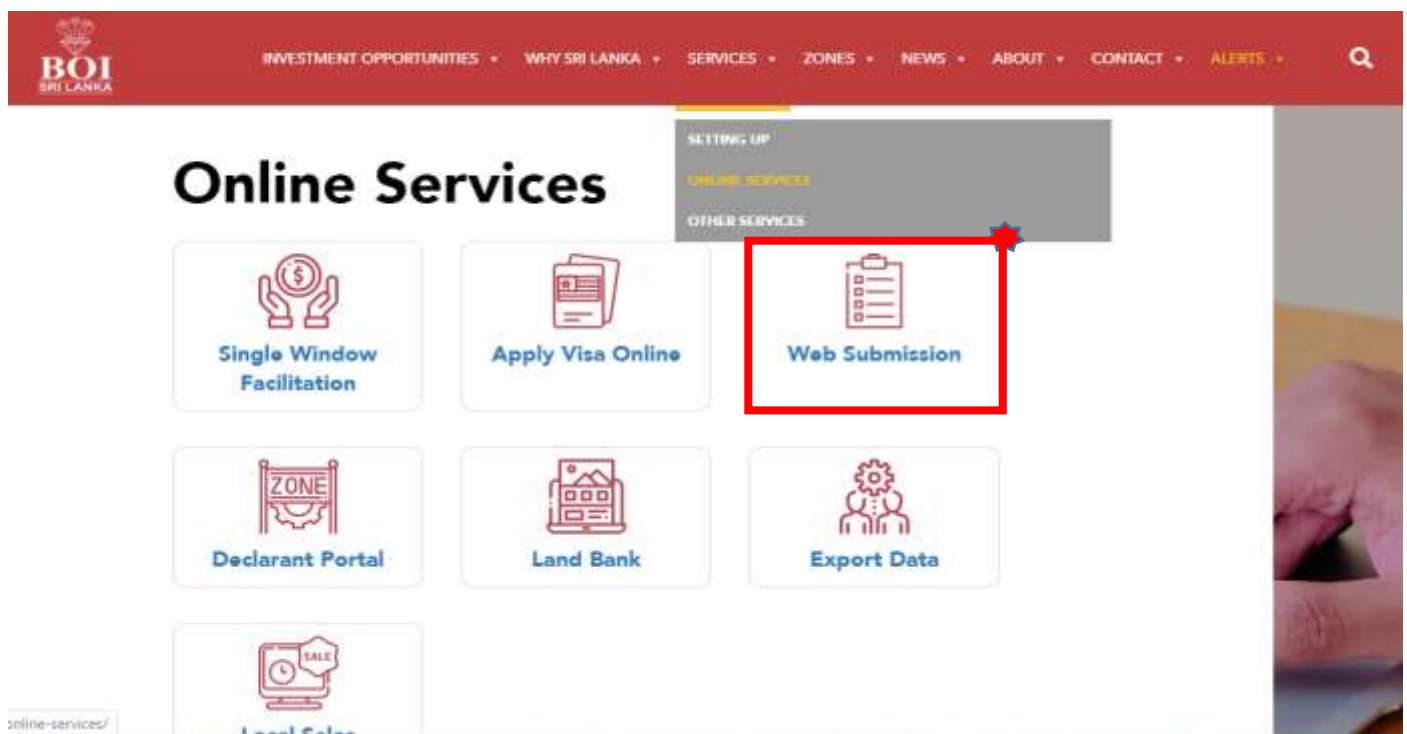
This document serves you as a guide for using the new system. It describes the options of the system step by step enabling you to perform your tasks independently.

As a prerequisite, to update the survey you should have the “**FDI Account**” with the “**Username**” and the “**Password**” to login the system.

1. Getting Started

Click on ‘**Google Chrome**’ or ‘**Mozilla Firefox**’ icon on your Desktop to open World Wide Web and invoke BOI Web site giving <http://www.investsrilanka.com/> then the BOI web portal will appear as follow;

- a. Select “**SERVICES**”
- b. Select “**ONLINE SERVICES**”
- c. Select “**Web Submission**”★



- d. **“Login Page”** will appear.



Board of Investment of Sri Lanka

Login

Company TIN

User Name

Password

To update the FDI Survey it is mandatory to have **“FDI Account”** which can be created from the Admin Account.

Note:

- If you are possessed with the “Username” & “Password” of the “FDI Account” you can login the system to update the FDI Survey (Please refer Section → **“4. Login to the FDI Account”**)
- If you do not have a FDI Account but having an “ADMIN Account” please create a FDI Account to update the FDI Survey (Please refer section → **“3. Creating a FDI Account”**)
- If you do not have an ADMIN Account please refers Section → **“2. Creating an ADMIN Account”**

2. Creating an Admin Account

- a. To create an “Admin Account” for your company please sends an email to following.

If your project is under;

**Section 16 of BOI law →
Contact:**

IT Department
Mr.Kannangara - 0112427231
E-mail:pushpakumarak@boi.lk

- ✓ Attach the scan copy of company TIN Certificate

**Section 17 of BOI law →
Contact:**

Project Monitoring Department
Ms.Anusha: E-mail - anushaw@boi.lk
Mr.Prasadh : 0112427060
Ms.Tharishi : 0112334523

- ✓ Mention the TIN Number & Company Name (attaching scan copy of TIN Certificate is not compulsory)
- ✓ Please use the official email address.

- b. Once the “Admin Account” is created by BOI Officers “Username” & “Password” will be sent to your email as a reply. **Please do not change the ADMIN Password.**
- c. Login to the ADMIN Account providing ‘Company TIN’ & BOI given ‘Username’ & ‘Password’



Board of Investment of Sri Lanka

Login

Company TIN ← Type your Company TIN Number

User Name ← Select the given Admin User Name

Password ← Type the given Password

Login

3. Creating an FDI Account

- a. When Admin logged; to create the “FDI Account” click on “User Administration” button.



- b. Select 'Create User' tag.
- c. Input data as given below

Welcome

Home User Administration Periodic Submissions Entry Permit Pre-Paid Account Sub Contract Management FDI Survey

ABC Company

Login Logout

HELP FAQ

Create User Change Current User Password Manage Users Update User Details

User Name FDI → A

Name Nimal → B

Designation Developer → B

Mobile 0711234567 → C

Phone 0112123456 → C

Password ***** → D

Retype Password ***** → D

Status Active → E

Group FDI Survey → F

Select Related Site(s)

Tin No 123456789 → G

email address nimal@abc.com → G

Create New User

- A→ User Name* : Enter “FDI” as the Username
- B→ Name & Designation : Enter the name & the designation of the responsible officer to update this system
- C→ Contact Number : Contact numbers of the responsible officer & company
- D→ Password* : Please provide the password as
“FDI (last 4 digits of the company TIN Number)”
Ex: If the Company TIN Number is “123456789”
Provide Password as “**FDI6789**”
Re-enter the same password for confirmation.
- E→ Status* : Select ‘Active’. (You may select ‘Inactive’, if it is needed to block the user from access the system right now).
- F→ Group* : Select the group as “FDI survey” and then select the related project in the left grid. Please double click on your Enterprise name to activate.
- G→TIN & Email address : enter company TIN Number & user’s email address. Click on ‘**Create New User**’ button

The message ‘Successfully Created’ will be displayed.

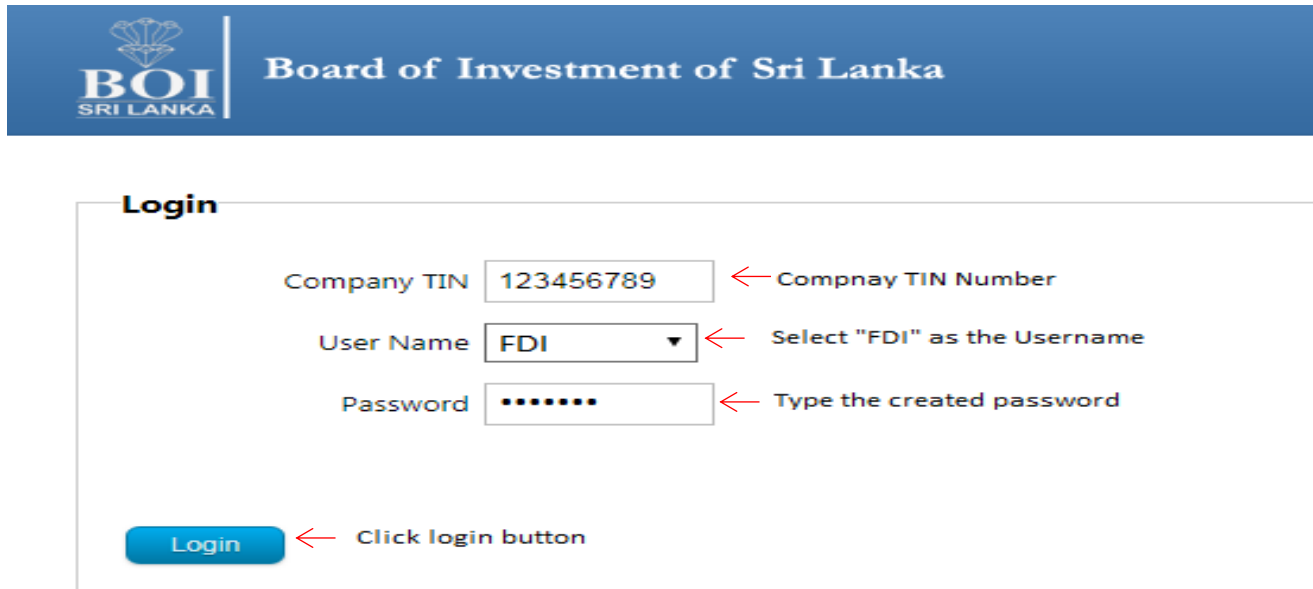
Note:

* - It is mandatory to fill the fields as it is in the instruction.

- If the company TIN Certificate is no obtained yet please contact “FDI Unit” of BOI.
- Once you done with creating FDI Account please logout from ADMIN Account

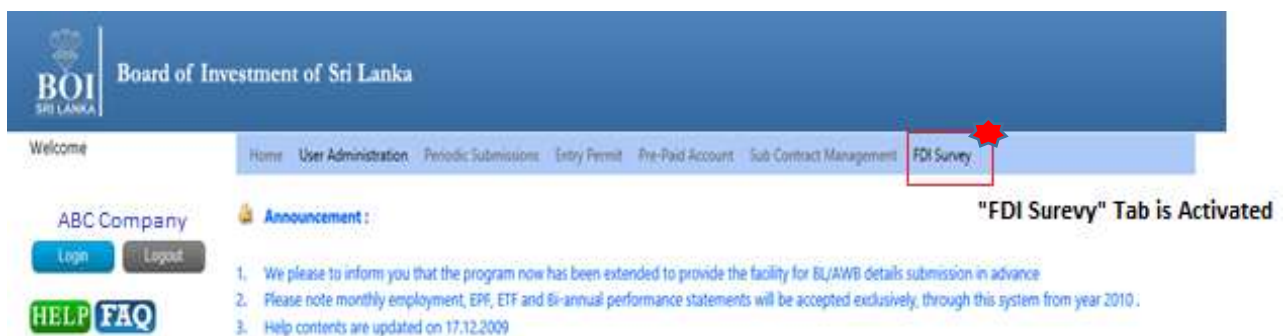
4. Login to the FDI Account

a. Login to the FDI Account



The screenshot shows the login interface for the Board of Investment of Sri Lanka. At the top is a blue header with the BOI Sri Lanka logo and name. Below the header, the word "Login" is displayed in bold. The login form consists of three input fields: "Company TIN" with the value "123456789", "User Name" with a dropdown menu showing "FDI", and "Password" with masked characters "*****". Red arrows point to each field with instructions: "Company TIN Number", "Select 'FDI' as the Username", and "Type the created password". At the bottom left is a blue "Login" button, with a red arrow pointing to it and the text "Click login button".

b. With the successful login creation you will be displaced the following screen with the "FDI Survey Tab" is activated.



5. Fill Responsible Officer Details and Update

- a. After Select the 'FDI Survey' tab, you will get following screen. Then you should select the "Submit FDI Form".



- b. Fill the Responsible Officers' details or update existing Responsible Officers' details

The screenshot shows the 'FOREIGN DIRECT & LOCAL INVESTMENT SURVEY' form. The 'Responsible Officer Details' section is highlighted with a red box. The form contains the following fields:

- Name of the Enterprise:** JSC Company
- BOI Registration No:** 12810729
- Category:** Sec 17
- Head office address:** No. 128, Suwasiripala, Colombo
- Latest year of Submission:** Bi annual: 2016/2

Below these fields, there are two red text prompts:

- Please submit latest Bi-annual statement
- Audited Fin: 2015
- Please submit latest audited statement

The 'Responsible Officer Details' section includes the following fields:

- Official Address:** Line 1: 123A, Line 2: Colombo-Kandy RD, Line 3: Gampaha, Line 4: (empty)
- Officer Name:** Salutation: Mr., First Name: NIMAL, Middle Name: KUMARA, Last Name: PERERA
- Designation:** officer
- E-Mail:** nimal88@gmail.com
- Phone:** 0112345678
- Mobile:** 0712345678
- Fax:** 0112652963

At the bottom of the form, there are three buttons: 'Update Information and Exit' (green), 'Update Information and Submit FDI' (blue, highlighted with a red box and a red star), and 'Exit' (red).

- c. Click on 'Update Information and Submit FDI' button

6. Update Information and Submit FDI

- a. Select the suitable 'Year', 'Period', and 'Project Type'.

Home
Submit FDI

FOREIGN DIRECT & LOCAL INVESTMENT SURVEY

For further information and / or clarification if any, please contact,
Actg. Senior Deputy Director - Research & Policy Advocacy Dept. (FDI Unit) Tel: +94 11 2386939 / Coordinating Officers: Kumari: +94 11 2427392,
Harshi: +94 11 2427331, Fax: +94 11 2424108, Email: fdisurvey@bol.lk

Name of the Enterprise	ABC Company
BOI Registration No	12345678
Category	200 GFP - maiden approval
Registered Office	The 123, Subhika Road, Colombo 04
Latest year of Submission	Bi annual: 2003/1

Please submit latest Bi-annual statement:
Audited Fin. Not Available

Year: 2019

Quarter: Jan - Mar ✓

Project Type: ☒ 100% Foreign ☐ Joint Venture ☐ Local ✓

Have you brought in investment during this quarter: ☒ Yes ☐ No ✓

● Yes ● No

- If the company has brought any investment from (January – to this period) please select on 'Yes' to update the FDI Form.
- If there is no investment from (January – to this period) please select on 'No'; it will not allowed entering FDI form and sent 'NIL Report' automatically to the database and finish the survey.

7. Select the Suitable Project Type

When selecting the project type; there are 3 kinds, such as;

1. 100% Foreign
2. Joint Venture
3. Local

a. 100% Foreign

If the company ownership is “100% Foreign” FDI Form will be displayed as follow.

- Currency rate is compulsory
- Only allowed to enter FDI in US \$ Mn
- Automatically display the FDI in Rs. Mn according to current rate.

The screenshot displays the 'FOREIGN DIRECT & LOCAL INVESTMENT SURVEY' form. At the top, it provides contact information for the Actg. Senior Deputy Director and the FDI Unit. Below this, there are fields for 'Name of the Enterprise', 'BOI Registration No.', 'Category', 'Registered Office', and 'Latest year of Submission'. The 'Project Type' is set to '100% Foreign'. The 'Year' is '2015' and the 'Quarter' is 'Jan - Mar'. The 'Currency Rate(Rs.)' field is empty. The form includes a table for 'Actual FDI' with columns for 'Description', 'US\$ Mn', and 'Rs. Mn'. The table has rows for 'Equity Capital (I+II)', 'Capital Machinery & Equip.', 'Cash Equity/Shareholder Advances', 'Reinvestment (reinvestment of Retained Profit on Assets)', 'Foreign/Local Borrowing (I+II)', 'Intra-company Borrowing', 'Foreign Loan/Local Borrowing (Non FCEU)', and 'Total(a+b+c)'. Below the table, there is a section for 'Country of Investment' with a dropdown menu and a 'Total (Equity Capital + Reinvestment + Foreign Borrowings)' field. At the bottom, there is a 'Comment' field and 'Submit' and 'Clear' buttons.

For further information and / or clarification if any, please contact:
Actg. Senior Deputy Director - Research & Policy Advocacy Dept. (FDI Unit) Tel: +94 11 2386539 / Coordinating Officers: Kumarak: +94 11 2427292.
Handil: +94 11 2427331, Fax: +94 11 2424108, Email: fdisurvey@boi.lk

Name of the Enterprise: JSC COMPANY
BOI Registration No: 2281234567
Category: 200 GFP - maiden approval
Registered Office: m112, 2/F, 1st Floor, Colombo
Latest year of Submission: Bi annual: 2023/1
Please submit latest Bi-annual statement
Audited Fin: Not Available

Year: 2015
Quarter: Jan - Mar
Project Type: ☒ 100% Foreign ☐ Joint Venture ☐ Local
Have you brought in investment during this quarter: ☒ Yes ☐ No
Currency Rate(Rs.):

Description	Actual FDI	
	US\$ Mn	Rs. Mn
a. Equity Capital (I+II)		
i. Capital Machinery & Equip.		
ii. Cash Equity/Shareholder Advances		
b. Reinvestment (reinvestment of Retained Profit on Assets)		
c. Foreign/Local Borrowing (I+II)		
i. Intra-company Borrowing		
ii. Foreign Loan/Local Borrowing (Non FCEU)		
Total(a+b+c)		

Country of Investment:
Actual FDI:
US\$ Mn:
Rs. Mn:
Total (Equity Capital + Reinvestment + Foreign Borrowings):
Comment:
Submit Clear

b. Joint Venture

If the company ownership is “Joint Venture” FDI Form will be displayed as follow.

- Allowed to enter both FDI in US \$ Mn. And Local Investment in Rs. Mn
- Display FDI in Rs. Mn according to current rate.

Submit FDI

FOREIGN DIRECT & LOCAL INVESTMENT SURVEY

For further information and / or clarification if any, please contact:
Actg. Senior Deputy Director - Research & Policy Advocacy Dept. (FDI Unit) Tel: +94 11 2388939 / Coordinating Officers: **Kanari** +94 11 2427382.
Hanabi +94 11 2427331, Fax: +94 11 2424108, Email: fdisurvey@koi.lk

Name of the Enterprise

DOI Registration No

Category

Registered Office

Latest year of Submission

DEC Company

1142317882

200 GFP - maiden approval

NO123, La Palla Road 27A, Colombo

for annual 2003/1

Please submit latest financial statement

Audited Fin: Not Available

Year

2019

Quarter

Jan - Mar

Project Type

☒ 100% Foreign
 ☐ Joint Venture
 ☐ Local

Have you brought in investment during this quarter

☒ Yes
 ☐ No

Description	Actual FDI		Local Investment
	US\$ Mn	Rs. Mn	Rs. Mn
a. Equity Capital (I+II)			
I. Capital Machinery & Equip.			
II. Cash Equity/Shareholder Advances			
b. Reinvestment (investment of Retained Profit on Assets)			
c. Foreign/Local Borrowing (I+II)			
I. Intra-company Borrowing			
II. Foreign Loan/Local Borrowing (like FDI)			
Total(a+b+c)			

Country of investment:

Actual FDI

US\$ Mn

Rs. Mn

---Select the Country---

Total
(Equity Capital + Reinvestment + Foreign Borrowings)

Comment :

Submit

Clear

c. Local

If the company ownership is “Local” FDI Form will be displayed as follow.

- Only allow to enter local investment in Rs. Mn

Submit FDI

FOREIGN DIRECT & LOCAL INVESTMENT SURVEY

For further information and / or clarification if any, please contact:
Actg. Senior Deputy Director - Research & Policy Advocacy Dept. (FDI Unit) Tel: +94 11 2388339 / Coordinating Officers: Kamani: +94 11 2427352.
Handali: +94 11 2427331, Fax: +94 11 2428100, Email: fdisurvey@bol.lk

Name of the Enterprise: JSC Company
 BOI Registration No: 1112211111
 Category: 200 GFP - resident approval
 Registered Office: 10111, 1/11111, Colombo
 Latest year of Submission: Bi annual: 2003/1
 Please submit latest financial statement
 Audited Fin: Not Available

Year: 2013

Quarter: Jan - Mar

Project Type: ☒ 100% Foreign ☐ Joint Venture ☐ Local

Have you brought in investment during this quarter: ☒ Yes ☐ No

A.	Description	Actual FDI		Local Investment
		US\$ Mn	Rs. Mn	Rs. Mn
a.	Equity Capital (i-ii)			
i.	Capital Machinery & Equip.			
ii.	Cash Equity/Shareholder Advances			
b.	Reinvestment (reinvestment of Retained Profit on Assets)			
c.	Foreign/Local Borrowing (i-ii)			
i.	Intra-company Borrowing			
ii.	Foreign Loan/Local Borrowing (Non FDI)			
	Total(a+b+c)			

Country of Investment:
 --Select the Country--

Actual FDI

US\$ Mn

Rs. Mn

Total: (Equity Capital + Reinvestment + Foreign Borrowings)

Comment:

Submit

Clear

8. Guideline for completing the Survey Form

A. Equity Capital – means the Share Capital

a.(i). Capital Machinery & Equipment:

The value of investment made by the shareholders in the form of machinery and equipment.

a.(ii). Cash Equity/Shareholder Advances:

Funds invested by the shareholders in form of cash Shareholder advances should be indicated.

B. Reinvestment

b.(i) The Foreign Shareholders share of profit, which is not distributed as dividends or not Remitted and reinvested in the Company, on Assets during the quarter should be indicated under Reinvestment.

b.(ii) The Local Shareholders share of Profit, which is not distributed as dividends and reinvested in the Company on Assets during the period January- March 2017 should be indicated under reinvestment.

C. Foreign/Local Borrowing

c.(i) Intra Company Borrowings

Borrowings & lending of funds between direct investors and their affiliates (i.e subsidiaries, branches, associates) which in short or long term

c.(ii) Foreign/Local Loans

Loans taken from external foreign/local banks or financial Institutions (non-intra company loans)

- **Country of Investment**

Please indicate the source of Investment/Country of Investment with respect to (a) Foreign equity capital (b) Reinvestment of retained profits and (c) foreign borrowings

➤ Example for Printed Document

TO PROVIDE LOOK: **Board of Investment of Sri Lanka**
Foreign Direct Investment
For the year 2015 as at 30th June

Enterprise : ABC Company Project Type : Joint Venture
BOI Reference No : 1234567890123 Category : Sec16 - maiden approval
Responsible Officer : Mr. Nimala Perera
Name : Mr. Nimala Perera Phone : 011233 3333
Designation : ACCOUNTANT Mobile : 077777 7777
Address : No.123, Sushada Mawatha, Colombo Fax : 011233 3333
E-Mail : abccompany@abc.com

Foreign Direct & Local Investment Details Currency Rate(Rs.) : 11.23

Description	Actual FDI		Local Investment RS. Mn
	US\$ Mn	RS. Mn	
A. Equity Capital (i+ii)	32.059	360.023	25.000
i. Capital Machinery & Equip	8.369	93.984	
ii. Cash Equity/Shareholder Advances	23.690	266.039	25.000
B. Reinvestment (reinvestment of Retained Profit on Assets)	1,241.000	13,936.430	7.000
C. Foreign/Local Borrowing (i+ii)			13.000
i. Intra-company Borrowing			
ii. Foreign Loan/Local Borrowing (Non FCBU)			13.000
Total (A+B+C)	1,273.059	14,296.453	45.000

Country of Investment	Actual FDI		Local Investment RS. Mn
	US\$ Mn	RS. Mn	
Austria	1,273.059	14,296.453	
Sri Lanka			45.000
Total (Equity Capital+Reinvestment+Foreign Borrowing)	1,273.059	14,296.453	45.000

Comment : Testing 05

After submitting the FDI Survey properly, “**FDI Survey Form Submitted Successfully**” message will displayed top of the page. Then user can select “**Click here to Print FDI Survey Form**”

Print FDI Form

FDI Survey Form Submitted Successfully!

[Click here to Print FDI Survey Form](#)

For further information and / or clarification if any, please contact:
Actg. Senior Deputy Director - Research & Policy Advocacy Dept. (FDI Unit) Tel: +94 11 2386939 / Coordinating Officers: **Kumari**: +94 11 2427302.
Harshi: +94 11 2427331, Fax: +94 11 2424108, Email: **fdisurvey@bol.lk**

Name of the Enterprise : ABC Company
BOI Reference No : 1234567890123
Category : Sec16 - maiden approval
Registered Office : No.123, Sushada Mawatha, Colombo
Latest year of Submission : Bi annual: **Not Applicable**
Audited Fin: **Not Available**

➤ **Print FDI Form**

Finally, user can get a printed document related to the submitted FDI details.

- Select the **“Print FDI Form”**
- Select the year and period
- Select preview button;



9. Contact us

- If you need more assistance from BOI office, please contact relevant officers from **‘Foreign Direct Investment Survey Page’**



For any further clarification, please contact the following official.

FDI Unit	: 011-2386939
Kumari Amarasinghe	: 011-2427392
Harshi Amarasinghe	: 011-2427331
Gayathri Jeewandara	: 011-2346326
E-mail	: fdisurvey@boi.lk